

St. Paul's Evangelical Lutheran Church

Bylaws

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ARTICLE I - STATEMENT OF FAITH

In adhering to the Holy Scriptures, the Ecumenical Creeds, and the Symbolical Books of the Lutheran Church – Missouri Synod, we are committed to a serious search for and acceptance of God's revelations and their binding character on our lives. God's Word is not to be an object under the judgment of man, but rather man is to be under the Word of God. We take seriously the Articles of Faith revealed in Holy Scripture as confessed in the Creeds and the Lutheran Church - Missouri Synod Confessions. We believe the Lutheran Church - Missouri Synod Confessions to be a correct exposition of the Word of God. Therefore, our disciples are to be made continually aware of the contents of the above through Bible study, confirmation instruction, Sunday school classes, special topics, and other educational media deemed scripturally sound.

ARTICLE II - DISCIPLESHIP

Section 1 Classification of Disciples

- A. Baptized Disciples: Baptized disciples shall be such persons having been baptized in a manner recognized by the Lutheran Church – Missouri Synod. Membership at St. Paul's is not a prerequisite for being baptized.
- B. Communicant Disciples: Communicant disciples shall be such baptized disciples having been confirmed in the faith of the Lutheran Church – Missouri Synod and having received instruction in the basic doctrines and practices of the Lutheran Church - Missouri Synod.
- C. Participating Disciples: Participating disciples shall be such communicant disciples as have reached the age of 18 years and have shown evidence of sincerely trying to fulfill the duties of discipleship as defined in these Bylaws.
- D. Non-Participating Disciples: Non-participating disciples shall be such communicant disciples as have reached the age of 18 years who have exhibited no interest in fulfilling the duties of discipleship or who have had their privileges suspended because of church discipline.

The Status of a disciple shall be subject to appeal by that disciple to the congregation assembled at a legally called congregational meeting.

Section 2 Admission of Disciples to the family of St. Paul's Congregation

- A. Admission by Baptism: Unbaptized persons, both children and adults, are admitted to discipleship through the sacrament of Holy Baptism. Persons who have reached the age of discretion must first be instructed in the principles of the Christian faith as taught in the Lutheran Church-Missouri Synod before they can be baptized. The instruction and baptism of such persons takes the place of confirmation.

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- B. Baptized Children of Applicants: When either or both of the parents become disciples of the congregation and request that their baptized children be admitted to discipleship with them, then all such baptized children become baptized disciples of the congregation.
- C. Admission by Confirmation: Persons who have been baptized and who have been duly instructed in the principles of faith of the Lutheran Church – Missouri Synod, are admitted to communicant discipleship by the rite of confirmation
- D. Admission by Transfer: When a person with a letter of transfer or a certificate of discipleship from another Lutheran Church – Missouri Synod congregation wishes to become a disciple of this congregation, such person shall present said letter or certificate to the Pastor who shall make the person acquainted with the Constitution and Bylaws. If the person will accept and adhere to this Constitution and Bylaws, his application shall then be approved by the Pastor and the person received at a Service of Worship at his earliest convenience. Such action by the Pastor is to be ratified at the following meeting of the Board of Elders.
- E. Admission of Lutherans Without Letter of Transfer: A person baptized and confirmed in a Lutheran Church who cannot obtain a letter of transfer or a certificate of discipleship from a Lutheran Congregation, or who's letter of transfer or certificate of discipleship is not recognized by this congregation, shall furnish satisfactory evidence to the Pastor that such person has been baptized and confirmed in the Lutheran Church - Missouri Synod and state why he/she cannot obtain said letter or transfer certificate; whereupon the Pastor shall submit the application to the Board of Elders. If he/she accepts and will adhere to the Constitution and By-Laws of the Congregation, and the application is approved by the Board of Elders, the person shall be admitted to discipleship at the first subsequent church service, or as soon as possible thereafter.
- F. Admission by Confession of Faith: Baptized persons of the age of discretion who have been disciples of non-Lutheran Church - Missouri Synod churches shall first be instructed in the principles of the Christian faith as taught by the Lutheran Church – Missouri Synod, after which they may apply for discipleship to the Pastor, who shall submit the application to the Board of Elders. If the application is approved by the Board of Elders, such person shall be admitted to discipleship at the first subsequent church service, or as soon as possible thereafter, at which time such person shall declare before the Congregation that he accepts and will adhere to the Constitution and Bylaws of the Congregation, especially to the Statement of Faith of this Congregation.
- G. Admission by Restoration: Former disciples shall be restored to discipleship in this congregation when their application for reinstatement has been approved by the Board of Elders.

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Section 3 Duties of Disciples

Besides the all-embracing duty to lead, in all things, a Christian life in peace and brotherly love, the congregation desires to remind its disciples of the following duties:

- A. To observe the Day of Rest, diligently attend public services of the congregation and partake of the Lord's Supper.
- B. To bring their children into discipleship of the Church through early Baptism.
- C. To bring up their children in the nurture and admonition of the Lord, and to see that they are instructed in the principles of the Christian faith in order that they may continue with Christ, even as they through Baptism have been grafted to Him.
- D. To make daily use of the Word of God and prayer in the home, as a family and as individuals.
- E. To participate in the stewardship program of the church by contributing toward all ongoing efforts the congregation has made its concern, and to assist in promotion of the welfare and program of the Church as a whole.
- F. To visit and help the sick, poor and other needy persons in their troubles.
- G. As a participating disciple, to take part in the business sessions of the congregation.
- H. To pray for and support the Pastor(s), staff, officers and other Called Workers of the congregation.

Section 4 Rights and Privileges of Disciples

- A. Baptized Disciples: Baptized disciples shall be entitled to the services of the Pastor and congregation at all times, except that they cannot partake of Holy Communion until they have been confirmed, nor do they have any voting rights.
- B. Communicant Disciples: Communicant disciples, as such, shall have no voting rights. They are entitled to partake of Holy Communion, except when under discipline, and are entitled to the services of the Pastor and of the congregation at all times.
- C. Participating Disciples: Each Participating disciple upon reaching the age of 18 shall, in addition to the rights and privileges of baptized and communicant discipleship, be entitled to one vote at any regular or special meeting of the disciples of the congregation, and shall be eligible to hold elective office, provided he/she has been a participating disciple no less than one year.
- D. Non-participating Disciples: When a disciple has been classified as a non-participating disciple, his/her rights to vote or hold office are suspended until he/she is restored to participating discipleship.

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Section 5 Termination of Discipleship

A. Termination by Letter of Transfer

1. Transfer to a Lutheran Church – Missouri Synod. Any disciple in good standing who desires a transfer to another Lutheran congregation in fellowship with St. Paul's shall be issued such a letter by the Pastor whose action shall be ratified by the Church Council.
2. A peaceful release will be offered to any disciple in good standing seeking a congregation not affiliated with the Lutheran Church – Missouri Synod.

B. Termination by Voluntary Withdrawal

Any disciple may voluntarily withdraw from discipleship in this congregation by a written statement to that effect, addressed to the Pastor and the Board of Elders, and the discipleship of such person is terminated as of the date of such written statement. A person cannot voluntarily withdraw their discipleship once disciplinary procedures have begun. Discipleship must be maintained until the disciplinary process has been completed.

C. Termination by Cancellation

1. Any disciple, having moved away without expressing a desire to retain discipleship, or not having given to the congregation a forwarding address, and repeated attempts to contact such disciple having failed, such person's discipleship shall be deemed non-participating upon the expiration of one year from the date of such disciples moving or after 1 year of unsuccessful attempts by congregation to locate the disciple.
2. Persons classified as "non-participating" by the Board of Elders may have their discipleship revoked by the Board of Elders after a period of two years of the date of such classification, provided all reasonable efforts have been made by the Board of Elders to help such person improve his/her standing under the guidance of Scripture, and the Holy Spirit.

D. Termination by Excommunication

A final judgment of excommunication against a disciple by action of the congregation in accordance with the provisions of Article II Section 6 of these Bylaws terminates the discipleship of such person as of the date of such judgment.

Section 6 Discipline of Disciples

- A. In General: This congregation will, by the grace of God, carefully guard the purity of its teachings as well as the personal conduct of its disciples, so that the name of God shall not be disgraced. Discipline shall in all cases be administered in love according to the Word of God as found in Matthew 18:15-17 and 2 Corinthians 2:5-11.

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- B. Action by the Board of Elders: As a general rule the Board of Elders in consultation with the Pastor shall administer discipline, subject to appeal to the congregation. In all cases of serious difficulty the appropriate representatives of District and Synod shall be contacted for counsel and instructions. Counsel and instructions shall be prayerfully and respectfully considered. Two thirds of the voting disciples of the Board of Elders must agree before any discipline can be administered. The privacy of the matters of discipline shall be respected by all disciples of the Board of Elders unless such privacy is broken by the person considered for discipline.
- C. Offenses Subject to Discipline: The offenses for which discipline may be administered are:
1. Teaching contrary to the Scriptures.
 2. Conduct of an immoral, scandalous, or flagrantly dishonest character unbecoming of a disciple of Christ.
 3. Conduct causing dissension or disunity in the affairs of the Congregation, with no regard for admonition from the Word of God.
 4. Failure to fulfill the requirements of Discipleship as outlined in Article II Section 3 of these By-laws.

In summary, when any of the above are brought to the attention of the Pastor or the Board of Elders, admonishment is to be given through the proper use of Law and Gospel with the goal of bringing the erring brother or sister into a state of reconciliation with both God and his/her brothers and sisters in Christ.

D. Penalties

The penalties that may be imposed for the offenses set forth in part C of this Section are:

1. Censure in private or before the Board of Elders according to the procedures outlined in Matthew 18. In extreme cases, according to Matthew 18, the matter may be brought to the attention of the congregation.
2. Suspension of an elected or appointed office until there is repentance on the part of the person under discipline at which time the forgiveness and restoration of the office shall be set forth in love according to 2 Corinthians 2.
3. Classification of a person as a non-participating disciple with the limitations of that classification as outlined in *Article II Section 4* of these Bylaws.
4. In cases where the person under discipline gives evidence of his/her denial of the Articles of Faith, which in turn become a denial of the Gospel, that person shall be excommunicated immediately and until such time there is evidence of repentance and return to the Christian faith.

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E. Review of Acts of Discipline

Acts of discipline or “non-participating” classification by the Board of Elders shall be subject to semi-annual review by the Board of Elders or at the request of the person so disciplined or classified. Upon favorable review, the offending person may be restored to the rights and privileges of Participating Disciples. In all matters of discipline the Word of God shall be the final judge and authority.

F. Appeal to the Congregation

An appeal regarding the discipline enacted by the Board of Elders may be made to the Congregation in a congregational meeting. A vote of two-thirds of the Participating Disciples present at the meeting shall be necessary to reverse or modify the decision of the Board of Elders.

G. Church Discipline

All matters of Church discipline are subject to review by the Circuit Visitor of Ohio District in accordance with Articles 3.73c and 3.75e of the By-laws of the Lutheran Church - Missouri Synod. (In the event that the Pastor of St. Paul's is the Circuit Visitor, the District President or another pastor appointed by the president shall perform that duty.)

ARTICLE III – MEETINGS, OFFICERS, AND BOARDS

In order that all things be done decently and in good order it is necessary that the work of the Kingdom be delegated to as many persons as is necessary to meet the objectives of the congregation. The Kingdom work is therefore delegated through the following: The Congregational Meetings; The Church Council; The Boards; The Committees; and other Appointive and Elective offices.

Section 1 The Congregational Meetings

- A. The congregational meetings are open to all disciples of St. Paul's, however only those disciples who are Participating Disciples may vote.
- B. There shall be a minimum of two regular congregational meetings a year: The Annual Meeting in May and the Evaluation (Semi-Annual) Meeting in November.
- C. Special meetings of the congregation may be called by the Pastor together with the President, by a legally called and conducted meeting of the Church Council, or by at least five participating disciples. Such special meeting must be announced at a divine worship service, in the Church

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Bulletin, or Epistle at least two weeks prior to the meeting date. The place and date of the meeting and the chief matters of business shall be stated in the announcement.

D. The meetings shall be presided over by the President of the congregation, or in his absence, the Vice-President shall preside. In absence of both, the congregation shall delegate a presiding officer by a simple majority vote unless the President has pre-arranged for another church officer to preside in his place.

E. The Order of Business at congregational meetings shall be:

1. Call to Order
2. Prayer
3. The reading of the minutes of previous meeting(s)
4. Reports: Pastor's, Boards, etc.
5. Old Business
6. New Business
7. Announcements
8. Adjournment and Benediction

F. Procedure

A quorum of 15% of the congregations Participating Disciples is required to enact legal business of the church. At all meetings of the congregation *Robert's Rules of Order* shall be observed. Voting shall be by stating 'aye/nay' (ie, yes/no), unless otherwise agreed at the meeting. Resolutions shall be legal by decision of a majority of Participating Disciples 18 years of age and older in attendance.

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Section 2 Elected and Appointed Officers of the Congregation.

- A. Elections shall take place in the May Annual Meeting of the congregation. Elections are by simple majority vote, unless otherwise stated in these Bylaws.
- B. Nominating Committee. Each year prior to the May elections, the current Council President shall appoint a nominating committee to establish what elected and appointed terms are expiring. This committee shall then prepare a slate of nominees for each of the positions to present to the voters at the Congregational meeting.

C. Persons Elected or Appointed EVERY year

Office	Term	Term Limit	Elected/Appointed by
President	1 Year	No more than 2 consecutively	Congregation
Vice-President	1 Year	No more than 2 consecutively	Congregation
Treasurer	1 Year	None	2/3 Majority of Council

D. Persons Elected or Appointed in EVEN years

Office	Term	Term Limit	Elected/Appointed by
Recording Secretary	2 Year	No more than 2 consecutively	Congregation
Chairperson - Board of Education	2 Year	No more than 2 consecutively	Congregation
Chairperson - Board of Stewardship	2 Year	No more than 2 consecutively	Congregation
Financial Secretary	2 Year	No more than 2 consecutively	Congregation
Two (3) Preschool board members	2 Year	No more than 2 consecutively	Congregation
Chairperson – Preschool Board	2 Year	No more than 2 consecutively	Congregation

E. Persons Elected or Appointed in ODD years.

Office	Term	Term Limit	Elected/Appointed by
Chairman - Board of Elders	2 Year	No more than 2 consecutively	Pastor and Board of Elders
Chairperson - Board of Outreach	2 Year	No more than 2 consecutively	Congregation
Chairperson – Board of Building & Grounds	2 Year	No more than 2 consecutively	Congregation

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Contributions Secretary	2 Year	No more than 2 consecutively	Congregation
Three (2) Preschool board members	2 Year	No more than 2 consecutively	Congregation

- D. With the exception of the President, Vice President, and Chairman of the Board of Elders, the President may appoint any positions vacated or not filled, after taking office. He may appoint an out-going member of the Church Council or Preschool Board who has reached his/her term limits. All suggested appointments must be presented to the Church Council for approval. Upon majority vote by the Church Council at a legally called meeting, the President's appointees are therein officially approved for their respective term of office.
- E. Term Limits. Unless appointed to fill a vacancy, persons who have reached their term limit may not stand for re-election until someone else has held that office for at least one year.
- F. Duties of the Officers
1. President: The President shall only hold this office, but may attend other office/committee meetings if he so desires. He shall have served at least one year on church council or Board of Elders prior to his election. He shall preside at the meetings of the congregation and the Church Council.
 2. Vice-President: The Vice-President shall act in matters of the President's office when the President is unable to do so. He shall be responsible for coordinating janitorial services, office staff and supplies, church records & documents, and insurance & legal forms.
 3. Recording Secretary: The Secretary shall keep a record of all official meetings of the Congregation and of the Church Council and shall be responsible for the congregational correspondence. He/she shall be required to present the current and past minutes of the congregation and church council meetings at all legal meetings of either body and submit a copy of the minutes to the church office in a timely manner. He/she should also have available a current copy of the Constitution and By-Laws of St. Paul's Lutheran Church at these meetings.
 4. Financial Secretary: The Financial Secretary shall keep an accurate record of all monies received, and give them to the Treasurer in a timely manner. He/She shall submit the books for examination by the Church Council and auditors whenever they so desire. In the presence of 1 [one] or more witnesses, He/she shall tally all offerings received. These duties may be shared by up to 3 [three] people. This sharing is to be done at the discretion of the congregation.
 5. Contributions Secretary: The Contributions Secretary shall keep an accurate record of all disciples' offerings, issue a quarterly statement to contributing disciples, including a year-end statement for tax purposes; also, to correspond with the Treasurer on any discrepancies.

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6. Chairperson of the Board of Building & Grounds: He/She shall preside over the Board of Building and Grounds. The Chairperson shall appoint board members as deemed necessary to carry out tasks.
7. Chairman of the Board of Elders: He shall preside over the Board of Elders and be responsible, with the Pastor, for the continued spiritual development of all Elders, elected and/or appointed, and the church discipleship. He shall preside at the meetings of the Board of Elders. He shall have served as an Elder for at least one year prior to his election.
8. Chairperson of the Board of Outreach: He/She shall preside over the Board of Outreach and is responsible for coordinating St. Paul's mission efforts, evangelism, visitor and community programs. The Chairperson shall appoint board members as deemed necessary.
9. Chairperson of the Board of Stewardship: He/She shall preside over the Board of Stewardship and is responsible for coordinating and planning the best use of St. Paul's Disciple's talents. The Chairperson shall appoint board members as deemed necessary.
10. Chairperson of the Board of Education: He/She shall preside over the Board of Education and be responsible for recruiting and interfacing with all of the Teachers and Leaders of St. Paul's Christian education classes and Vacation Bible School.
11. Treasurer: The Treasurer shall keep an accurate record of all monies received. He/she shall make payments authorized by the congregation and such other expenses directed by the Church Council. He/She shall submit an accounting to the Church Council and Congregational meetings.
12. Chairperson of the Preschool board: He/She shall preside over the Preschool Board meetings, annually appoint the Preschool Treasure and provide guidance and leadership in all matters pertaining to St. Paul's Preschool.

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Section 3 Church Council

- A. The Church Council shall consist of
 - 1. Pastor
 - 2. President
 - 3. Vice President
 - 4. Chairperson of the Board of Building & Grounds
 - 5. Recording Secretary
 - 6. Treasurer
 - 7. Financial Secretary
 - 8. Contributions Secretary
 - 9. Chairman of the Board of Elders
 - 10. Chairperson of the Board of Education
 - 11. Chairperson of the Board of Stewardship
 - 12. Chairperson of the Board of Outreach
 - 13. Chairperson of the Board of Preschool
- B. Each member of Church Council is entitled to one vote with the exception of the President who is entitled to a vote only in case of a tie.
- C. All members of the Church Council as such are also trustees of the congregation. Three members of the Council may be appointed by the Vice President as needed to serve as The Board of Trustees, officially and legally representing the congregation in business, property, civil, and legal matters. They are to exercise supervision over property and material affairs of the congregation; sign, and preserve official papers, pay current expenses promptly, take care of and maintain the property and affairs of the congregation as their own. However, they have no right to purchase, mortgage, or sell property of the congregation or make commitments binding the congregation, unless the congregation has specifically authorized them to do so in a legal meeting of the congregation. For emergency repairs, other urgent and/or essential expenditures, the Church Council may use their discretion for each separate repair and/or essential need without consulting a meeting of the congregation, providing all other written policies are followed.
- D. Rules and Functions
 - 1. Regular meetings shall be conducted.
 - 2. Special meetings may be called by the Pastor, the President, or any three Council members acting together.
 - 3. Two-thirds [2/3] of Voting Council members must be present to constitute a Quorum for enacting legal business.
 - 4. Order of business - same as for congregational meetings.
- E. Responsibilities include:
 - 1. Prepare an outline of business to be presented to the congregational meetings.

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2. Prepare an annual budget for presentation to the congregation at the Annual Meeting.
 3. Carry on official business with other agencies of the Lutheran Church-Missouri Synod.
 4. Regulate the activity of the various church groups.
 5. Act in those areas not specifically reserved to the congregation and the Pastor by the terms of the Constitution.
 6. All newly elected and appointed members to the Church Council shall meet with the incumbent Council in the month of June for an orderly transfer of duties.
- F. All newly elected and appointed officers take office in July. A service of installation shall be provided on the Sunday nearest to July 1 as is convenient for all concerned.

Section 4 Boards

A. Board of Elders

1. The members of the Board of Elders shall be the Chairman plus any additional elders as deemed appropriate by the Chairman. All additional appointments shall be made with agreement between the Board and Pastor.
2. Any new appointment to the Board of Elders shall be submitted to the next Congregational Meeting for approval.
3. The Board of Elders is accountable to the Church Council through its Chairman.
4. The Board of elders is responsible for:
 - i. Membership - conversion, discipline and reclamation, visitations, and fellowship.
 - ii. Worship - music, ushers, literature, acolytes, altar guild.
 - iii. Conduct and actions of the Called Workers

B. Board of Education

1. The disciples of the Board of Education shall be appointed by the Chairperson of the Board of Education by the month of August and shall be such number as deemed necessary to perform the desired tasks.
2. The Board of Education is responsible to the Church Council through its Chairperson.
3. The Board of Education is responsible for:
 - i. Christian Growth - Adult, youth, teacher training, catechesis
 - ii. Sunday School
 - iii. Library
 - iv. Vacation Bible School

C. Board of Stewardship

1. The disciples of the Board of Stewardship shall be appointed by the Stewardship Chairperson by the month of August and shall be such number as he/she deems necessary to perform the desired tasks.
2. The Board of Stewardship is accountable to the Church Council through its Chairperson
3. The Board of Stewardship is responsible for:
 - i. Planning - parish program, monthly goals

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- ii. Survey and Utilizing Disciples' Talents - talent survey, recruitment for committees and offices
- iii. Disciples' financial management pledge programs

D. Board of Outreach

- 1. The members of the Board of Outreach shall be appointed by the Outreach Chairperson by the month of August and shall be such numbers as the Chairperson, with the advice of the Pastor, deems necessary to perform the desired tasks.
- 2. The board of Outreach is accountable to the Church Council through its Chairperson.
- 3. The Board of Outreach is responsible for:
 - i. Synod's Mission - agencies, world missions, recruitment, District matters.
 - ii. Community - canvasses, evangelism, public relations

E. Preschool Board.

- 1. The Preschool Board exists for the purpose of supporting the ministry and mission of the congregation.
- 2. The Preschool Board is accountable to the congregation directly through Church Council and the Preschool Board Chairperson.
- 3. The Responsibilities of the Preschool Board include:
 - i. Support the Administrator and the teachers of the Preschool.
 - ii. To assist the Director in writing policy for the Preschool Operation
 - iii. To prepare and submit an annual budget to the congregation at its annual meeting.
 - iv. To inform Church Council of the hiring or retention of Preschool staff.
- 4. Qualifications of Board Members and Terms
 - i. The Preschool Administrator is an ex-officio member of the Board
 - ii. The Treasurer of the Preschool is an ex-officio member of that Board.
 - iii. All *voting* Board members shall be Participating Disciples of this congregation.
 - iv. The Preschool Board shall consist of five voting members.
 - v. Each year It is desired to have at least one of the Board members elected be a parent or grandparent of a child currently enrolled in the preschool. This is determined at the beginning of the term. If a Board Member's child leaves the preschool during the term the voting member retains "parent" status until their current term expires. In the absence of a Participating Disciple who has a child enrolled in the preschool, a non-disciple parent may serve as an advisory non-voting member.
 - vi. The Treasurer of the Preschool Board shall be appointed annually by the Chairperson and approved by the Board at its first meeting each calendar year.
 - vii. In the event of a vacancy on the board, the Chairperson shall appoint someone to fill the remainder of that term.

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F. Board of Buildings & Grounds

1. The members of the Board of Building and grounds shall be the Chairperson plus any additional disciples as deemed appropriate by the Chairperson to complete any given task.
2. The Board is accountable to the Church Council through its Chairperson.
3. The Board will be responsible for the upkeep of all church properties and the repair and maintenance of all church equipment.
4. Administration of funds up to One Hundred Dollars per project shall be at the discretion of the Chairperson and must be documented and submitted for reimbursement to the Treasurer. Projects requiring more than One Hundred Dollars must be approved by Council.

ARTICLE VIII OFFICE OF THE PASTOR

Section 1 General

The Pastor is neither appointed by a hierarchy nor is he hired by the congregation. The Pastor is “called” by God and first of all responsible to Him. As a Lutheran Church - Missouri Synod Pastor, the Pastor is responsible to the Lutheran Church - Missouri Synod confessions and Creeds of the Church as our Constitution reiterates in its statement of Faith (Article I).

Section 2 The Call

The right to elect and call a Pastor is vested in the congregation and shall not be delegated to a smaller group within the congregation. The calling procedure shall follow the guidelines of the Lutheran Church - Missouri Synod, except where detailed/outlined in these Bylaws.

Section 3 Pastoral Vote

The Pastor is entitled to vote in the meetings of the Congregation and the Church Council.

Section 4 Duties of the Pastor

The primary duties of the Pastor are to faithfully teach and preach the Word of God, administer the Sacraments in harmony with ARTICLE I of these Bylaws, and to fulfill the Office of the Pastor as the Word of God prescribes in 1 Timothy Chapter 3.

Section 5 Change of Office

- A. The congregation may remove the Pastor from office:
1. If he persistently adheres to false doctrines.
 2. If he leads an un-Christian and scandalous life.
 3. If he willfully neglects his official duties.
 4. If he proves incapable of administering the duties of his sacred office

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5. His removal must take place in a proper and Christian manner in accordance with the Constitution and By-laws of the Lutheran Church - Missouri Synod.
- B. Ordinarily when a change of pastorate is to take place, an advance notice of three months shall be given by the pastor or congregation requesting the release. This interval may be changed by a $\frac{3}{4}$ majority vote of the Participating Disciples at a congregational meeting having that business on its agenda.
- C. During a pastoral vacancy the office of pastor shall be filled by a "Vacancy Pastor" whose services shall be engaged with the advice of the Circuit Visitor.
- D. Calling Procedure.
 1. A Call Committee of no more than 11 [eleven] active disciples, to include Council President and Chairman of the Board of Elders, shall be formed. The Chairperson of the Committee shall be selected by the committee members.
 2. The calling of a Pastor shall follow the guidelines of the Constitution and Bylaws of the Lutheran Church - Missouri Synod, except as detailed/outlined in these Bylaws.
 3. A Call List of candidates shall be prepared by the District President using nominees from the congregation's suggestion as well as those from his office.
 4. After reviewing the Call List from the District President, the Call List shall be established by the Call Committee, who will narrow the list to no more than three (3) names.
 5. At a legally called meeting of the congregation, a vote shall be taken of all Participating Disciples present. If one (1) of the candidates receives two-thirds ($\frac{2}{3}$) of the majority of the votes cast, then that candidate shall be extended the Call. If two-thirds ($\frac{2}{3}$) majority is not reached, and assuming the list of candidates is more than two (2), the name associated with the lowest amount of votes is eliminated and another vote is to be taken. If two-thirds ($\frac{2}{3}$) majority is still not reached, then voting stops and a new call list must be requested. The previous candidates shall not be considered for the new call list.
 6. Offices for other Called Workers are to be addressed in accordance with the above Calling Procedure.

ARTICLE IX BOOKS AND FORMS

All literature and forms used in this congregation shall conform in principle to the Statement of Faith in Article I of the Constitution. Materials used in instruction and worship should at all times enhance, rather than detract from our Lutheran heritage.

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ARTICLE X AGENCIES

No society, agency, or association shall be organized without the approval of the Church Council or Congregation. All societies, agencies, or associations of the congregation shall submit a report of their work to the annual meeting of the congregation.

ARTICLE XI REVISIONS

Section 1 Procedure

- A. Periodically, the Church Council shall consider a review of this document. The Council President shall appoint a committee to undertake this review to determine if there is a need for corrections, revisions or additions. The committee will also solicit input from the congregation.
- B. The committee shall then submit their recommendations for any changes to the Church Council for approval. Once approved by Council, it will be submitted to the Congregation for review. At the next regularly held Congregational meeting, a vote of (3/4) majority of those present will decide to amend, accept or reject the changes. If amended or rejected by the Congregation, the By-laws will go back into Council for additional changes.
- C. Once accepted by the Congregation, the By-laws will be sent to the Lutheran Church – Missouri Synod Ohio District's constitution committee. Submission and approval of a new or revised document is a condition of membership in the Lutheran Church – Missouri Synod and a requirement before the new or revised documents may be used.
- D. Once approved, the final document will be presented to the congregation at the next Congregational meeting for ratification.

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Section 2 Revision History

Revision Date	Revision Summary
Revision July 28, 2016	Final approved version from the LC-MS Ohio District Constitution Committee
Draft-May 15, 2016	Minor typographical corrections. Additional clarification of Preschool Board. Added prerequisite for Council President prior service on Council or Board of Elders. This version shall be submitted to the LC-MS Ohio Districts constitution committee for review and approval.
Draft-October 29, 2015	Major changes in structure. Clearer definition of position titles and term limits. Added sections for review and disciple's acceptance.
2006	Earliest documented revision

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ARTICLE XII DISCIPLES ACCEPTANCE OF BYLAWS AND CONSTITUTION

When a person is accepted as a Participating Disciple of St. Paul's Evangelical Lutheran Church, They will be given a copy of the Constitution and Bylaws and will be asked to sign this document signifying their acceptance and willingness to adhere to it.

Printed Name	Signature	Date