

**The Constitution
And
Bylaws
of
Messiah Evangelical
Lutheran Church
of Mounds View, MN**

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Constitution

CONSTITUTION

PREAMBLE

God requires that a Christian congregation shall conform to His Divine Word in doctrine and practice (Ps. 119:105; Matt. 28:18-20; Gal. 1:6-8; II Tim. 4:1-5) and that all things be done in decency and in order (I Cor. 14:40). Therefore, we, the members of Messiah Evangelical Lutheran Church, located at Mounds View, Minnesota, accept and subscribe to the following spiritual Constitution and Bylaws, in accordance with which all material affairs of our congregation shall be governed.

ARTICLE I - NAME

The name of this congregation shall be: "Messiah Evangelical Lutheran Church".

ARTICLE II – PURPOSE

The purpose of this congregation shall be to seek the honor and glory of God, to carry out His will, to manifest the unity of our faith in Jesus Christ as God and Savior, to spread the kingdom of God and to foster Christian fellowship and love, by the preaching of the Word of God, by the administration of the Sacraments, and by the religious instruction of all its members, according to the confession of the Evangelical Lutheran Church as identified in Article III.

ARTICLE III - CONFESSION

- A. This congregation acknowledges and accepts all the canonical books of the Old Testament and the New Testament as the revealed and inerrant Word of God, verbally inspired, and submits to them as the only infallible authority in all matters of faith and life.
- B. The congregation acknowledges and accepts all the Symbolic Books of the Evangelical Lutheran Church as the true and unadulterated statement and exposition of the Word of God, to wit: the three Ecumenical Creeds (the Apostles' Creed, the Nicene Creed, the Athanasian Creed), the Unaltered Augsburg Confession, the Apology of the Augsburg Confession, the Smalcald Articles, the Large Catechism of Luther, the Small Catechism of Luther, and the Formula of Concord.

ARTICLE IV - MEMBERSHIP IN THE CONGREGATION

A. BAPTIZED MEMBERSHIP

Baptized membership in this congregation may be held only by those who:

- 1. are baptized in the Name of the Triune God with water.
- 2. are under the pastoral care of this congregation.
- 3. remain faithful to the responsibilities of a baptized member as specified in the Bylaws to the extent of their God given capabilities
- 4. lead a Christian life, conform their lives to their baptismal vows and not live in manifest works of the flesh (Galatians 5:19-21).
- 5. are not members of a secret society or any other organization conflicting with the Word of God and the conduct of a Christian (II Corinthians 6:14-18).

B. COMMUNICANT MEMBERSHIP

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Communicant membership in this congregation may be held only by those who:

1. are baptized and meet all the requirements for baptized membership as specified in section A of this article.
2. have declared their acceptance of the confession of this congregation as contained in Article III of this constitution to the extent of their God given capabilities.
3. have been accepted into communicant membership in accordance with the Bylaws of this congregation and shall remain faithful to the responsibilities of membership as contained in those Bylaws.

C. MEMBERSHIP TERMINATION

The membership and membership privileges of each baptized or communicant member shall remain in force so long as the member shall maintain eligibility according to sections A and B of this article and shall meet the requirements of the Bylaws. A member whose membership is terminated according to the provisions of the Bylaws, shall be deemed to have terminated membership in this congregation along with all rights and privileges of such membership.

ARTICLE V - AUTHORITY OF THE CONGREGATION

A. THE VOTERS ASSEMBLY

1. The Voters Assembly shall be the governing body of this congregation and shall be empowered to administer and manage all its affairs. The establishment and conduct of all organizations and societies within the congregation shall be subject to the approval and supervision of the Voters Assembly.
2. The Voters Assembly consists of all voting members of this congregation. Voting members are communicants who have reached legal voting age of the State of Minnesota and have been received by the Voters Assembly according to the Bylaws.

B. OFFICERS, MINISTRY TEAMS, AND COMMITTEES

Responsibility and authority for the daily administration of the congregational affairs shall be delegated to the officers, ministry teams, and committees of the congregation as defined in the Bylaws.

C. THE OFFICES OF PASTOR AND TEACHER

The pastoral office of this congregation, as well as the office of a called teacher, shall be conferred only on such ministers, teachers, and candidates who profess and adhere to the confession set forth in Article III of this Constitution and who have been admitted to these respective ministries in accordance with the rules and regulations of the LCMS.

D. THE RIGHT OF CALLING

The right of calling shall be vested in the Voters Assembly and shall never be delegated to a smaller group or to an individual.

E. DECISIONS

All matters of doctrine and of conscience shall be decided only by the Word of God. All other matters shall be decided by a majority vote of the voters present and voting at a Voters Assembly meeting unless otherwise specified by this Constitution or the Bylaws.

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ARTICLE VI - DIVISION

If at any time a division should take place on account of doctrine, the property of the congregation and all benefits connected therewith shall remain with those communicant members who continue to adhere in confession and practice to Article III of this Constitution. If division takes place for any other reason, the property shall remain with the majority of the communicant members. In the event the congregation should totally disband, the property and all rights connected therewith shall be transferred to that District of the Lutheran Church - Missouri Synod of which the congregation has been a member at the time of disbanding.

ARTICLE VII - DOCTRINAL CONFORMITY

Only such hymns, prayers, and liturgies shall be used in the public services of the congregation and in all ministerial acts as conform to the confession of Article III.

ARTICLE VIII - SYNODICAL MEMBERSHIP

This congregation shall hold membership in the Lutheran Church - Missouri Synod as long as this Synod remains true to the Word of God and the Lutheran Confessions. It shall send its pastor(s), called teacher(s), and a lay delegate to the District Conventions of the Synod.

ARTICLE IX - BYLAWS

This congregation may adopt such bylaws as may be required for the accomplishment of its purpose.

ARTICLE X - CHANGING THE CONSTITUTION

A. UNALTERABLE ARTICLES

The intent of Articles II, III, V, and IX of this constitution shall not be subject to change or repeal. Changes for the sake of clarification, further explanation or editorial correction are permitted, however.

B. AMENDMENTS

Amendments to this Constitution may be adopted at a Voters Assembly meeting provided that:

1. They do not conflict with the provisions laid down in Article III, or with any other Article that pertains to a Scriptural doctrine and practice; and
2. The Leadership Council shall have proposed the amendment by resolution setting forth the proposed amendment and directing that it be submitted for adoption at a meeting of the Voters Assembly; and
3. Notice of the Voters' Meeting, stating the purpose, shall be given to each member entitled to vote on the proposed amendment; and
4. Two-thirds of the voting members who are present and voting, approve its adoption. Following adoption of an amendment, a copy shall be forwarded to the president of the District of the Lutheran Church – Missouri Synod to which Messiah belongs.

ARTICLE XI - MEETING NOTICE

Notice of all regular and special meetings of the Voters Assembly shall be a written notification stating time, place and purpose. Notice shall be sent or delivered by a duly authorized person to each voting member entitled to vote, delivered or mailed not less than ten nor more than thirty days before the meeting. Notice of the meeting shall also be given at the

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worship services on the Sunday preceding the date of the meeting. These notification requirements are waived for an adjourned meeting as defined in the bylaws.

ARTICLE XII - VOTING

Proxy and cumulative voting are prohibited.

ARTICLE I - FORMAL ORGANIZATION OF THE CONGREGATION

The organization of the congregation consists of: the Voters' Assembly; the Leadership Council; the Elders; and the Staff. It is the intent of this Constitution and Bylaws that: the Voters determine the overall ministry of the congregation and have primacy over all other parts of the organization; the Leadership Council provides leadership in developing the vision and establishes policies; the Elders shall have oversight of the congregation's worship and spiritual affairs; and the Staff, which includes the Senior Pastor and both Called and Non-called personnel shepherd the ministries and manage the facilities.

The organization structure may be changed from time to time and the new structure will be communicated to the congregation. Either the Leadership Council or Staff may commission individuals or Ministry Teams. Leaders and members of the Ministry Teams shall be appointed rather than elected.

ARTICLE II - MEMBERSHIP IN THE CONGREGATION

A. BAPTIZED MEMBERSHIP

1. Reception into Membership

Baptized members are received through the sacrament of Holy Baptism, through transfer, or with the consent of one or both parents or guardians in the case of children who have been baptized in another Christian congregation.

2. The Congregation's Expectations of all Baptized Members

Grow in the Christian faith and life through searching the Scriptures at home and in fellowship with other members of the congregation and its agencies.

Conduct themselves at all times so as to bring credit rather than blame upon the church of Jesus Christ.

Be receptive to Christian training instruction at home and through agencies of the church.

Contribute toward the maintenance of the congregation and the extension of the Kingdom of God to the limit of their ability and God-given talents.

B. COMMUNICANT MEMBERSHIP

1. Application for Membership - Procedure

Applicants for communicant membership shall consult the Pastor(s) who shall determine whether such applicants are eligible for membership in accordance with Article IV of the constitution. Applicants who are not confirmed in the faith of the LCMS or who are not familiar with its doctrines and confessions to the extent of their God given capabilities shall be required to attend a course of instruction and to make profession of their faith before the congregation.

Applicants from other LCMS churches shall submit a letter of transfer from their present congregation to establish their eligibility for membership. In the case of applicants whose membership in an LCMS congregation has lapsed or who are members of another Lutheran body, the Pastor may arrange for a period of re-instruction prior to reaffirmation of faith.

After applicants have given satisfactory evidence of their eligibility, their admission as communicant members shall be recommended by the Pastor to the Leadership Council which shall have the authority to act on such applicants on behalf of the Voters Assembly

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2. The Congregation's Expectations of all Communicant Members

Grow in the Christian faith and life through faithful use of the means of grace. Praying daily, worshipping weekly, reading the Bible, serving at Messiah and beyond, being in a relationship with others to encourage spiritual growth, giving of time, talent and resources and frequently partaking of the Lord's Supper.

Live a morally decent life before God and men, abstaining from open works of the flesh (Galatians 5:19-21) and so conduct themselves at all times as to bring credit rather than blame upon the Church of Jesus Christ.

Provide for the proper Christian training of their children by instruction at home and through the agencies of the church.

Contribute toward the maintenance of the congregation and the extension of the Kingdom of God at home and abroad to the limit of their financial ability.

Place their God given talents and abilities at the disposal of the Pastor(s), the officers, and other agencies of the congregation as set forth in its Bylaws, so that the purposes and functions of the congregation may be effectively implemented.

ARTICLE III - MEMBERSHIP IN THE VOTERS ASSEMBLY

A. RECEPTION OF VOTING MEMBERS

Applicants for voting membership shall be received into the Voters Assembly by resolution of the Voters Assembly, provided they meet the requirements for membership as stated in the Article IV of the Constitution.

A voting member becomes eligible to vote at the meeting which follows the one in which they were accepted as a voting member.

B. The Congregation's Expectations of Voting Members

Voting members shall attend the meetings of the Voters' Assembly regularly, participate in the work of the congregation, and willingly accept responsibility according to ability.

ARTICLE IV - DISCIPLINE IN THE CONGREGATION

All discipline in this congregation shall be administered in accordance with the order of discipline laid down in Matthew 18:15-20, I Corinthians 5:1-5, and other related New Testament passages. The following procedure shall be followed under the direction of the Pastor(s), the Leadership Council and Elders.

A. BAPTIZED MEMBERSHIP - TERMINATION

Baptized Members who have not been received as Communicant Members shall have their membership terminated for the same reasons as communicant membership is terminated insofar as these reasons are applicable.

Baptized Members who have not been confirmed by age 18 shall be considered for termination in consultation with the Pastor(s).

B. COMMUNICANT MEMBERSHIP - TERMINATION

1. Transfers

A member desiring transfer or release to another Lutheran congregation shall apply to the church. Upon approval by, and direction of, the Pastor(s), a letter of transfer or release shall be issued by the Pastor(s) and reported to the Leadership Council. When the request for transfer is from a member under church discipline, the Leadership Council must first give approval.

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2. Joining Other Churches

In cases where communicant members of this congregation have joined a non-Lutheran congregation, they shall, upon the decision of the Pastor(s), be deemed to have terminated their membership in this congregation. Their name(s) shall be removed from the membership list of the congregation.

3. Whereabouts Unknown

The names of members whose whereabouts are unknown and cannot be established within a period of six months shall be removed from the membership list of the congregation and placed in a file designated "Whereabouts Unknown." Reinstatement of membership shall take place as outlined in the published policies and procedures of the Leadership Council.

4. Excommunication and Self-Exclusion

When a member of Messiah Evangelical Lutheran Church has not worshipped for a period of one year, they shall be dealt with in accordance with the published policies and procedures of the Elders. The goal of this procedure is to reactivate the member. If this fails we then recognize that this person has excluded him/herself from this Christian Congregation.

Excommunication is to be applied to any members who conduct themselves in an unchristian manner; i.e., to one who openly adheres to false doctrine, gives evidence of an immoral and offensive life, or willfully despises the preaching of the Gospel and the Lord's Supper. The Elders shall administer church discipline in behalf of the congregation.

Persons who have been removed from membership for whatever reason shall be restored with all rights and privileges when they repent and ask forgiveness through the Pastor(s). Both acts of excommunication and restoration shall be made known to all communicant members by whatever method the Pastor(s) deem most suitable.

5. Reporting Termination of Communicant Membership

The Leadership Council shall report all terminations of communicant membership at the next Voters Assembly meeting.

C. VOTING MEMBERSHIP - TERMINATION

To maintain an achievable quorum, voting membership shall be terminated immediately after each Voters Assembly meeting if the voting member has not attended at least one meeting during the past two years. Membership can be regained in accordance with Article II of the bylaws. Termination of communicant membership automatically terminates voting membership.

D. LEADERSHIP COUNCIL AND ELDER MEMBERSHIP - TERMINATION

Sufficient grounds for deposing a duly chosen worker shall be persistent adherence to false doctrine, scandalous life, willful neglect of official duties, or evident and protracted incapacity to perform the functions of the person's position.

The Leadership Council or Elders shall bring charges on any of these counts. The Leadership Council member or Elder may be deposed by a two-thirds majority vote of the voting members present in a meeting of the Voters Assembly.

E. CALLED STAFF - TERMINATION

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The grounds for deposing a called staff member are the same as shown for a Leadership Council or Elder member, above.

The Leadership Council and Elders shall carefully investigate charges on any of these counts. Should such charges be substantiated by clear evidence, the individual involved shall first be given an opportunity to resign his position in the congregation. Such opportunity having been given and declined, the Leadership Council and Elders shall, after consultation with the appropriate officers of Minnesota South District, notify the Voters Assembly of the situation, and shall submit the matter for action at a meeting of that body. The Leadership Council has the authority to suspend the authority of any called staff member until the Voters Assembly has considered the matter.

A three-fourths majority vote of the voting members present, shall be required to depose a called staff person.

F. NON-CALLED STAFF - TERMINATION

The grounds for deposing a non-called staff member are the same as shown for a Leadership Council or Elder member, above.

The Senior Pastor shall carefully investigate charges on any of the counts. Should such charges be substantiated by clear evidence, the individual involved shall first be given an opportunity to resign their position in the congregation. Such opportunity having been given and declined, the Senior Pastor shall submit for action to the Leadership Council.

A three-fourths majority vote of the Leadership Council shall be required to depose a non-called staff person.

ARTICLE V - VOTERS ASSEMBLY MEETINGS

A. REGULAR MEETINGS

Regular meetings of Voters Assembly shall be held at least two times each calendar year. The purpose of these meetings shall be to conduct the business of the congregation, to communicate plans, goals, and activities of the Leadership Council and staff to the Voters Assembly, and to get Voters Assembly feedback and direction.

It is suggested these meetings be held in the following months: April and November. The Leadership Council sets dates and times of all Voters Assembly meetings.

At the Fall Voters Assembly meeting elections shall take place, and the budget for the following year shall be considered and adopted.

B. SPECIAL VOTERS ASSEMBLY MEETINGS

Special meetings of the Voters Assembly are normally called as required by the Leadership Council. The Executive Director or the Pastor(s) may also call a special meeting. The Leadership Council shall call a special meeting within 30 days of receipt of a request by 10 Voting Members.

C. QUORUM

Ordinarily the voters present at a properly called meeting will constitute a quorum to do business. However, for the purchase of property, for the erection of buildings, or for the removal from office of a called pastor or teacher, a majority of all voting members is required for a quorum. In the absence of a majority, those present may fix the date for an adjourned meeting for which at least five days written notice shall be given. The members who are present at such adjourned meeting shall constitute a quorum.

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D. CONDUCT OF VOTERS ASSEMBLY MEETINGS

The meeting of the Voters Assembly shall be conducted in accordance with the Constitution and Bylaws. It shall include an opening devotion, approval of minutes of the previous meetings, taking of roll, reception of new voting members, reports of the Leadership Council and action thereon, unfinished business, other business, staff report on the state of the congregation and adjournment with devotional close.

Any communicant member of the congregation may attend the meetings of the Voters Assembly and may, with the consent of the Voters Assembly, submit recommendations or participate in discussion of any given item of business before the Voters Assembly.

In questions of parliamentary procedure not covered by this Constitution and Bylaws, Robert's Rules of Order shall prevail.

ARTICLE VI - STAFF

A. STAFF ORGANIZATION AND RESPONSIBILITIES

1. The Leadership Council shall determine the number and nature of all paid staff positions required to serve the needs of the congregation.
2. The staff shall consist of the Senior Pastor and such other staff members as shall be authorized by the Leadership Council. The Senior Pastor is responsible to the Leadership Council. All other staff members are responsible to the Senior Pastor.
3. The Senior Pastor is expected to coordinate the activities of all staff members himself, or through delegation, within the guidelines outlined in the remainder of this Article.
4. The Senior Pastor shall have his performance reviewed at least once annually by a committee of the Leadership Council.
5. It is the responsibility of the Senior Pastor to ensure that all other staff members receive an annual performance review.
6. The Senior Pastor is responsible to see that worship services, the preaching of God's Word, and the administration of the sacraments are conducted in a God-pleasing manner.

B. ESTABLISHING AND FILLING CALLED STAFF POSITIONS

1. When necessary, the Leadership Council shall convene a Call Committee.
2. The Call Committee shall invite the members of the congregation to submit names for consideration for nomination. The Committee may also obtain names of candidates from the LCMS District Office. Once screening of candidates is completed the committee will send to district a list of selected candidates to assist Messiah in complying with statues chapter 148a entitled "Action for sexual exploitation; Psychotherapists". A list of candidates approved by the District shall be made known to the entire communicant membership of our congregation via a first class mailing at least ten (10) days before the Voters Assembly meeting at which the call is to be extended. Prior to the meeting, a communicant member in good standing shall have the right to file a valid objection, in writing, with the chairman of the Call Committee concerning any candidate on the official call list. If such an objection is made and deemed to be valid by the Call Committee the candidate in question shall be removed from the call list.
3. At any properly called meeting of the Voters Assembly, qualified and eligible candidates shall be placed in nomination by the Call Committee. The election shall proceed by ballot. A two-thirds majority of all ballots shall be required to elect. The election shall, if possible, be made unanimous.

C. CONTRACT STAFF POSITIONS

1. The Senior Pastor shall be responsible for each contract staff position.

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2. Each contract staff member is responsible to the Senior Pastor or his staff representative for fulfilling his or her responsibilities. They shall have their performance reviewed at least annually by the Senior Pastor and Leadership Council or delegates thereof.
3. The Senior Pastor shall present to the Leadership Council for their review a contract defining the terms of employment. The contract should include, but not be limited to, the following items:
 - a. A description which clearly defines the duties and responsibilities of the position
 - b. Term of the contract
 - c. Provisions for renewal and/or cancellation
 - d. Definition of hours of work, paid vacation, etc.
4. Interviewing of candidates and hiring for the position shall be the responsibility of the Senior Pastor or his staff representative.

D. PRE SCHOOL STAFF POSITIONS

The Pre-school Director shall be responsible for hiring and directing their staff.

E. PAID SUPPORT STAFF POSITIONS

1. The Senior Pastor shall be responsible for each paid support staff position.
2. Each paid support staff member is responsible to the Senior Pastor for fulfilling his or her responsibilities. They shall have their performance reviewed at least annually by the Senior Pastor and Leadership Council or delegates thereof.
3. The Senior Pastor shall present to the Leadership Council for their review a document defining the terms of employment. It should include, but not be limited to, the following items:
 - a. A description which clearly defines the duties and responsibilities of the position
 - b. Definition of hours of work, paid vacation, etc.
4. Interviewing of candidates and hiring for the position shall be the responsibility of the Senior Pastor.

ARTICLE VII MINISTRY TEAMS

Either the Senior Pastor or Staff, or the Leadership Council may create and dissolve Ministry Teams as required. Additionally, any group of members of Messiah may seek to become a Ministry Team by petitioning and being approved by the Leadership Council. The petition must include a statement of the purpose of such a Ministry Team and any other information requested by the Leadership Council.

ARTICLE VIII - THE LEADERSHIP COUNCIL

The Leadership Council is composed of eight (8) members elected by the Congregation (or appointed to fill a vacancy as provided herein). The Leadership Council shall select one of its members to serve as Executive Director, another as Assistant Director, another as Secretary and another as Treasurer. The Senior Pastor of the Congregation is a member of the Leadership Council, by virtue of his office with the right to vote but may not serve as an officer. No other staff member or direct family member of staff to include spouse, child, sibling, parent, or in-laws may serve on the Leadership Council at the same time.

The Executive Director of the Leadership Council, the Assistant Director, the Secretary and the Treasurer shall serve as officers of the Congregation. The Executive Director and the Secretary shall sign legal documents. The Leadership Council may delegate this authority to any two Leadership Council members, if necessary.

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Officers of the congregation shall be elected from among the current Leadership Council members by the Leadership Council at the first Leadership Council meeting of each year. If an officer vacancy occurs, the vacancy shall be filled by election from among the current Leadership Council members by the Leadership Council at any Leadership Council meeting. The normal term of an officer is one (1) year. There is no limit on the number of terms an individual may serve in any office.

A. MEETINGS OF THE LEADERSHIP COUNCIL

1. The Leadership Council shall establish regularly scheduled meetings at least nine (9) times per year. Six (6) members of the Leadership Council shall constitute a quorum. All meetings shall be open to any member of the congregation, except those portions of a meeting that involve matters of personnel or confidential issues as determined by the Executive Director or the Senior Pastor. In questions of parliamentary procedure not covered by this Constitution and Bylaws, the generally accepted rules of order shall prevail.
2. The Executive Director or any member of the Leadership Council including the Senior Pastor may call special meetings. Special meetings of the Leadership Council shall be called when any member of the Leadership Council or five members of the Congregation request such a meeting in writing at least five (5) days before the requested meeting together with a summary statement of the reason for the meeting.
3. Minutes from the Leadership Council meetings shall be made available to the congregation.

B. LEADERSHIP COUNCIL RESPONSIBILITIES

1. The Leadership Council, working with the staff, shall ensure that the mission will be implemented and sustained through the efforts of congregational members.
2. The Leadership Council will be responsible to see that Christian education programs, spiritual care and nurturing of its members and outreach to the community are conducted in a God-pleasing manner
3. The Leadership Council shall review proposed annual objectives for this Congregation's ministry and cause an annual budget to be prepared and presented to the congregation for approval prior to the beginning of the fiscal year.
4. The members of the Leadership Council shall individually and collectively:
 - Provide spiritual leadership for Messiah
 - Be intimately involved in the spiritual care of the congregation
 - Be intimately involved in the spiritual growth of the congregation
 - Pray for the needs of Messiah
 - Pray for the needs of individual members of Messiah
 - Be available to offer prayer to members when they need or request it
 - Be focused on spiritual matters as well as concerned with administrative matters
 - Be prayerfully supportive of the ministry staff at Messiah
 - Be prayerfully supportive and encouraging to each other
5. The Leadership Council shall oversee expenditures and may authorize up to a 5% increase of the approved budget. The Leadership Council shall annually appoint an Audit Committee to review the financial transactions of the congregation and prepare a report for the Leadership Council and the Congregation.
6. The Leadership Council shall have the authority to sell and convey any securities.

C. SPECIFIC DUTIES OF THE LEADERSHIP COUNCIL

1. Assume leadership to establish congregational vision.
2. Consider matters pertaining to the general welfare of the congregation as presented by the Senior Pastor, Staff, or members of the congregation.

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3. Develop or review recommendations for presentation to the Voters Assembly.
4. Take any action or incur any expense deemed necessary in case of emergency between Voters Assembly meetings. The existence of an emergency shall first be established by a simple majority of the Leadership Council.
5. Review all proposed salary actions for salaried personnel prior to submission of the yearly budget to the congregation.
6. Review with the Senior Pastor any hires for key staff that will be reporting to the Senior Pastor.
7. Provide a report annually to the Voters identifying the goals, strategies, and accomplishments
8. Appoint a Financial Secretary with the following responsibilities:
 - a. Be responsible for the accurate counting, recording, posting, and depositing of all receipts for the congregation in a local financial institution or institutions and to that end shall enlist and manage a counting committee and a recording committee. The counting committee shall be responsible, under the direction of the financial secretary, for the prompt counting of Sunday and other receipts. The recording committee shall record all contributions by members for whatever purpose and shall notify the Pastor(s) of contributions by nonmembers.
 - b. Be responsible for issuance of regular quarterly statements to members, showing their offerings to date and provide receipts to contributors as necessary.
 - c. Furnish a duplicate deposit slip of all deposits for church records.
 - d. Be responsible for prompt deposit and safe keeping of all funds.
 - e. Be responsible for implementation of the contribution collection system
 - f. Furnish the congregation a surety bond in the amount set by the congregation. Such bond shall be procured and the premium paid by the congregation.
 - g. Prepare a report for the annual Voters Assembly meeting.
 - h. Submit a weekly report of categorized receipts to the Treasurer.

ARTICLE IX - NOMINATION, ELECTIONS, AND FILLING VACANCIES

A. NOMINATION PROCEDURE

The Leadership Council shall ensure that a slate of candidates for the Leadership Council is prepared proposing one (1) name for each position to be filled. The nominees are to be notified, in person and by letter, of their nomination and responsibilities at least thirty (30) days prior to the annual meeting.

Nominees may be any member of the congregation who have attained the age of eighteen (18) and who are a member of the congregation. They shall have demonstrated spiritual maturity and experience in the work of the congregation. They shall be: spiritually gifted, faithful in worship, growing as a disciple, interested in the life and activity of the church and willing to serve.

A list of the candidates and appropriate information about their experience and participation in the life of the church shall be distributed to the members of the congregation three Sundays prior to the annual meeting

Any member may submit additional names to the Leadership Council for inclusion on the list. Such names shall be placed in nomination by the Leadership Council, along with the candidates already chosen, provided:

1. That such names have been submitted at least fifteen (15) days before the annual congregational meeting, and
2. That the proposed candidates have the qualities identified above for nominees.

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The Leadership Council, one week before the election meeting, shall place the final slate of candidates in the weekly bulletin.

In addition, members of the same family to include spouse, child, sibling, parent, or in-laws may not serve on the Leadership Council at the same time.

B. ELECTION PROCEDURE

Leadership Council members shall be elected for two-year terms at the regular annual meeting of the Congregation. Four (4) members shall be elected in even numbered years and four (4) members shall be elected in odd numbered years. Leadership Council members shall be limited to three (3) consecutive terms.

1. Leadership Council Members shall be elected by a majority of 50% plus one of ballots cast.
2. Leadership Council members shall assume the duties of their office on January 1 following their election.

C. FILLING LEADERSHIP COUNCIL VACANCIES

In case of a vacancy, the Leadership Council shall appoint a replacement for the remainder of the unexpired term. The Voters at the next Voters Assembly must act on the appointment.

ARTICLE X – THE ELDERS

The Elders are composed of five (5) spiritually mature men who reflect the spiritual leadership characteristics cited in Titus 1:6-9 and 1 Timothy 3:8-9.

A. APPOINTMENT OF ELDERS

Elders are appointed by the Leadership Council by a two-thirds majority vote. The Senior Pastor shall approve each candidate before the Leadership Council votes on his appointment to the Elders. Each appointed Elder will serve a two-year term and may be re-appointed at the end of each term. Leadership Council will fill vacant positions in the same manner as new appointments. The Senior Pastor will serve as an additional, nonvoting member of the Elders.

B. DUTIES OF ELDERS

Elders shall have oversight of the Congregation's worship and spiritual affairs. This oversight shall be limited to only those issues that can be determined by scripture. In close coordination with the Leadership Council, the Elders shall also provide support and leadership assistance to the Pastor(s).

ARTICLE XI - DUTIES OF OFFICERS AND BOARDS

In addition to their responsibilities as Leadership Council members, officers shall have additional responsibilities as listed below.

A. EXECUTIVE DIRECTOR

The Executive Director shall:

1. Preside at the Voters Assembly meetings and Leadership Council meetings.
2. Ensure enforcement of the Constitution and Bylaws of the congregation and carry out the expressed will of the congregation as empowered in the resolutions of the Voters Assembly.

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3. Prepare an agenda for the Leadership Council meeting and, after consideration of items by Leadership Council, for the Voters Assembly.

B. ASSISTANT DIRECTOR

The Assistant Director shall:

1. Fulfill responsibilities delegated by the Executive Director.
2. Assume responsibilities of the Executive Director upon absence, disability, or request.

C. SECRETARY

The Secretary shall:

1. Keep an official record of Voters Assembly meetings and Leadership Council meetings and distribute such record as necessary.
2. Conduct any official correspondence ordered by the Voters Assembly or Leadership Council.
3. Prepare quarterly capsule summaries of Leadership Council actions to be published in the newsletter of the congregation.
4. Maintain a current list of voting members.
5. Be responsible for notifying voters of the date, time and place of regular and special meetings.
6. Maintain and secure the accurate version of the church's constitution and bylaws.

D. TREASURER

The Treasurer shall be responsible for:

1. Assuring that accurate records, files and books are being maintained for the Congregation and that they remain the property of the Congregation.
2. Assuring that these records, files and books are audited annually and that a report of audit is made available to the Leadership Council and the Congregation.
3. Submitting at least a monthly report to the Leadership Council and making it available to the congregation.
4. Submitting an annual statement of financial position to be distributed to the Congregation at the close of the fiscal year.
5. Being bonded in such amount as determined by the Leadership Council; the premium to be paid by the Congregation.
6. Signing or delegating the responsibility for signing all checks for payment of bills, salaries, or other financial commitments of the congregation of any sort.

ARTICLE XII - AUXILIARY ORGANIZATIONS AND ACTIVITY GROUPS

A. AUXILIARY ORGANIZATIONS

Any organization, which is recognized as an auxiliary organization of the Lutheran Church Missouri Synod (for example, the Lutheran Women's Missionary League) may also be an auxiliary of this congregation. Such organizations shall coordinate their activities with the Senior Pastor. The auxiliary shall present an annual report listing major accomplishments and containing a list of members in the auxiliary at the annual meeting.

ARTICLE XIII - FISCAL AFFAIRS

A. FISCAL YEAR

The fiscal year shall begin on January 1 each year and end on December 31.

B. AUDIT COMMITTEE

The Leadership Council shall appoint an Audit Committee consisting of three members of the congregation. This Committee shall make an audit of the books and records of the Treasurer and of such other financial records the audit of which the congregation may assign to it. The committee shall make a report annually to the Leadership Council. A summary of the findings will be reported in the congregation annual report.

C. CONTRIBUTIONS TO SYNOD AND DISTRICT MISSIONS

The Congregation recognizes its responsibility to help the church at large fulfill its mission to bring Christ to the World. To that end the congregation, as a minimum, shall remit all designated offerings and five (5) percent of general fund offerings to synod and district missions.

ARTICLE XIV - AMENDMENTS

These Bylaws may be amended in a properly convened meeting of the Voters' Assembly by a majority of all voting members present, provided the proposed change has been announced at least one week prior to the meeting in which the amendment is voted upon.