

CONSTITUTION AND BYLAWS

Lord of Life
Lutheran Church

Chesterfield, Missouri

Approved October 11, 2009

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CONSTITUTION

PREAMBLE

Whereas according to God's Word (1 Cor. 14:40) all things should be done decently and in order:

THEREFORE, we the voting members of Lord of Life Lutheran Church, set forth by this present document, signed by ourselves, the Constitution and Bylaws in accordance with which our congregational affairs, spiritual and material, shall be conducted.

ARTICLE I - NAME

The name of this congregation shall be Lord of Life Lutheran Church of Chesterfield, Missouri.

ARTICLE II – PURPOSE AND THEOLOGICAL COMMITMENT

Lord of Life Lutheran Church exists to lead people to Jesus and to equip them for ministry.

This congregation acknowledges and accepts the Holy Scriptures as the inspired Word of God and as the only trustworthy and reliable authority in all matters of faith and life.

This congregation further acknowledges and accepts all the confessional writings embraced by the Lutheran Church – Missouri Synod and contained in the Book of Concord of the year 1580, as faithful expositions of the doctrine of the Holy Scriptures. These confessional writings are the three Ecumenical Creeds (Apostles', Nicene, and Athanasian), the Unaltered Augsburg Confession, the Apology of the Augsburg Confession, the Smalcald Articles, the Small Catechism, the Large Catechism, and the Formula of Concord.

All matters of doctrine and practice shall be in harmony with this theological commitment. The work which is carried on by the church, whether in worship services, educational programs, or other functions, as well as the ministerial activities, shall be in full agreement with this theological commitment.

ARTICLE III – MEMBERSHIP

A. Baptized Members

Baptized members are those who have been baptized in the name of the Triune God, and are under the spiritual care of the Congregation.

B. Communicant Members

Communicant members are those baptized members who have been instructed in the Christian faith, accept the doctrinal standards of Article II of the Constitution, are not members of organizations whose principles and conduct conflict with the Word of God and who are further defined in the Bylaws.

ARTICLE IV - CONGREGATIONAL ORGANIZATION

A. The Congregational Assembly

The Congregational Assembly shall have the ultimate authority over the spiritual and temporal affairs of the congregation.

B. The Mission and Ministry Council

The Mission and Ministry Council shall govern the organization. They will be responsible for developing programs for the advancement of Christ's Kingdom.

The Mission and Ministry Council shall consist of:

- a. Officers (President, Vice President, Secretary, and Treasurer)
- b. Chair of the Board of Lay Ministry
- c. Seven at-large members elected in accordance with the Bylaws
- d. Senior Pastor (Ex-Officio)

ARTICLE V - PROPERTY RIGHTS

The congregation may acquire, hold title, encumber, manage and convey or sell all or any part of any real or personal property necessary to accomplish its purposes. If, at any time, a separation should take place on account of doctrine, all property of the congregation and all benefits therewith connected shall remain with those members who continue to adhere in confession and practice to Article II of this constitution. In the event the congregation should be totally disbanded without first having disposed of its property, the property and all rights connected therewith shall be transferred to the representing District of the Lutheran Church — Missouri Synod.

ARTICLE VI - PASTORS AND COMMISSIONED MINISTERS

Positions of Called Pastors and Called Commissioned Ministers of Religion shall be filled only by those persons qualified by the Lutheran Church — Missouri Synod and who accept and subscribe to Article II of this Constitution and who are properly called in accordance with the Bylaws.

ARTICLE VII - BYLAWS

The congregation may adopt, alter or revoke such Bylaws necessary to accomplish its purpose. Such action may be taken by the Congregational Assembly, in accordance with procedures set forth in the Bylaws.

ARTICLE VIII - AMENDING THE CONSTITUTION

This constitution may be amended at a properly convened meeting of the Congregational Assembly by a two-thirds majority of voting members present. Written notice of the time and place of the meeting as well as the proposed amendment shall be made available to all voting members at least two weeks prior to the meeting in which the amendment is to be voted upon.

Adopted - October 18, 1976.

Twenty-Nine persons associated with Lord of Life were present.

Amended February 21, 1999.

Amended September 18, 2005.

Amended October 11, 2009

BYLAWS

ARTICLE I - CONGREGATIONAL MEMBERSHIP

Section I. Admission to Membership

- A. Baptized members are received through the Sacrament of Holy Baptism or through transfer with the consent of a parent or guardian in the case of children who have been baptized in another Christian congregation.
- B. Communicant members are all who have been baptized in the name of the Triune God, who have come under the pastoral care of the congregation, who have been instructed in Christian doctrine and who subscribe to Article II of the Constitution. Communicant members may be received by the rite of confirmation, by transfer, by confession of faith, or by reaffirmation of faith. Communicant membership shall be ratified by the Board of Lay Ministry.

Section II. Termination of membership

- A. Transfers to another Lutheran congregation shall be made by the Senior Pastor upon request.
- B. Upon the recommendation of the Board of Lay Ministry, the Mission and Ministry Council may release an individual from membership for any of the following reasons:
 - 1. The member joins a congregation not in fellowship with the Lutheran Church-Missouri Synod.
 - 2. The member delays, without good cause, to transfer membership after having moved to another community.
 - 3. The member has been absent for at least one year and his or her address is unknown.
 - 4. The member has not received Holy Communion over a period of two years during which time at least two pastoral visits have been made.
- C. If a member is charged with un-Christian conduct and is impenitent of it although admonished according to Scripture, the member may be excommunicated by a 75% majority ballot vote of members present at the Congregational Assembly.

ARTICLE II - CONGREGATIONAL ORGANIZATION

Section I. Congregational Assembly

A. The Congregational Assembly shall consist of the communicant members of the congregation.

B. Function and Responsibilities

The Congregational Assembly shall approve the ministry direction and mission plan. The Congregational Assembly shall elect the officers, and the members at large of the Mission and Ministry Council. The Assembly shall ratify members of the Board of Lay Ministry. It shall approve the annual budget and all non-budgeted expenditures in excess of five percent of the approved budget. It shall have the authority to call or remove called workers; amend the Constitution and Bylaws; and purchase, lease, rent or sell real estate.

C. Meetings

1. The Congregational Assembly shall meet at least once a year.
2. Any meetings of the Congregational Assembly may be called by (i) the Senior Pastor, (ii) the President of the congregation, (iii) the Mission and Ministry Council or (iv) 30 voting members or more upon written request to the President. Written notice of the time and place of the meeting and the proposed agenda shall be made available to the congregation assembled for worship on two consecutive Sundays prior to the date upon which the meeting takes place.
3. The quorum for any meeting of the Congregational Assembly shall be 30 voting members.
4. Every decision by a simple majority of those voting shall be valid as an act of the congregation unless a greater majority is required by the Constitution or by these Bylaws.
5. Members must be present to vote.
6. Questions of parliamentary procedure not governed by the Constitution and Bylaws shall be decided by Robert's Rules of Order.

Section II. Senior Pastor

A. The rights and responsibilities of the Pastor shall be to oversee the spiritual life of the congregation as directed by the Congregational Assembly. He is to conduct public worship, to proclaim the Word of God, to administer the Sacraments, to minister to individuals, to supervise the religious instruction of the parish and to discharge

faithfully all other duties that the Holy Scriptures lay upon the office of the ministry. The Senior Pastor reports to the Mission and Ministry Council and is responsible for implementing all programs developed by the Mission and Ministry Council for the advancement of Christ's Kingdom. He shall be responsible for the hiring, supervision and termination of all non-called church personnel. He shall conduct regular performance reviews and provide salary recommendations to the Mission and Ministry Council for all staff. An exception would be the Lord of Life Preschool personnel where this responsibility may be delegated to the Director of Early Childhood Education.

Section III. Officers

A. The officers of this congregation shall be the President, Vice-President, Secretary and Treasurer. All officers shall be communicant members of the congregation at least 18 years of age. A person shall not hold more than one elective office concurrently.

B. Terms of Office

Officers shall be elected for terms of two (2) years, subject to one re-election term, and shall not be eligible for re-election to the same office for at least one succeeding term. If an officer is elected or appointed to a partial term, the new officer would be eligible to serve, if elected, for two full terms in addition to the partial term.

C. Function and Responsibilities

1. The President shall:

- a. Preside at meetings of the Congregational Assembly
- b. Exercise the right of suffrage in the Congregational Assembly only to break a tie vote
- c. Sign legal documents on behalf of the congregation after consultation with the Vice-President and the Senior Pastor.
- d. Be authorized to perform the duties of the Treasurer's office in the event of the Treasurer's absence or inability to function
- e. Shall appoint a replacement to complete an unexpired term of an officer if a vacancy occurs
- f. After consultation with the Mission and Ministry Council, appoint members of standing and special committees
- g. Be bonded at a level to be determined by the Mission and Ministry Council with the cost of such bond being borne by the congregation

2. The Vice-President shall:

- a. Preside at meetings of the Mission and Ministry Council
- b. Exercise the right of suffrage in Mission and Ministry Council meetings only to break a tie vote
- c. Perform the duties of the President in case of his or her absence or disability

3. The Secretary shall:
 - a. Record and keep minutes of the Congregational Assembly and Mission and Ministry Council meetings
 - b. Conduct correspondence authorized by the Congregational Assembly and/or the Mission and Ministry Council meetings
 - c. Be responsible for recording amendments to the Constitution or Bylaws on a master copy which shall be kept in the church office
 - d. Maintain a historical list of officers, Mission and Ministry Council and committee members
 - e. Provide a copy of both the minutes and the attendance list from the Congregational Assembly meeting to the Church office

4. The Treasurer shall:
 - a. Appoint a Financial Secretary, after consultation with the Mission and Ministry Council, who shall perform such duties as directed by the Treasurer
 - b. Ensure appropriate selection and oversight of offering counters.
 - c. Record the receipt of funds as furnished by the Financial Secretary
 - d. Make disbursements in accordance with the financial plan
 - e. Make regular and annual written reports to the Mission and Ministry Council and Congregational Assembly
 - f. Submit the Treasurer's books for audit at the end of the fiscal year
 - g. Be bonded at a level to be determined by the Church Council with the cost of such bond being borne by the congregation

Section IV. Mission and Ministry Council

A. Membership

The Mission and Ministry Council shall consist of the President, the Vice President, the Secretary, the Treasurer, the Chair of the Lay Ministers and seven (7) at-large members of the congregation. The Senior Pastor shall be an ex-officio member.

At-large members of the Mission and Ministry Council shall be elected for terms of two (2) years, subject to one re-election term, and shall not be eligible for re-election to the same position for at least one succeeding term. If such member is elected or appointed to a partial term, the new member would be eligible to serve, if elected, for two full terms in addition to the partial term.

B. Function and Responsibilities

The Mission and Ministry Council shall:

1. Be responsible for establishing policies necessary to direct the overall program of the congregation for the furtherance of Christ's Kingdom

2. Maintain the financial integrity of the congregation and prepare and submit an annual budget to the Congregational Assembly. In case of necessity, the Mission and Ministry Council shall have the authority to expend an amount, not to exceed 5% of the annual budget, for non-budgeted requirements
3. Encourage the Ministry Staff in their work through prayer, word and action and provide for the spiritual and physical health and welfare of the Ministry Staff and their families
4. Authorize the Ministry Staff to administer the day-to-day operations of the congregation in accordance with its own policies and directives and those established by the congregation through its Congregational Assembly
5. Be responsible for acting upon, if necessary, constructive criticism received by the congregation
6. Establish standing or special committees as is appropriate and consistent with these By-Laws
7. Appoint persons to fill unexpired terms of members of the Mission and Ministry Council
8. Perform any additional duties the Congregational Assembly may confer on it.

The Mission and Ministry Council shall be responsible for the maintenance of a manual or manuals of congregational policies to assist in the uniform and consistent administration of affairs of the congregation. The manual shall not include any provision contrary to the Constitution and these By-Laws concerning membership in the congregation; the rights and duties of persons holding officer positions, membership on the Mission and Ministry Council and pastors or other called servants. It shall not create any contract rights not otherwise authorized in a manner set forth in the Constitution and these Bylaws. Only the Congregational Assembly shall have the power to modify the manual with respect to sections dealing with functions of Pastor, Officers, and Mission and Ministry Council.

C. Meetings

Regular meetings of the Mission and Ministry Council shall be held at a day and time designated by the President. While the Council may meet monthly, it shall meet no less than eight times annually. Special meetings may be called by the Senior Pastor, by the President, or by any three members of the Mission and Ministry Council. A reasonable attempt shall be made to notify each member of the Mission and Ministry Council of the time, place, and purpose of such meeting. The Vice-President, and in his absence the President, shall preside at meetings. A majority of the voting members of the

Mission and Ministry Council shall constitute a quorum, and a simple majority of those present shall be sufficient authority for any action.

D. Committees of the Mission and Ministry Council

1. Special committees may be established consistent with the following principles:

- a. Responsibilities shall flow directly from the Mission and Ministry Council's functions and responsibilities and shall be set forth in a formal written charge, shall exist for an appropriately limited period of time and shall not impinge upon responsibilities delegated to the Senior Pastor
- b. Shall not manage any part of the congregation nor perform the work of the staff, except when working in an area that is fully within the province of the Mission and Ministry Council and has not been delegated to the Senior Pastor.
- c. Shall have no executive or decision-making authority except when so authorized by the Mission and Ministry Council

2. Standing Committees

The Trustees Committee, the Foundation Committee and the Nominating Committee shall be standing committees. All standing committees shall submit a written report to the Council as requested

a. Trustees

Trustees shall supervise the physical property of the congregation and be responsible for its maintenance, protection and improvement, consistent with the authority granted by the Mission and Ministry Council. In general, their duties shall include:

1. Overseeing the updating of the congregational inventory of all church property and contents with approximate value
2. Providing custodial care for the church premises
3. Providing adequate and comprehensive casualty and property insurance program
4. Providing for the bonding of the Treasurer and others involved in financial matters
5. Establishing policies and regulations governing the use of church property and maintaining a calendar for its use
6. Procuring and reviewing all service contracts as authorized by the Mission and Ministry Council.
7. Perform any additional duties as determined by the Mission and Ministry Council.

b. Foundation

The Lord of Life Foundation committee shall manage the LORD OF LIFE FOUNDATION. This committee shall function according to policies approved by the Mission and Ministry Council.

c. Nominating

The President shall appoint at least three members to the Nominating Committee. One member of the Nomination Committee shall be a member of the Mission and Ministry Council. The Senior Pastor shall be an ex-officio member of the Nominating Committee. The Nominating Committee shall prepare a slate of candidates for elections of officers and at large members of the Mission and Ministry Council.

Section V. Board of Lay Ministry

A. Membership

The Board of Lay Ministry shall consist of at least five communicant members of the Congregation selected by the Senior Pastor and ratified by the Congregational Assembly. The Board shall elect a Chair from its membership.

B. Functions and Responsibilities

The ministry of Word and Sacrament and the spiritual welfare of the members of the congregation is the special concerns of the Board of Lay Ministry. The Board of Lay Ministry, together with the Pastor(s) shall give special attention to the adequate instruction of both adults and youth for confirmation and communicant membership in the congregation.

This Board shall also have responsibilities in the following areas:

1. Faith Formation and Care and Concern of the Congregation. The Board shall assist the Pastor(s) and Called Commissioned Minister(s) in enhancing and developing the faith formation of the congregation and in attending to their needs. In particular, the Board shall give attention to the spiritual welfare of members by:
 - a. Communicating with members, especially the sick, the elderly, and the home-bound
 - b. Welcoming and orienting new members into the congregation
 - c. Encouraging parents to bring their child/children to be baptized

- d. Reviewing worship and Communion attendance, commending the faithful, and counseling with those who appear to be neglecting these means of grace
 - e. Carefully exercising church discipline when necessary for the spiritual welfare of members
 - f. Respecting and maintaining the confidentiality of matters of a personal nature which are not appropriate for disclosure
2. Worship Life. The Board of Lay Ministry shall assist the Pastor(s) in the planning and enrichment of the worship life of the congregation. They shall assist Pastor(s) in arranging for pulpit assistance and assistance in distributing Holy Communion.

ARTICLE III - CALLED WORKERS

A. The Call Procedure

The President shall appoint a call committee of at least six but no more than ten members. The Mission and Ministry Council shall ratify the call committee. The call committee shall request a list of candidates from members of the congregation and from the District President. Candidates shall qualify under Article II of the Constitution. The Committee shall set a date for closing the call list after which information on candidates shall be requested from the District President. The Call Committee shall review the candidates and recommend no more than three to the Congregational Assembly. The committee shall make information available to members at least two Sundays prior to the day of the meeting in which a call is to be extended. The Circuit Counselor shall be requested to be present at the call meeting to supply guidance and information.

The call meeting shall be held as a special meeting of the Congregational Assembly. After the candidates have been reviewed, balloting shall proceed. The candidate receiving a majority of the votes cast shall be the worker-elect. If no candidate receives a majority vote, the candidate receiving the least number of votes shall be dropped and a second ballot shall be taken on the remaining candidates. In the event of a tie, the Congregational Assembly may, by resolution, request the call list to be reopened and ask for a new list of candidates.

Once a Pastor-elect or a Commissioned Minister-elect has been determined, a call shall be extended to the one elected in the name of the congregation.

B. Release

If a called worker receives a call to another ministry, he or she shall immediately inform The President, the Chairperson of the Board of Lay Ministry, and subsequently the congregation. If he or she decides to accept the call, the Mission and Ministry Council shall grant a peaceful release.

C. Removal

The Congregational Assembly has the right to remove a called worker from office for any of the following reasons:

1. Adherence to false doctrine
2. Offensive conduct unbecoming a minister
3. Willful neglect of official duty
4. Evident and protracted disability to perform the functions of office

Once sufficient reason for removal has been established, the worker may be requested to Resign by a two-thirds majority ballot vote of the Congregational Assembly. If the request is refused, the worker may be removed by a two-thirds majority vote of the Congregational Assembly at a special meeting. Said meeting shall be at least one month after the meeting in which the resignation was requested.

ARTICLE IV - AMENDING THE BYLAWS

These Bylaws may be amended at a properly convened meeting of the Congregational Assembly by a majority of the voting members present. Written notice of the time and place of the meeting as well as the proposed amendment shall be made available to all voting members at least two weeks prior to the meeting in which the amendment is to be voted upon. An announcement concerning the proposed amendment and the date of the Congregational Meeting in which it is to be voted on shall be made at worship services on the two consecutive Sundays prior to the date of the meeting.

Bylaws were originally adopted March 20, 1978
Revision, March 19, 1984
Revision, September 18, 1989
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