

Proposed Revision

Approved by the congregation 3/7/2021

Affirmed by the NOW Constitution Committee 4/23/2021

Constitution and Bylaws of Hope Lutheran Church of Idaho Falls, Idaho

Constitution+bylaws for NOW review CLEAN, dated 3/7/2021

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CONSTITUTION OF HOPE LUTHERAN CHURCH AND SCHOOL OF IDAHO FALLS, IDAHO

Article I – Name

The name of this congregation shall be Hope Lutheran Church and School of Idaho Falls, Inc.

Article II – Purpose

The purpose of this congregation shall be to give honor and glory to the Triune God, to carry out His will, to proclaim the Gospel of Jesus Christ to all the world, to noticeably exhibit the unity of our faith in Jesus Christ as God and Savior, to foster Christian fellowship and love, and to extend a helping hand in human need. We will achieve our objectives by the preaching of the Word of God, by the administration of the sacraments, and by the religious instruction of all our members according to the confessional standard of the Evangelical Lutheran Church.

C.F.W. Walther* summarizes many of these purposes in the following points. The purpose of the congregation is:

- To see to it that the Word of God may richly dwell and have full and free scope. (Col. 3:16)
- To care for the purity of doctrine and life in [the congregation's] midst and to exercise church discipline in these matters. (Matt. 18:15–18)
- To concern itself also with the temporal welfare of all its members that they may not suffer want of the necessities of life nor be forsaken in any need. (Gal. 6:10)
- To see that in its midst “all things be done decently and in order,” and to “provide for honest things, not only in the sight of the Lord but also in the sight of men.” (1 Cor. 14:33, 2 Cor. 8:21)
- To be diligent “to keep the unity of the Spirit in the bond of peace” also with all parts of the orthodox Church. (Eph. 4:3)
- To do its part in the building up and promoting the welfare of the Church at large. (Acts 11:19–23)

Article III – Confessions

This congregation acknowledges and accepts all the canonical books of the Old and New Testaments as the revealed Word of God, verbally inspired, and acknowledges and accepts all the Confessional Writings of the Evangelical Lutheran Church, contained in the Book of Concord of the year 1580, to be a true and genuine exposition of the doctrines of the Bible. These confessional writings are:

1. The three Ecumenical Creeds (Apostles', Nicene, and Athanasian).
2. The Unaltered Augsburg Confession.
3. The Apology of the Augsburg Confession, the Smalcald Articles, Luther's Large and Small Catechisms, and the Formula of Concord.

Article IV – Doctrinal Literature

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 confessional standard of Article III. Likewise, all instruction in Christian doctrine shall conform to this standard.

* *Walther and the Church*. Engelder, Dau and Dallman. <http://www.lutherquest.org/walther/articles/cfw00005.htm>, May 4, 2019.

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Article V – Synodical Affiliation

This congregation shall be a member of The Lutheran Church—Missouri Synod (LCMS) as long as the Synod conforms to the congregation's confessional standards set forth in this constitution.

This congregation shall, to the best of its ability, support and collaborate with said Synod and assist it in carrying out all sound measures for the building up of the Kingdom of God. The congregation shall encourage participation in synodical conferences and conventions.

Article VI – Membership

Section 1. Types of Membership

This congregation has three types of membership:

Baptized members, those who have been baptized in the name of the Triune God and who are under the spiritual care of the pastor of this congregation, including early communers who have not yet been confirmed into communicant membership.

Communicant members, those baptized members who have been instructed and are familiar with the contents of Luther's Small Catechism, have been confirmed in the Lutheran faith, and accept the confessional standard of Article III of this Constitution.

Voting members, those communicant members who have reached the age of 18 years, have been received by the voters assembly, and have signed the constitution and bylaws of the congregation.

Section 2. Becoming a Member

The members of this congregation are received in the following manner:

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

Communicant members are received through the rite of confirmation, through transfer from another LCMS congregation, or through profession of faith or reaffirmation of faith. All applications for communicant membership shall be submitted to the elders for approval.

Voting members are received by election of the voters assembly and signing this constitution and bylaws. Communicant members over 18 years of age may apply to become voting members.

Section 3. Duties of Members

Members of the congregation shall strive to conform their entire lives to the rule of God's Word and to that end make diligent use of the means of grace, exercise faithful stewardship of God's many gifts and talents, impart and accept fraternal admonition as the need of such admonition becomes apparent, and be readily available for service in the kingdom of Christ within and beyond the congregation.

Membership in organizations whose principles and conduct conflict with the Word of God is prohibited.

Section 4. Termination of Membership

Membership shall be terminated by transfer to another LCMS congregation, joining another church, failing to maintain contact with this congregation, self-exclusion, excommunication, or death.

Communicant members who conduct themselves in an un-Christian manner shall be admonished according to Matthew 18:15–17 and the congregation's stated guidelines. If they remain impenitent after proper admonition, they shall be excommunicated. Each case of excommunication shall be presented to the voters assembly for a decision. A two-thirds vote of the voters assembly shall be required for excommunication.

Article VII – Organization

Section 1. Voters Assembly

The voters assembly is the governing body of this congregation and is empowered to administer and manage all its affairs. Meetings of the voters shall be conducted as described in the bylaws.

The right of calling pastors and commissioned ministers* is vested in the voters assembly and shall not be delegated.

Section 2. Officers of the Congregation

The officers of the congregation shall be the president, vice-president, secretary, treasurer, and the directors of the administrative boards, elected from among the voters in accordance with the bylaws of the congregation. These officers, together with the pastor and school administrator as advisors, form the board of directors.

Section 3. Administrative Boards

This congregation shall have the following administrative boards to carry out its ministry as described in the bylaws.

1. Board of Elders
2. Day School Board
3. Board of Outreach
4. Board of Youth Ministry
5. Board of Finance
6. Board of Properties

Article VIII – Offices of Pastor and Called Workers

The pastoral office of this congregation as well as that of a called worker shall be conferred upon such ministers, teachers, and candidates only as profess and adhere to the confessional standard set forth in Article III of this constitution and are well qualified for their work. Pastors and called workers shall, in the call extended to and accepted by them, be pledged to this confessional standard.

Article IX – Property Rights

The property of this congregation is irrevocably dedicated to religious and charitable purposes. All property of this congregation shall be held in the corporate name as stated in Article I.

If at any time a division of the congregation should take place for any reason, the following principles will govern.

1. 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 the confessional standards set forth in this constitution.
2. In the event that the congregation dissolves, all property shall be disposed of by the final voters assembly for the payment of debts and all just claims against the congregation, and any and all surplus and all rights connected therewith shall be conveyed to and become the property of the Northwest District of The Lutheran Church—Missouri Synod, except that proceeds from the Day School Endowment Fund shall be distributed to educational agencies within the Northwest District as provided by the Endowment Fund policy.

* A commissioned minister is any worker, except a pastor, who is eligible for a Divine Call.

Article X – Amendments

Section 1. Notice of Proposed Amendment

This constitution may be amended provided that (1) notice of the substance of the proposed amendment has been given at the previous voters meeting, and (2) the proposed amendment and its purpose have been published by the current communication methods at least two weeks prior to the meeting in which it is brought up for a vote.

Section 2. Vote Required to Amend

With the exception of the articles listed in this paragraph, this constitution may be amended by three-fourths of the votes cast in a voters assembly provided the required notice has been given. Articles III, IV, and VIII and this list of articles may be amended only by unanimous vote of a voters assembly after the required notice has been given.

Section 3. Northwest District Approval Required to Amend

As a condition of continued membership in good standing in The Lutheran Church—Missouri Synod, the revised constitution shall be submitted to the president of the Northwest District for review by the district's constitution committee and favorable action by the district's board of directors before going into effect.

**BYLAWS OF
HOPE LUTHERAN CHURCH AND SCHOOL
OF IDAHO FALLS, IDAHO**

Article I – Membership

Section 1. Baptized Membership

Children of communicant members who have been baptized in the name of the triune God, according to orthodox Christianity, and are under the pastoral care of the congregation are received as baptized members.

Baptized membership may be terminated by transfer, joining another church, failing to maintain contact with this congregation, self-exclusion, or excommunication.

Section 2. Communicant Membership

Applicants for communicant membership shall consult with the pastor, who shall recommend to the board of elders whether such applicants are eligible for membership in accordance with Article VI of the constitution. Applicants not familiar with the doctrines and confessions of the Lutheran Church shall be required to attend a course of instruction and to make profession of their faith either before the congregation or, at the pastor's discretion, before witnesses who are members of the board of elders before being received as members. Applicants from other Evangelical Lutheran churches in altar and pulpit fellowship with The Lutheran Church—Missouri Synod may submit a letter of transfer from their former congregation to establish their eligibility for membership. In the case of applicants whose previous membership in a Lutheran congregation has lapsed, the pastor may arrange for a period of reinstruction prior to reaffirmation of faith.

The board of elders has authority to act on applications for communicant membership on behalf of the congregation. The elders shall report the names of new members at the next meeting of the voters.

Section 2.1 Privileges and Duties

It shall be the privilege and duty of communicant members of this congregation to:

1. Grow in the Christian faith and life through faithful use of the means of grace: searching the Scriptures at home and in fellowship with other members of the congregation and its agencies, attending divine worship, and partaking of the Lord's Supper frequently.
2. Live a morally decent life before God and men, abstaining from open works of the flesh (Gal. 5:19-21), and so always conduct themselves as to bring credit rather than blame upon the body of Christ.
3. Provide for the proper Christian training of their children by instruction at home and through the agencies of the Church.
4. 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.
5. Place their God-given talents and abilities at the disposal of the pastor, the officers, and other agencies of the congregation so that the purposes and functions of the congregation may be effectively implemented.

Section 2.2 Termination

Communicant membership may be terminated by transfer to another LCMS congregation, joining another church, failing to maintain contact with this congregation, self-exclusion, excommunication, or death.

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A member desiring transfer to another Lutheran congregation shall apply to the pastor. Upon approval by the pastor and the board of elders, a Letter of Transfer shall be issued to the member's new congregation by the pastor. The board of elders shall report all transfers to the voters at their next meeting.

A communicant member that joins another congregation shall be deemed to have terminated membership in this congregation. The elders shall report this fact at the next meeting of the voters.

Communicant members whose whereabouts are unknown and cannot be established with a reasonable effort shall be removed from the membership list of the congregation by the board of elders. This action shall be reported to the next meeting of the voters.

When a member of Hope Lutheran Church is not communing regularly, he or she will be encouraged and admonished by the pastor or his or her elder. If the member does not respond to Christian encouragement and admonition given in accordance with policies established by the board of elders, the matter shall be brought to the voters assembly. The member shall be notified by certified mail that the voters will consider the member's self-exclusion. Upon a 2/3 vote of the voters assembly, the individual shall be declared to have excluded him or herself from this congregation and be removed from membership rolls. The individual shall be notified of such action by certified mail. Self-exclusion releases the individual from all responsibilities to this congregation, but also excludes the individual from the privileges of church membership. **Such individuals, however, will always be cordially welcome to attend all divine services in our church.**

Excommunication is to be applied to any member who conducts himself 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 board of elders shall administer church discipline on behalf of the congregation according to Matthew 18:15-17. If the member does not respond to such discipline, given in accordance with procedures established by the board of elders, the matter shall be brought to the voters assembly. The member shall be notified by certified mail that the voters will consider excommunicating the member. Upon a 2/3 vote of the voters assembly, the individual shall be declared to be excommunicated and be removed from membership rolls. The individual shall be notified of such action by certified mail. **Such individuals, however, will always be cordially welcome to attend all divine services in our church.**

Persons who have been removed from communicant membership for any reason except transfer shall be restored with all rights and privileges when they repent and ask forgiveness through the pastor and the board of elders; such restoration shall be recommended by the board of elders to the voters.

Section 3. Voting Membership

The voters assembly is the ultimate decision-making group in the congregation. As such, all voting members are expected to faithfully attend voters assemblies, understand to the best of their ability the issues being considered, and support the final decision in unity with the body of the congregation.

Communicant members over 18 years of age may be received as voting members upon application for such privilege and approval by the voters assembly. Voting membership ends upon termination of communicant membership.

It is the privilege and duty of a voter of this congregation to:

1. Formally acknowledge, and agree to abide by, this constitution and bylaws.
2. Faithfully participate in voters assemblies, conscientiously and prayerfully exercising the right of suffrage in all measures that will advance the work of Christ's Kingdom both locally and in the church-at-large.
3. Willingly serve in any office or capacity for which the voter has talents and abilities.

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4. Assist with wholehearted diligence in the administration of the temporal and spiritual affairs of the congregation.

Article II – Meetings of the Voters Assembly

Section 1. Purpose

The voters assembly is the governing body of this congregation and is empowered to administer and manage all its affairs.

The establishment and conduct of all organizations and societies within the congregation or related directly to the congregation are subject to the overall authority and general oversight of the voters assembly.

The right of calling ordained or commissioned ministers is vested in the voters assembly and shall not be delegated.

Any material expenditures, capital campaigns, or obligations expected to exceed or raise more than \$10,000 require approval by a majority vote of the voters assembly.

Material revisions or additions to worship services, sanctuary accoutrements, or property footprints require approval by a majority vote of the voters assembly.

Section 2. Meeting Schedule

Regular meetings of the voters assembly shall be held in January, April, July, and November. Dates and times of all regular meetings shall be set by the board of directors. Regular meetings shall include, but not be limited to, reports from all administrative boards, reports from committees formed by the voters, and the following items:

January – Update on financial condition of church and school.

April – Board and committee annual reports to the congregation summarizing events of the previous year and announcement of nominating committee members.

July – Elections of officers

November – Consideration of long-range and short-term plans and the budget for the next calendar year.

Special meetings of the voters assembly may be called by the president, the board of elders, or the pastor. The president shall call a special meeting if requested to do so by 10 voting members.

Section 3. Announcement of Meetings

Every meeting of the voters assembly shall be announced at services and by the current means of communication at least two weeks in advance. The announcement shall include:

- The date and time of the meeting.
- Notice of any material expenditures, capital campaigns, or obligations expected to exceed or raise more than \$10,000 to be brought before the voters assembly.
- Notice of any material revisions or additions to worship services, sanctuary accoutrements, or property footprints to be brought before the voters assembly.

For special meetings, the items of business to be transacted shall be limited to items included in the announcement of the meeting.

Section 4. Quorum and Participation

The voters present at a properly called meeting constitute a quorum.

Any nonvoting member of the congregation may attend the meetings of the voters assembly and may, with the consent of the voters assembly, participate in a discussion of any given item of business.

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Section 5. Decisions

All matters before the voters assembly shall be decided by a majority vote unless otherwise specified by this constitution or bylaws. Matters of doctrine and conscience shall be decided only on the basis of the Word of God.

Article III – Ministers of Religion

Section 1. The Pastoral Office

The pastoral office shall be conferred through a call of the congregation, the holder of the priesthood and the Keys.* The pastor exercises the Keys in public on behalf of the congregation. In calling a pastor to preach the Word of God and to administer the sacraments on their behalf, the members of the congregation exercise their royal priesthood and by no means relinquish it. This is the privilege and responsibility of all members of the Church as is the responsibility to support, respect, and to give the best construction to the actions and intentions of their pastor.

The pastoral office shall be conferred only upon ordained ministers who are members of The Lutheran Church—Missouri Synod, candidates for the pastoral ministry who have satisfied the qualifications and requirements for assignment of first calls by Synod, or ordained ministers who are members in good standing of church bodies that have been formally recognized to be in altar and pulpit fellowship with the Synod when agreements for such calls are in place.

The pastor is authorized and obligated to proclaim God's truth to the congregation and ensure that all official teaching and worship is in accord with the teachings professed in the literature of Article III of the Constitution.

Section 2. Procedure for Securing a Pastor or Commissioned Minister

In the case of a pastor or of a commissioned minister[†] who will primarily serve the congregation, not the school, the board of elders will consult the president of the Northwest District or his representative. The board of elders shall nominate a slate of voting members to serve on the call committee; the voters assembly shall elect the members by ballot.

That call committee will, after prayerful research and deliberation present a slate of candidates to the voters assembly consisting of names selected from submissions from the district or any voter. The voters shall then adopt a list of candidates. At that meeting, or at a subsequent meeting of the voters assembly, the voters shall elect one of the proposed candidates by ballot and 2/3 vote. The president of the congregation shall notify the candidate promptly in whatever manner the voters shall deem advisable.

In the case of a principal or called teacher, the day school board shall consult with the appropriate Northwest District representative and shall present a list of candidates to the voters assembly consisting of names selected from submissions from the district or any voter. At that meeting, or at a subsequent meeting of the voters assembly, the voters shall elect one of the proposed candidates by ballot and 2/3 vote. The candidate shall be notified promptly.

Section 3. Vacancy Procedures

The congregation shall notify the president of the Northwest District to receive assistance in temporarily filling the vacancy and to receive his counsel in calling a new pastor, teacher, or other church worker.

* See Office of the Keys in Luther's Small Catechism.

[†] A commissioned minister is any worker, except a pastor, who is eligible for a Divine Call.

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For the sake of good order, the congregation will make every effort when a vacancy occurs to ensure that congregational life and worship continues in accordance with the Word of God and respect for the pastoral office.

Section 4. Removing an Ordained or Commissioned Minister from Office

An ordained or commissioned minister may be removed from office for persistent adherence to false doctrine, scandalous living, willful neglect of the duties of office, inability to perform those duties, or gross domineering in office. Such charges shall be investigated by the board of elders and the worker shall be given a chance to defend themselves and/or resign. Upon recommendation of the board of elders, after seeking guidance from the Northwest District, the question of removal from office may be brought before the voters assembly; a two-thirds ballot vote is required to remove an ordained or commissioned minister from office.

Article IV – Elections

Section 1. Eligibility

To be eligible for the offices of president, vice-president, or elder, the candidate must be a male voting member at least twenty-one years of age.

To be eligible for other offices or elective positions, the candidate must be a voting member at least twenty-one years of age.

No officer or elected official shall be eligible to serve more than two consecutive terms in the same office.

Section 2. Nomination Procedure

At the April meeting of the voters assembly, the president shall announce to the congregation the offices and elective positions to be filled and the appointment of four qualified voters who, together with the pastor, shall serve as the nominating committee for all offices except elder. The offices and elective positions to be filled are:

Even-numbered years

President
Director of the Board of Outreach
Director of the Board of Youth Ministry
Director of the Board of Properties
Financial Secretary
Day School Treasurer
Strategic Planning Committee Member at Large
(Position A)

Odd-numbered years

Vice-President
Secretary
Treasurer (also directs the Board of Finance)
Director of the Day School Board
Fellowship Committee chairman
Strategic Planning Committee Member at Large
(Position B)

The nominating committee shall prepare a list of candidates drawn from eligible voting members of the congregation. Any voting member may submit names to the nominating committee, which may be added to the list if the individual is eligible and agrees to be nominated. The list shall be published at least two weeks prior to the July election meeting and absentee ballots shall be available in the church office.

Section 3. Election, Installation, Term of Office

The election of officers and elected officials shall be at the July voters meeting. Voting members may cast votes by absentee ballot prior to the meeting.

The newly elected officers and officials shall be installed on the last Sunday in July and shall assume their duties on August 1st; their term of office shall be two years or until their successor's term begins.

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Section 4. Affirmation of Elders

The office of elder is to be filled by spiritually mature men of the congregation who are familiar with the Scriptures and Lutheran Confessions. Whenever a need arises to fill an elder position, the pastor and board of elders will nominate a man full of wisdom of the Holy Spirit and knowledgeable of the Scriptures to be affirmed by the voters assembly (Acts 6). The name(s) of those nominated will be published at least two weeks prior to the meeting at which they will be placed before the voters to be individually affirmed by majority vote, via a secret ballot, to a two-year term. There is no limit to the number of terms an elder may serve.

In the second year of an elder's term, and every second year thereafter, the pastor and elder will discuss his interest and ability to continue as elder. If he desires to continue, his name will be placed before the voters assembly for individual reaffirmation. The elders' terms shall be staggered in such a manner that approximately one-half of the elders will be reaffirmed each year.

Section 5. Vacancy in Office

Vacancies in elective offices and positions shall be filled by election at a meeting of the voters. Announcement of any open positions shall be made at voters assemblies and via the current means of communication. Nominations for the vacant positions may come from any voting member or from the board of directors. The names of the nominees shall be announced in conjunction with the notice of the voters meeting for election. Voting members may cast votes by absentee ballot prior to the meeting; absentee ballots shall be available in the church office.

Article V – Duties of Officers

Section 1. All Officers

The officers shall perform the duties prescribed by these bylaws, the parliamentary authority adopted by the voters (Article IX) and policies established by the board of directors.

Section 2. President

The president of the congregation shall:

1. Preside at meetings of the voters assembly.
2. Enforce the constitution and bylaws of the congregation and carry out the expressed will of the congregation as embodied in the resolutions of the voters assembly.
3. Oversee all boards, committees, auxiliaries, groups, etc., in the congregation.
4. Be an ex officio member of all boards and committees except the board of elders and the nominating committee.
5. Call and preside over the meetings of the board of directors and endeavor to coordinate the functions, plans, and activities of the congregation in all its parts for the total furtherance of the work of Christ's kingdom in our midst.
6. Appoint the nominating committee.
7. Appoint the financial review committee.
8. Publish the names of the members of the various boards and committees to the congregation each fall.
9. Together with the secretary, authenticate by his signature, when necessary, all acts, orders, and proceedings of the voters.

Section 3. Vice-President

The vice-president shall:

1. Call and preside over the meetings of the strategic planning committee.
2. Be the liaison between the board of directors and the fellowship committee.
3. Be available for whatever duties the president shall assign to him as his representative.

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4. Perform the duties of the president when the president is unable to do so.

The vice-president may attend, at his discretion, any or all meetings related to congregational activity of any kind. He shall have voice, but not a vote, unless he is a member of that group.

Section 4. Secretary

The secretary shall:

1. Perform all the duties pertaining to this office as outlined in the parliamentary authority adopted by the voters and such additional duties as the voters may specify.
2. Maintain the permanent corporate records of the congregation.

Section 5. Treasurer

The treasurer shall:

1. Be responsible for accurate recording of congregational receipts and disbursements and budgeted and actual expenditures according to proper accounting procedures and, as deemed advisable, shall suggest for congregational consideration improved methods and systems for keeping financial records.
2. Present a written financial report, in a form specified by the board of directors, at meetings of the voters assembly and a preliminary report at board of directors meetings.
3. Submit permanent financial records for annual financial review.
4. Coordinate the flow of monies from the treasury to the various boards in such a way that an adequate balance is retained for the payment of salaries and other regularly recurring expenses.
5. Sign all checks for payment of bills, salaries, or other financial commitments of the congregation of any sort.
6. Have available for all boards a current record of their accrued disbursements and budget allotment.
7. Be director of the board of finance.

Section 6. Directors of Administrative Boards

Directors of administrative boards shall:

1. Appoint members of his or her administrative board, in accordance with the requirements of these bylaws. These appointments expire at the end of the director's term of office.
2. Designate from among the board members, at his or her discretion, those individuals who are to be responsible for various phases of the board's work. Such appointments are effective when they are recorded in the minutes of the administrative board's meeting. Notification of such appointments is to be given to the president and board of directors.
3. Attend board of directors meetings. If the director of an administrative board is unable to attend a board of directors meeting, he or she shall appoint a member of the administrative board to attend the meeting and act on the board's behalf.

Section 7. Removal of Officers and Elders

Sufficient grounds for deposing an officer, official, or elder shall be persistent adherence to false doctrine, scandalous life, willful neglect of official duties, or evident and protracted incapacity to perform the duties of office. The board of elders shall initiate action; removal from office requires a 2/3 vote of a voters assembly.

Article VI – Boards and Board of Directors

Section 1. Administrative Boards

Section 1.1 General Duties and Powers of Administrative Boards

Each administrative board shall perform the duties assigned to it by the constitution and bylaws or by specific resolution of the voters. Each board may, with approval of the board of directors, create or discharge committees to carry out aspects of the board's work.

To make decisions in its area of responsibility, a board must have at least three members. If it does not, the director may take a question to the board of directors for decision. Except in an emergency, an affirmative vote by a majority of the entire board membership is required to act. In the case of an emergency, the responsible director may act to mitigate potential harm to life, property, or Hope's ministry and then report such action to the board or board of directors.

Subject to the requirements of the previous paragraph, each administrative board shall be empowered to administer all funds set aside for its work by budget appropriation or by special resolution of the voters assembly, with the provision that the treasurer may restrict such expenditures to conform with the actual financial condition of the congregation at any given time. Directors of administrative boards can reallocate money among the board's line items with the concurrence of the treasurer.

Each administrative board shall keep minutes of its meetings; such minutes are the property of the congregation and shall be filed as directed by the secretary.

All boards are responsible to the president, and he shall be welcome at their meetings, either in person as an ex officio member or as represented by a person he may appoint. Such representatives are not entitled to vote.

Each administrative board shall submit a report of its activities at each regular meeting of the voters assembly, and on such other occasions as the voters shall require. Such reports shall include specific recommendations (if any) for congregational action and/or approval; a copy shall be given to the secretary.

Section 1.2. Organization and Meetings of Administrative Boards

Each administrative board shall be under the direct control and supervision of its director. The vice-president, designated elders' liaison, and pastor shall have a voice on all administrative boards, but the right to vote is limited to members of the board (the president is an ex officio member of all boards except the board of elders).

The time and frequency of meetings shall be at the discretion of the director of the board and the board members, except that, for good and sufficient reason, either the president, the pastor, or a majority of the board members may call a special meeting of the board at any time. Meetings thus called shall be classified as special meetings, and each person involved shall be notified of the date, time, and purpose of such a meeting.

Section 2. Board of Elders

The board of elders assists the pastor in providing spiritual care to the congregation. They "share the burden" (Numbers 11) of pastoral responsibility, offer the pastor advice and support, perform pastoral duties when the pastor is unable to perform them, and hold the pastor accountable to his duties and the Word of God and the Confessions. The elders, acting together as a board, have oversight (Acts 20:28) over all spiritual matters of the congregation and school, ensuring they are in accordance with the Word of God. The elders, individually, have advisory roles in the congregation and her boards/committees and act as liaisons between the members and the board and the pastor.

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The board of elders will oversee scripture readings, communion practice, any guest preachers and speakers, and scheduling for worship services. In addition to oversight in public worship, they also will ensure proper pastoral care to individual members, including but not limited to

- shut-in and hospital visits
- calls on prospective members
- member welfare and encouragement
- ensuring Christian nurture and education of children, youth, and adults.

The board of elders acts on applications for membership and terminations of membership as specified in Article I.

The board of elders will nominate one of its members to be affirmed by the voters assembly as the board's director. The director's term of office shall be one year, without term limits.

Section 3. Day School Board

The day school board consists of the elected director and day school treasurer, the school administrator, and such other members as the director appoints. Up to 25% of the board members may be nonmembers of Hope Lutheran Church; the other members shall be voting members of Hope. The board shall elect its secretary from among the Hope members. The school administrator has a voice, but not a vote, on the day school board.

The day school board is responsible for the education program in the day school, including fundraising. It works with the elders on all aspects that have spiritual implications. The day school board shall

1. Prepare the yearly budget for congregational approval.
2. Exercise leadership in gathering lists of candidates for properly calling a commissioned minister (e.g., teacher or principal) to serve in the day school (see Article III, Section 2).
3. Secure contract teachers.
4. For administrative purposes and program development, supervise the work of all groups organized through the school.

Section 3.1 Financial Management

The day school treasurer shall

1. Work with the school administrator to prepare an annual budget for the school.
2. Be responsible for the prompt signing of all checks for approved/budgeted expenses as long as funds are available.
3. Reconcile accounts monthly and verify financial statements.
4. Present the current balance sheet and year-to-date budget vs. actuals at the day school board meetings.
5. Submit financial statements for annual financial review.

The school administrator shall:

1. Work with the day school treasurer to prepare an annual budget for the school.
2. Ensure that all income and expenses are properly entered in the approved accounting system in accordance with generally accepted accounting practices.
3. Prepare checks and invoices for review by, and signature of, the day school treasurer.
4. Assist the day school treasurer with financial reporting.
5. Ensure that payroll is processed correctly and all appropriate taxes and insurance are paid.

Section 4. Board of Outreach

The board of outreach consists of the elected director and the communicant members of Hope he or she appoints. This board strives to involve the congregation in communicating the good news of eternal life in

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Jesus to the surrounding community and the world (Acts 1:8). This board serves as the contact point for the congregation's social media.

Section 5. Board of Youth Ministry

The board of youth ministry consists of the elected director and the communicant members of Hope he or she appoints. The board of youth ministry shall provide for the continuing spiritual growth of the young people of the congregation through Sunday School and other Bible studies, prayer, and Christian service.

Section 6. Board of Finance

The board of finance consists of the treasurer (who is also the director), the financial secretary, the day school treasurer, and such other communicant members of Hope as the director may appoint. This board

1. Oversees maintenance of the congregation's financial records and payment of authorized bills.
2. Develops and implements policies for managing the church and school finances, including recommending for board of directors approval financial institutions and investments for church funds.
3. Keeps the congregation informed about its financial status.

The financial secretary shall

- Be responsible for the accurate counting, recording, and depositing of all receipts for the congregation in the financial institution or institutions approved by the board of directors.
- Report monies received, by category, as specified by board of finance policy.
- Provide annual giving reports to donors.

Section 7. Board of Properties

The board of properties consists of the elected director and the communicant members of Hope he or she appoints. This board is responsible for inspection and proper maintenance and repair of Hope Lutheran Church and School property and the general protection of the congregation against loss or damage, including maintaining appropriate insurance coverage.

Section 8. Board of Directors

The board of directors consists of the officers of the congregation (president, vice-president, secretary, treasurer, and the directors of the administrative boards) with the pastor and school administrator as nonvoting members. Ministry staff, such as an associate pastor or director of Christian education, are encouraged to participate in board of directors meetings but may not vote. Special meetings of the board of directors may be called at the request of the president, pastor, or three directors. The quorum for board of directors meetings is 50% of its voting members.

The board of directors serves as a forum where the activities of the administrative boards may be discussed, evaluated, and coordinated, and where all such activities may be integrated into an overall congregational program. If requested by the director of an administrative board, the board of directors may decide a question in the area of that board's responsibility. In the case of disagreement between administrative boards or a board and the board of directors that the two bodies cannot settle, the voters assembly shall make the final decision.

The board of directors shall:

- Meet as often as needed, but at least quarterly.
- Set the dates and times for meetings of the board of directors and voters assembly.
- Prepare the agenda for the meetings of the voters assembly.

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- Present to the voters assembly at its November meeting a yearly plan of activity for the entire congregation, including a budget, as well as long-range plans for the development and expansion of Christ's work in our midst.
- Adopt and publish policies on behalf of the voters; such policies may be revised or revoked by the voters.
- Ensure that the performance of the office staff is reviewed annually, and, in case of vacancy, oversee the hiring of a replacement in conjunction with the Pastor.
- Represent the congregation in all legal matters.

The board of directors may reallocate funds among the line items in the budget adopted by the voters. Such reallocation shall be reported at the next voters meeting.

Article VII – Committees

The voters or board of directors may create committees, either standing or special, that are needed to carry out the work of the congregation. Unless the motion creating the committee provides otherwise, the president shall appoint the members of such committees, subject to the approval of the board of directors. The term of members so appointed is two years or when the committee's work is complete, whichever comes first. The president is an ex officio member and the pastor a nonvoting member of all such committees. For good and sufficient reason, the president, the pastor, or a majority of the committee members may call a special meeting of a committee. The body that created the committee may discharge it at any time.

Section 1. Strategic Planning Committee

The strategic planning committee consists of the vice-president, pastor, a member of the congregation appointed by the day school committee, and two members-at-large elected by the voters assembly. The pastor may not vote. The committee focuses on the purpose of the Church (Constitution, Article II) and long-term planning for the benefit of Hope Lutheran Church and School. The committee maintains independence of thought from the day-to-day governance of the church and school to ensure a strategic focus on the long-term viability of both the church and school. The time and frequency of committee meetings shall be at the discretion of the vice-president. The committee shall present a yearly report to the voters assembly.

Section 2. Fellowship Committee

The fellowship committee consists of the elected chairman and the communicant members he or she appoints. The committee fosters fellowship through social events. In conjunction with the board of outreach, it provides fellowship activities that will facilitate the integration of new members and their families into the congregation. The vice-president is the liaison between the fellowship committee and the board of directors.

Section 3. Financial Review Committee

A financial review committee, consisting of two voters other than members of the board of finance, shall be appointed by the president at the January meeting. The committee shall see that the congregation's financial records (church and school) are reviewed and report to the voters no later than the July meeting.

Article VIII—Emergency Action

In the event of any great emergency such as war, epidemic, disaster, or other prevailing conditions making the holding of a voters meeting inadvisable, the board of directors shall have the authority to determine whether the meeting shall or shall not be held; a two-thirds vote of the board of directors shall decide, and the vote may be taken by mail or electronic messaging. In the event the voters meeting is not

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held, the board of directors shall have the authority to plan procedures for conducting the routine business of the voters meeting.

If it is impossible or inadvisable for the board of directors or an administrative board to meet in person, it may meet via audioconference using equipment that provides simultaneous aural communication for all participants. Meeting via audioconference requires the written consent of a majority of the board members, direction by the board at a prior meeting, or, in the case of a special meeting, direction by those calling the meeting.

Article IX – Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern the congregation in all cases to which they are applicable and in which they are not inconsistent with this constitution and bylaws and any special rules the voters may adopt.

Article X – Amendments

These bylaws may be amended by two-thirds of the votes cast in a voters assembly provided that

- (1) notice of the substance of the proposed amendment has been given at the previous voters meeting, and
- (2) the proposed amendment and its purpose have been published by the current communication methods at least two weeks prior to the meeting in which it is brought up for a vote.

The revised bylaws shall, as a condition of continued membership in good standing of The Lutheran Church—Missouri Synod, be submitted to the president of the Northwest district for review by the district's constitution committee and favorable action by the district's board of directors before going into effect.