

**REVISED CONSTITUTION AND BY-LAWS
FOR VOTER APPROVAL**

May 18, 2009

Review Process for Revised Constitution and By-Laws

1. CTK members get copies of Constitution Package from CTK website (www.ctk-lcms.org) or from printed copies provided in narthex and church office.
2. Members read Constitution and By-Laws for understanding, and write down questions or suggestions which they want to be considered.
3. Members forward their written comments to Don Carroll by e-mail (seecarrollsgo@bellsouth.net) or US mail (10235 Misty Hill Drive, Collierville TN 38017) or by physically handing written comments to Don Carroll.

Note: All comments must be in written form (e-mail or on paper) in order to provide clarity and understanding. If there is an objection to an item of content, a suggestion for alternative wording must be provided.

4. Please note that the deadline for submittal of feedback comments is Saturday, April 25.
5. Collected feedback comments will be read, discussed and considered by the constitution team over the following three to four days, and incorporated into the document as needed.
6. The Constitution and By-Laws will be brought to the congregation at the Voters' Meeting on Monday, May 18, for a motion to approve.
7. If approved by the Voters, a copy of the document, appropriately signed and dated, will be sent to the office of the Mid-South District of the LCMS for their review and comments. Any potential revisions requested by the District Review Committee will be voted on for ratification – acceptance -- by the Voters, on a date to be determined.

Typically, revisions by the District are minor in nature, and do not affect the basic subject content.

03/18/09

COMMENTARY
CHRIST THE KING REVISED CONSTITUTION AND BY-LAWS
March 24, 2009

In 2007, Christ the King Lutheran Church made a corporate decision to initiate a renewal project to refresh and improve its organizational effectiveness. This was to be done under a concept modeled after the Natural Church Development process. Initial activities were to develop the following points of operating principles:

- A. Mission Statement
- B. Core Values, of which five were developed
- C. Pastor Neugebauer's description of his Vision for our church

It was concluded that since the basic framework of our church is its constitution and by-laws, this document should be up-to-date, valid and usable and should compliment the listed principles. An initial review of the existing document found that multiple versions existed, and that there was no clear chronology available as to how these versions came to be created. The conclusion was reached that an appropriate place to put effort was to review, revise and improve this document. The objectives of the process were to update the content, simplify the format, achieve easier readability, and conform to the current and intended organization structure.

Work on this process began in November 2007. Since begun, this process has consumed hundreds of hours of deliberate and thoughtful effort. Members of the team who worked on this project are Pastor Neugebauer, Pastor Goble, Bette Coatney, Richard Parker, Joyce Howell, Chuck Ransdell, and Don Carroll.

The beginning basis for this process was, logically, the existing documentation. A conclusion was reached as to the probable latest version of the existing document, and using that, the process was begun. The steps in the process occurred as follows in each of six segments of the total document:

- A. A draft for the segment was written.
- B. A study group reviewed the draft and the pre-existing counterpart and made revisions as needed.
- C. The revisions were incorporated into the draft, and concurrence was reached within the group.
- D. The draft was then reviewed by the church council and refining revisions were made and incorporated.

In the last segment of the document, a revised and updated endowment policy was incorporated.

During the process, as theological or doctrinal questions were identified, Synod and/or District resources were consulted for clarification and guidance.

The voters of the congregation were periodically updated as the process moved forward.

The attached Constitution and By-Laws document is the end product of this process. CTK leadership has high confidence that it is a fundamental guiding document of sound quality and usability that will enable the congregation to function more effectively and efficiently as it strives to fulfill its mission into the future.

Significant Revisions to Constitution and By-Laws

1. Neater, more compact document format. Old version – 18 pages; revised version – 17 pages, including 4 pages of Endowment policy.
2. Table of Contents – makes locating subjects within the document easy.
3. Added new Mission Statement and five Core Values.
4. Planning Council name changed to Church Council – more representative of actual function.
5. Eliminated Executive Committee as unnecessary.
6. Simplified and clarified functions of leaders where possible.
7. Added responsibilities to leaders where needed.
8. Added content to have performance of leaders and organization groups (Boards, committees, etc.) measured and reported.
9. Clarified reporting relationships within the organization.
10. Expanded and specified responsibilities of Board of Christian Education to provide for needed functions.
11. Replaced non-existent Board of Church History with Church Historian.
12. Added content to provide recruitment and training for leaders of Bible Study and organization groups.
13. Added description of operation of Endowment Fund – four pages.

Note: Although not a part of the Constitution and By-Laws, there has been an organization chart created which reflects the positions described therein and shows the reporting relationships within the organization.

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CONSTITUTION
CHRIST THE KING LUTHERAN CHURCH
MEMPHIS, TENNESSEE

----- Date -----

PREAMBLE

----- DRAFT -----

As instructed in Holy Scripture, all matters conducted by Christian congregations are to be done “decently and in order” (I Cor. 14:40; Col. 2:5). We as Christ the King Lutheran Church, Memphis, Tennessee, adopt this Constitution and By-Laws by which the affairs of this congregation are to be faithfully, rigorously and consistently governed. The leadership of the church shall ensure this.

MISSION

The Mission Statement of Christ the King Lutheran Church: *As God's forgiven family, we grow in faith through Word and Sacrament to share the Gospel of Jesus Christ.*

In order to accomplish our Mission, we perform the following actions:

- A. Preaching and teaching the Word of God so that people may be brought to faith in Christ (Matthew 28:18-20).
- B. Strengthening the faith of our members by continuous religious instruction and the administration of sacraments (II Timothy 4:1, 2 and Ephesians 4:11-13).
- C. Developing the church life of our members by encouraging Christian fellowship and works of charity (I John 1:7; Matthew 25:40).
- D. Retaining responsibility for the souls under the spiritual care of our congregation (Romans 1:8-12).

CORE VALUES

Christ the King Lutheran Church holds firmly to the following Core Values:

Outreach: *We share the message of hope and salvation through Jesus Christ with everyone. In order to reach out to all people, we develop relationships, actively inform the public about our church and school ministry, and offer dynamic programs and events.*

Discipleship: *We seek Christian growth through Word and Sacrament in order to live in ways that are consistent with the teachings of Jesus Christ.*

Service: *Uniquely gifted by God and understanding our gifts, each of us uses those gifts in serving the Lord by extending ourselves to minister to the needs of others within our church, school, community, and the world.*

Relationships: *As Jesus first loved us, He taught us to love others. We create and nurture caring relationships in which each person, adult and child, is valued and loved.*

Worship: *We, as individuals, worship God as Father, Son, and Holy Spirit through personal prayer and devotion, and together through worship services which are grounded in the Gospel, are faithful to our Lutheran heritage, and guide us in our daily lives.*

CONFESSIONS

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Christ the King Lutheran Church adopts the following without reservation:

- A. All the books of the Old Testament and the New Testament as the verbally inspired and revealed Word of God.
- B. All the following confessional writings of the Lutheran Church contained in the Book of Concord (1580 AD) as being a true and correct exposition of the Word of God:
 - 1. The Ecumenical Creeds: The Apostolic Creed, the Nicene Creed, and the Athanasian Creed.
 - 2. The unaltered Augsburg Confession.
 - 3. The Apology of the Augsburg Confession.
 - 4. The Smalcald Articles.
 - 5. The Large and Small Catechisms of Dr. Martin Luther.
 - 6. The Formula of Concord.

MEMBERSHIP

The membership of Christ the King shall include the following groups of people. Methods of becoming members are described in the By-Laws under Admission to Membership.

- A. Baptized Members: All members who have been baptized, including children who have not yet confirmed their baptismal vows. Baptized members are expected to:
 - 1. Attend Sunday School and Divine Services regularly.
 - 2. Receive instruction to prepare for communicant membership.
- B. Communicant Members: Communicant members are those who have been instructed in the Christian faith, have become acquainted with the Lutheran Confessions, especially Luther's Small Catechism, and have confessed their adherence to this faith in the Rite of Confirmation or through affirmation of faith. It is expected that communicant members will:
 - 1. Attend Bible Class and Divine Services regularly (John 8:47; Hebrews 10:25).
 - 2. Lead Christian lives and not live in manifest works of the flesh (Galatians 5:19-21).
 - 3. Partake of the Lord's Supper frequently (I Cor. 11:23-29).
 - 4. Contribute regularly and faithfully as God has prospered them (I Cor. 16:2; Matt. 28:19-20).
 - 5. Devote their time and talents to the extension of our Lord's kingdom (I Cor. 12).
 - 6. Accept fraternal admonition when they have erred (Matthew 18).
 - 7. Not be members, affiliates, or supporters of secret societies or other organizations conflicting with the Word of God (II Cor. 6:14-17). Examples of these are Freemasonry, DeMolay, Illuminati, and Scientology.
- C. Voting Members: All confirmed members who have reached their eighteenth birthday are voting members. Voting members are expected to attend Voters' Meetings regularly, willingly assume responsibilities as appropriate, and familiarize themselves with the Constitution and By-Laws.
- D. Spiritual Responsibility to Non-Members: The congregation shall remain keenly aware of its responsibility not only to baptized members, but also to those who have been brought under its spiritual care and who have not yet received the grace of Holy Baptism.

POWERS OF THE CONGREGATION

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- A. General: The congregation as a body through the voting members, shall have the supreme power to administer and manage all of its internal and external affairs, including the rights to acquire, hold title to, sell, transfer, convey, and otherwise dispose of property -- real, personal, and mixed. The establishment and conduct of all institutions and societies within the congregation shall at all times be subject to the approval and supervision of the congregation. Congregational Officers, Directors, Boards and Committees, whether elected or appointed, shall have no authority beyond that which has been conferred upon them. Whatever power may have been delegated to them may at any time be altered or revoked by the voters at a valid Voters' Meeting.
- B. The Right of Calling: The right of calling pastors, teachers or professional staff members shall be vested in the congregation and shall never be delegated to a smaller body or an individual.
- C. Decisions: Matters of doctrine and conscience shall be decided by the Word of God. Other matters shall be decided by a simple majority of the voters present at the Voters' Meeting, unless otherwise specified by this Constitution or By-Laws.
- D. Removal from Office: Any pastor, called teacher, or called professional staff member may be removed from office by the congregation in a Christian and lawful order for one or more of the following causes: persistent adherence to false doctrine, living a scandalous life, inability to perform defined job functions, or willful neglect of official duties (Matthew 18).
Charges on any of these counts should be carefully investigated by the Board of Elders. Should such charges be substantiated by clear evidence, the individual involved shall first be given an opportunity to resign his/her position in the congregation. Such opportunity having been given and declined, the Board of Elders shall, after consultation with the District President and Circuit Counselor of the Mid-South District, notify the voting membership of the situation, and shall submit the matter for action at a special Voters' Meeting. A three-fourths (3/4) majority ballot vote of a quorum shall be required to depose a pastor, a called teacher, or a called professional staff member.
Should this occasion to depose a pastor, called teacher, or called professional staff member ever arise, the intended deposal shall be announced by the chairman of the Board of Elders at regular Worship Services on the two Sundays preceding a special Voters' Meeting called for that purpose. All voting members shall be notified by mail at least two weeks in advance.
- E. Status: A person who has been dealt with in love according to Matthew 18:15-20, and who, due to excommunication or self-exclusion, has terminated membership, forfeits all rights as a member of this congregation and all claims upon the property of the congregation as such, or upon any part thereof, so long as that person is not reinstated into membership.
- F. Power to Amend this Constitution: The congregation may make amendment(s) to this Constitution at a Voters' Meeting, provided that:
1. The amendment(s) do not conflict with provisions elsewhere herein on Mission, Confessions, Called Workers, or Doctrinal Literature.
 2. The proposed amendments(s) have been submitted in writing at the previous meeting of the voters and have been publicized to the congregation.
 3. An affirmative vote of two-thirds (2/3) of the voters present is received. A quorum of the qualified voters must be present as established in the By-Laws.

PROVISION FOR BY-LAWS

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The congregation may adopt or amend By-Laws as may be required for the accomplishment of its mission.

CALLED WORKERS

The office of Pastor of this congregation may be conferred only upon an ordained male who:

- A. Is a graduate of a seminary recognized by the Lutheran Church Missouri Synod or which is certified by the Lutheran Church Missouri Synod.
- B. Is in good standing with the standards prescribed by the LCMS for pastors.
- C. Does publicly before the congregation, according to the LCMS procedures and ceremonies prescribed in the Lutheran Agenda, declare a sincere belief in and willing adherence to the Scriptures and our Confessions.

The office of Principal or Called Teacher of the Christian Day School, or any called professional staff member, who may be male or female, may be conferred only upon a person who:

- A. Is a graduate of a college recognized by the Lutheran Church Missouri Synod or which is certified by the Lutheran Church Missouri Synod.
- B. Is in good standing in the LCMS.
- C. Does publicly before the congregation, according to the LCMS procedures and ceremonies prescribed in the Lutheran Agenda, declare a sincere belief in and willing adherence to the Scriptures and our Confessions.

OFFICERS

Officers and Directors of this congregation shall be elected by the voters at a Voters' Meeting, as specified in the By-Laws. Additional Boards and Committees may be established by the Church Council as required to execute the programs of this church. Board and Committee Chairs shall be appointed by their respective Directors and ratified by the Church Council. Board and Committee members will be appointed by Board and Committee Chairs.

DOCTRINAL LITERATURE

Only hymns, prayers, liturgies, and educational materials which conform to the Confessions of this congregation shall be created, obtained and utilized. Any materials which otherwise might not be in strict conformity with the confessional standards of this congregation shall not be utilized, unless they have undergone pastoral review, with the assistance of the Elders if necessary.

SYNODICAL AFFILIATION

This congregation shall affiliate with and hold membership in the Lutheran Church Missouri Synod, or the legal successor thereto, which professes and adheres to doctrine as stated in the Confessions.

PROPERTY RIGHTS

If at any time a division should take place on account of doctrine, the property of Christ the King Church and all rights therewith shall remain with those voting members who continue to adhere to and practice the Confessions described in this Constitution.

Should the congregation decide to disband, prior to legal dissolution, a special voters meeting will be called to determine how the assets of the congregation, including those in an endowment fund, will be distributed. If the congregation is dissolved without action by the voters to distribute the assets, the property and all rights therewith shall be transferred to the Mid-South District of the Lutheran Church Missouri Synod or its successor.

BY-LAWS

ADMISSION TO MEMBERSHIP

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- A. Baptized Membership: All individuals, regardless of age, who have been baptized in the Christian faith and who desire to be under the spiritual care of this congregation.
- B. Communicant Membership: Individuals qualify as Communicant Members by one of three methods:
1. By Confirmation: All who have received the rite of Confirmation in compliance with item B. under Membership in the Constitution.
 2. By Transfer: Persons coming with a communicant letter of transfer from a congregation which is in fellowship with our Synod.
 3. By Profession of Faith: Those who have given satisfactory evidence of qualifications for communicant membership to the Board of Elders.
- C. Privileges of Women: Women may serve as members or Chairpersons of Boards and Committees as long as these positions are not directly involved in the specific functions of the pastoral office (preaching, the public administration of sacraments, church discipline) and as long as this service does not violate the order of creation (usurping authority from men). Accordingly, they shall not serve as Pastor, as a member of the Board of Elders, President, Vice-President, or Director of Discipleship of this congregation.
- D. Termination of Membership:
1. Transfer to other Congregations: Communicant members desiring to join a congregation in church fellowship with Christ the King shall present their request for transfer to the Board of Elders. Such transfer of membership shall be ratified by the Board of Elders in a subsequent meeting.
 2. Joining other Churches: In cases where communicant members have joined other congregations outside our fellowship, they shall, upon recommendation of the Elders, be considered as having terminated their membership by a resolution of the Board of Elders.
 3. Whereabouts unknown: The names of members whose whereabouts are unknown and cannot be established within a minimum of one year shall be removed by the Board of Elders and thereby such membership shall be terminated.
 4. Excommunication or Self-Exclusion: Any member who behaves in an unchristian manner towards any person(s) shall first be admonished according to Matthew 18:15-20. If that member refuses to amend this unchristian behavior, then, at the recommendation of the Board of Elders, the member shall be self-excommunicated by a resolution at a Voters' Meeting.

Any member who refuses to hear the Word of God regularly, according to the Third Commandment, and/or refuses to commune regularly shall be called upon by an Elder and/or Pastor for the purpose of Christian admonition; or, by a registered letter, be invited to declare an intention to the Elder and/or Pastor to repent of this neglect. If that member refuses to repent of that neglect, then at the recommendation of the Board of Elders, that member shall be self-excommunicated by a resolution at a Voters' Meeting.

VOTERS' MEETINGS

Voters' Meetings shall be held at least twice annually. Announcements of the meetings shall be made in the Worship Services of the two previous Sundays.

A minimum of forty (40) qualified voters must be present at any Voters' Meeting in order to constitute a quorum and conduct business.

The President of the congregation may call a special meeting of the voters if he deems it necessary or upon a written request signed by five voting members. Special meetings require announcements in Worship Services in the two previous Sundays or notification by mail and announcements in the Worship Services of one previous Sunday.

CALLING PROCEDURES

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Nominations: Any pastor, principal, teacher, or any called professional staff member who is a graduate of one of the recognized colleges or seminaries of the Lutheran Church Missouri Synod, or is certified by the Lutheran Church Missouri Synod, and is in good standing in our Synod, may be nominated for the appropriate office.

Elections: The election of a pastor, principal, teacher, or professional staff member from the list of candidates chosen at a Voters' Meeting shall be by ballot and, if possible, be made unanimous. In the event of a single candidate, a voice vote at the Voters' Meeting will be sufficient for election.

OFFICERS, DIRECTORS, BOARDS, AND CHURCH COUNCIL

Officers: The officers of the congregation shall be:

A. President: The President shall:

1. Accept and maintain the primary leadership of the church organization in a responsible manner as would a Chief Executive Officer in a business organization.
2. Preside at all meetings of the Voters and Church Council.
3. Exercise care that all meetings are conducted in agreement with the Constitution and By-Laws.
4. See that all officers, directors, boards, and committees are functioning properly and that they carry out their individual responsibilities; and if necessary or advisable attend any board or committee meeting as an ex-officio member.
5. Perform such other duties as shall be assigned by the Church Council.
6. Act as a legal representative for the congregation along with the Secretary and Director of Operations. Two of these legal representatives are required to sign any legal documents for the congregation.
7. Be authorized to sign checks for less than \$1,000.00 and for salary disbursements in any amounts; co-sign checks with the Treasurer or any officer in amounts of \$1,000.00 or more, excluding salary disbursements.
8. Ensure that the proper annual audits of the church financial records are performed correctly, and submit the audit reports to the Voters.
9. Appoint any needed nominating Committee, the Chair of which shall be the Vice-President.
10. In April of each year, appoint a task force to plan and conduct the June leadership training event, with the task force to be approved by the Church Council.
11. Work closely with the Pastor(s), Officers, Directors, and Chairs to establish goals and set direction for the congregation.

B. Vice-President: The Vice-President shall:

1. Assume the duties of President in his absence.
2. Serve as Chair of the Nominating Committee.
3. Assist the President, as needed, in the planning and implementation of church programs.
4. Perform other duties as assigned by the Church Council.
5. Be authorized to co-sign checks with the Treasurer or President in amounts of \$1,000.00 or more, excluding salary disbursements.
6. Work closely with the Pastor(s), Officers, Directors, and Chairs to establish goals and set direction for the congregation.

C. Secretary: The Secretary shall:

1. Keep accurate minutes of the meetings of the Church Council and Voters in books which shall be and remain property of the congregation.
2. Promptly make available to church members the minutes of Voters Meetings.
3. Perform such other duties as assigned by the Church Council.
4. Be authorized to co-sign checks along with the Treasurer or President in amounts of \$1,000.00 or more, excluding salary disbursements.

D. Treasurer: The Treasurer shall:

1. Ensure that an accurate record is kept of the receipts and disbursements of the congregation, which shall be and remain property of the congregation.
2. Ensure prompt payment is made of all bills and obligations authorized by the congregation.
3. Make regular reports to the Church Council and congregation.
4. Submit records for audit at the end of the fiscal year.
5. Perform such other duties as assigned by the Church Council.
6. Serve as Chair of the Board of Finance.
7. Coordinate the flow of monies from the treasury to the various Boards and Committees in such way that an adequate balance is retained for payment of salaries and other regularly occurring expenses.
8. Have authority to sign checks for amounts less than \$1,000.00, and for salary disbursements in any amount.
9. Co-sign checks along with the President or any Director or any Officer for amounts of \$1,000.00 or more, excluding salary disbursements.
10. Have available for all Boards and Committees a current record of their accrued disbursements and budget allotments.

E. Financial Secretary: The Financial Secretary shall:

1. Record all tithes, offerings, and special gifts in records which shall remain property of the congregation.
2. Furnish reports of contributions to all envelope holders at least annually.
3. Perform such other duties as assigned by the Church Council.
4. Develop and maintain, but not participate in, a system and schedule for "counting and accounting" of monies received.
5. Serve as a member on the Boards of Finance and Stewardship.

Directors: The Directors of the congregation shall be the following:

A. Director of Operations: The Director of Operations shall:

1. Oversee, encourage, and help develop programs for the Board of Church Property and any other Boards or positions assigned by the Church Council.
2. Coordinate the efforts of those Boards which are charged with the use of the church's property and finances so that the church may better serve the Lord in its day-to-day operations.
3. Provide leadership and initiative in the development of annual action plans for the Boards above and for the Directorship itself. The plans are to be documented, submitted to the Church Council, executed, and the performance against them measured and reported to the Council on a defined schedule.
4. Be responsible for and lead the process of hiring and supervising office staff and custodial help for the congregation, supplemented in day-to-day supervision by the Operations Manager. Supervision is to include administering meaningful annual performance evaluations.
5. Assure that property and employees are insured.
6. Develop and administer church office policy and procedures as required.
7. Oversee the work of the Facilities Coordinator.

B. Director of Outreach: The Director of Outreach shall:

1. Oversee, encourage, and help develop programs for the Board of Evangelism, Board of Assimilation, Greeters Program, Public Relations Coordinator, Foreign Missions/LWML, Radio Ministry, Website Coordinator, and any other Boards or positions assigned by the Church Council.
2. Serve as Chair of the Board of Evangelism.
3. Coordinate the efforts of the Boards above which are charged with reaching out with the Gospel to our community and assimilating new members into our church family.
4. Provide leadership and initiative in the development of annual action plans for the Boards above and for the Directorship itself. The plans are to be documented, submitted to the Church Council, executed, and the performance against them measured and reported to the Council on a defined schedule.

C. Director of Discipleship: The Director of Discipleship shall:

1. Oversee, encourage, and help develop programs for the Board of Elders, the Board of Worship, the Board of Stewardship, Church Historian and any other Boards or positions assigned by the Church Council.
2. Serve as Chair of the Board of Elders.
3. Coordinate the efforts of the Boards above which are charged with spiritual care and corporate worship of our congregation.
4. Provide leadership and initiative in the development of annual action plans for the Boards above and for the Directorship itself. The plans are to be documented, submitted to the Church Council, executed, and the performance against them measured and reported to the Council on a defined schedule.
5. In the absence of the President and Vice-President, the Director of Discipleship shall assume their duties.
6. Provide support and guidance to the Pastor(s). This is to include meaningful annual performance evaluations utilizing the appropriate model as supplied by the synod or other appropriate sources.
7. Implement church discipline, if and when, needed.

D. Director of Special Ministries: The Director of Special Ministries shall:

1. Oversee, encourage, and help develop programs for the Board of Youth, Board of Singles, Board of Seniors, and Board of Social Ministry, the Board of Children's Ministry, Stephen Ministry, Prayer Chains, and any other Boards or positions assigned by the Church Council.
2. Serve as Chair of the Board of Social Ministry.
3. Coordinate the efforts of the Boards above which are charged with ministering to those special groups within the congregation; i.e., Youth, Seniors, Singles, and those other members with special needs.
4. Provide support and guidance to the Youth Minister. This is to include meaningful annual performance evaluations.
5. Provide leadership and initiative in the development of annual action plans for the Boards above and for the Directorship itself. The plans are to be documented, submitted to the Church Council, executed, and the performance against them measured and reported to the Council on a defined schedule.

E. Director of Christian Growth: The Director of Christian Growth shall:

1. Oversee, encourage, and help develop programs for the Board of Continuing Education, Home Bible Study, and any other Boards or positions assigned by the Church Council.
2. Serve as the Chair of the Board of Continuing Education.
3. Coordinate the efforts of the Boards above which are charged with providing Christian education not only to our members, but to our community.
4. Provide leadership and initiative in the development of annual action plans for the Boards above and for the Directorship itself. The plans are to be documented, submitted to the Church Council, executed, and the performance against them measured and reported to the Council on a defined schedule.
5. Receive and review proposals for new ministries and report findings to the Church Council.

F. Director of Christian Education: The Director of Christian Education shall:

1. Oversee, encourage, and help develop programs for the Board of Christian Education that will promote the school and maintain clear focus on the school's mission.
2. Serve as Chair of the Board of Christian Education.
3. Coordinate the planning, budgeting, and goal-setting internal to the Board of Christian Education.
4. Coordinate the efforts of the Board of Christian Education in order to work with and support the School Principal. The Principal is the school's administrator and is responsible for, under the Board, the daily management of all aspects of the school's operation.
5. Administer meaningful annual performance evaluations for the Principal.

6. Provide leadership, initiative, and coordination in the preparation and submittal of documented annual school action plans, scheduled progress reports, and recommendations to the Church Council. The primary responsibility for creating and drafting the school action plan rests with the Principal. Performance of execution of the action plans is to be measured and reported as part of the reports to the Council.

Boards: The Boards of the congregation shall be the following:

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- A. Board of Elders: The Board of Elders, reporting to the Director of Discipleship, shall:
 1. Consist of a Chair and as many Elders as are necessary to properly carry out this ministry.
 2. Assist the pastor(s) in all matters relating to the spiritual welfare of the congregation.
 3. Assist the pastor(s) in the cultivation of a spirit of peace, love, and harmony among members of the congregation.
 4. Assist the pastor(s) by acting as Lectors and Eucharist Ministers in worship services.
 5. Exercise Christian admonition under the guidance of the Pastor(s) where members have been negligent in their spiritual or temporal duties.
 6. Look after the temporal welfare of the pastor(s).
 7. Look after the temporal and spiritual welfare of their assigned parish families through regular contact with them.
 8. Oversee CTK's tuition assistance program.
 9. Assure that all programs and activities of the church are consistent with our confessions and accepted church doctrine.
 10. The function of Church Historian shall be performed under the Board of Elders.
 11. Perform other duties as shall be assigned by the Church Council.
- B. Board of Church Property: The Board of Church Property, reporting to the Director of Operations, shall:
 1. Consist of a Chair and appointed members as required.
 2. Accept responsibility for and maintain in a proper state of repair all real, personal, and mixed property of the congregation.
 3. Perform other duties as shall be assigned by the Church Council.
- C. Board of Stewardship: The Board of Stewardship, reporting to the Director of Discipleship, shall:
 1. Consist of a Chair, the Financial Secretary, and appointed members as required.
 2. Promote and foster the entire stewardship-of-life program among the members.
 3. Plan and conduct programs necessary to support the fiscal responsibilities of the congregation.
 4. Perform other duties as shall be assigned by the Church Council.
- D. Board of Christian Education: The Board of Christian Education, reporting to the Director of Christian Education, shall:
 1. Consist of a Chair and appointed members as required, with the school principal as an ex-officio member.
 2. Promote and supervise all activities of the Christian Day School and Early Childhood Center.
 3. Develop policy recommendations in concert with the principal.
 4. Seek and obtain major funding, such as endowments.
 5. Initiate and participate in strategic planning.
 6. Conduct annual evaluations of the principal.
 7. Function as a court of appeal in grievance cases involving the facility, parents or students.
 8. Provide spiritual support for the staff and students of the school.
 9. Participate in selecting and calling the principal as members of the Call Committee (as appointed).
 10. Make recommendations to the congregation in the calling of all teachers.
 11. Administer all fiscal affairs of the Christian Day School and Early Childhood Center under the direction of the Church Council.
 12. Perform other duties as shall be assigned by the Church Council.

- E. Board of Finance: The Board of Finance, reporting to the Treasurer, shall: ----- **DRAFT** -----
1. Consist of a Chair (Treasurer), the Financial Secretary, and appointed members as required.
 2. Oversee, encourage, and help develop programs for the planning, review, and audit of the finances of the church and school.
- F. Board of Children's Ministries: The Board of Children's Ministries, reporting to the Director of Special Ministries, shall:
1. Consist of a Chair and other appointed members as required.
 2. Seek to organize and/or promote events/activities that bring families with children (ages preschool through elementary school) together to strengthen Christian values, Christian relationships, and to spread the Gospel.
 3. Provide an outreach program for school children and their families consisting of new members, visitors, and non-members.
- G. Board of Worship: The Board of Worship, reporting to the Director of Discipleship, shall:
1. Consist of a Chair, pastor(s), church organists, choir directors, acolyte and crucifer coordinators, usher captain, president of the altar guild, and other appointed members as required.
 2. Provide a God-pleasing and orderly worship service, that ensures all elements of the worship service (liturgy, music, altar appointments, etc.) combine to lead worshippers to an inner spiritual preparedness and the opportunity to participate in a well-planned, uplifting act of worship, pointed to the Cross.
 3. Pursue the following objectives: follow the liturgical calendar, train and schedule volunteers, maintain a proficient music staff, allow for the orderly scheduling of choirs and special music, ensure a well-appointed nursery, make sure that audio and sound recording are operated correctly, and strive to meet the needs of the Pastor(s).
- H. Board of Youth: The Board of Youth, reporting to the Director of Special Ministries, shall:
1. Consist of a Chair and other appointed members as required.
 2. Provide opportunities for Bible study and social and service activities for all youth group members, who shall be comprised of youth from the congregation and community.
 3. Encourage participation of all youth group members in activities of the congregation, community, District, and Synod.
 4. Work with the Youth Minister, pastor(s), Director of Christian Education, parents, and members of the congregation to provide an atmosphere of acceptance and encouragement for all youth group members.
- I. Board of Singles: The Board of Singles, reporting to the Director of Special Ministries, shall:
1. Consist of a Chair and other appointed members as required.
 2. Provide opportunities for Bible study, and social and service activities for all single members of any age
 3. Encourage participation of all single members in District events.
- J. Board of Seniors: The Board of Seniors, reporting to the Director of Special Ministries, shall:
1. Consist of a Chair and other appointed members as required.
 2. Provide opportunities for Bible study, and social and service activities for all senior members of Christ the King.
 3. Encourage participation of all senior members in District events.
- K. Board of Social Ministries: The Board of Social Ministries, reporting to the Director of Special Ministries, shall:
1. Consist of a Chair and other appointed members as required.
 2. Give members of all ages opportunities to serve the needs of both individuals and organizations with special needs (elderly, disabled, sick, children-at-risk, etc.) both within our church family and in the community.
 3. Provide leadership for fellowship in general and for Kings Fellowship and Owls.
 4. Operate effectively a ministry to college students.
 5. Upon initiation by the Church Historian, organize and execute church anniversary celebrations.

- L. Board of Evangelism: The Board of Evangelism, reporting to the Director of Outreach, shall:
 1. Consist of a Chair and other appointed members as required.
 2. Provide opportunities for members to reach out to the community to further the mission of CTK.
 3. Ensure that an effective visitation program is conducted.
- M. Board of Assimilation: The Board of Assimilation, reporting to the Director of Outreach, shall:
 1. Consist of a Chair and other appointed members as required.
 2. Provide opportunities for all members to become acquainted with each other and with programs and activities within the congregation.
 3. Encourage new members to take part in worship services, Bible study, ministry programs, and social activities within the congregation.
 4. Provide guidance for the Spiritual Gifts Coordinator.
- N. Board of Continuing Education: The Board of Continuing Education, reporting to the Director of Christian Growth, shall:
 1. Consist of a Chair and other appointed members as required.
 2. Schedule leaders for regular Sunday morning adult and young-adult Bible study groups.
 3. Work with the Sunday School superintendent to provide teachers and assistants for regular Sunday morning children's Sunday School and activities.
 4. Work with the pastor(s) and lay leaders to provide opportunities for other Bible study groups including home Bible study, men's or women's groups, young families, etc.
 5. Establish effective methods to attract, recruit, and provide training for Bible study leaders.

General Guidelines for Board Chairs: All Board Chairs shall:

- A. Regularly offer encouragement to all members of the staff and laity.
- B. Strive to treat every individual and group fairly, equitably, and impartially.
- C. Help and encourage members to edify one another in the Word of God.
- D. Submit brief and concise reports to their Directors in advance so that motions and items of interest may be scheduled and acted upon at Church Council meetings.
- E. Be under the direct supervision of their respective Directors.
- F. Submit proposed board member names for their respective Director's approval.
- G. Initiate and be responsible for Boards, carrying out such activities and programs within the congregation as will enable each board to effectively perform the functions and duties assigned to it by the Constitution and By-Laws, or by specific resolution of the Church Council or voters.
- H. Call meetings in order that all business relating to that Board can be handled effectively and efficiently.
- I. Administer the Board's funds set aside for its work by budget appropriation or by special resolution of the voters, provided that the voters may restrict such expenditures to conform to the actual financial condition of the congregation at any given time.
- J. Be responsible for keeping a permanent set of minutes for each meeting; such minutes shall be the property of the congregation.
- K. Appoint working committees as needed to fulfill their congregational duties. The function of these working committees shall be under the jurisdiction of the respective Board Chairs and ultimately the respective Directors.

Additional Organization Elements

A. Facilities Coordinator:

The Facilities Coordinator shall report to the Director of Operations, and shall maintain a "Master Calendar" which will indicate all activities that are to take place in any of the church or school facilities and the person in charge of these activities. Any person or group who wishes to schedule a meeting, Bible study, youth meeting, sports activity, etc., will coordinate those activities with the Facilities Coordinator.

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B. Public Relations Coordinator:

The Public Relations Coordinator shall report to the Director of Outreach and shall be responsible for getting news about activities at GTK out to the community. Any person or group who has items of community interest will distribute them through this person. The Church Council will furnish a report and schedule of activities through the Secretary.

C. Greeters Program and Coordinator:

The greeters program shall consist of a Coordinator and as many members as needed, and shall report to the Director of Outreach. The program will provide greeters at each door of the sanctuary for each service, to welcome members and provide guests with information and directions as needed. They will also see that guests are introduced to the pastor(s) and other members, and are made to feel welcome.

D. Church Historian:

The Church Historian shall consist of one person with volunteer assistants as needed, and shall report to the Board of Elders. This person shall locate, copy, assemble, preserve and make available to the congregation any historically significant pictures, videos, or other documentation relating to the establishment and operation of Christ the King Lutheran Church. The Historian shall also identify timing of appropriate church anniversary celebrations and initiate such celebrations with the Board of Social Ministries who shall organize and execute the activities.

E. Addition of Boards, Committees and Other Organization Elements: Additional Boards, Committees and other organization elements may be established by the Church Council as required to execute the programs of this church.

Church Council: The Church Council shall:

- A. Consist of the President, Vice-President, Secretary, Treasurer, and Directors. The Pastor(s) and professional administrative staff shall serve as ex-officio members.
- B. Meet ten (10) times a year (January, February, March, April, May, June, August, September, October and November) to set goals and develop action plans for the Boards and Committees. When at least six (6) voting members of the Church Council are in attendance, the Council meeting shall be considered properly convened and legal, capable of transacting business. At least one of the six voting members present MUST be the President, Vice-President, or Director of Operations. The majority rule shall be in effect for all business.
- C. Develop an annual budget to be presented for action at the May Voters' Meeting.
- D. Discuss, evaluate, and coordinate the activities of the Boards and Committees of the church in order to integrate all these activities into an overall church program.
- E. Ratify appointment of a Nominating Committee of which the Vice-President shall serve as Chair. This committee will serve to establish a slate of candidates for the spring elections and make recommendations to each Board for Board member appointments.
- F. Review, evaluate, and make decisions pertaining to any issue of church welfare brought to it by a member.
- G. Primarily focus on establishing goals and reviewing progress against these goals at Council meetings. An annual calendar is to be created, and emphasis items for each month planned; coordination of activities and programs that will follow-through on the emphasis items will be addressed at each Council meeting.
- H. Approve the task force, which is appointed by the President in April, to plan and conduct the June leadership training event.
- I. Prepare and adopt policy statements, as required for the orderly accomplishment of the congregation's mission, and publish these statements to the congregation. These policy statements shall be binding upon the Boards and Committees and shall be reported to the voters where they may be revised, but need not be affirmed.

- J. Adopt an agenda for each Voters' Meeting and be responsible for following that agenda.
- K. Ratify all Board and Committee appointments made by the Directors.
- L. Make resolutions to terminate membership when recommended by the Board of Elders.
- M. Act in any other circumstances not specifically covered in the Constitution and By-Laws.
- N. Review any vacant positions or deficiencies in performance of Directors, Board Chairs, or Committee Chairs, at which time proper guidance or replacement will be provided. Only the Church Council has the right to replace Directors, which replacement will be ratified at the next Voters' Meeting.
- O. Conduct a leadership training event at the meeting in June, following the annual election of Officers and Board members at the May Voters' Meeting, focusing on the following:
 1. Acquaint the elected leaders with the responsibilities and procedures for the offices they hold.
 2. Familiarize all leaders with Christian leadership principles and their scriptural bases.
 3. Orient the leadership as to the mission and objectives of Christ the King Lutheran Church.

ELIGIBILITY AND ELECTION OF OFFICERS, DIRECTORS AND BOARD CHAIRS

The Officers, Directors, and Board Chairs, all of whom shall be qualified voting members of the congregation, except as described in By-Laws, Admission to Membership, Privileges of Women, shall be elected by ballot of the Voters Meeting at the regular meeting in May.

TERMS OF OFFICE

Officers, Directors, and Board Chairs shall serve a term of two years. Board members shall serve a term of one year, except Elders who shall serve a term of two years, subject to reappointment. Officers, Directors, and Board Chairs shall take office July 1 following the May elections. Only Officers and Directors may not succeed themselves in office, except as approved by the Church Council and Voters.

TIMING OF ELECTIONS

The following Officers and Directors shall be elected in odd calendar years:

- | | |
|------------------------|--|
| President | Director of Christian Growth |
| Secretary | Director of Outreach |
| Director of Operations | Director of Christian Day School Board |

The following Officers and Directors shall be elected in even calendar years:

- | | |
|--------------------------|--------------------------------|
| Vice-President | Financial Secretary |
| Director of Discipleship | Director of Special Ministries |
| Treasurer | |

POWERS AND DUTIES OF OFFICERS, DIRECTORS, BOARDS, AND CHURCH COUNCIL

The Officers, Directors, Boards, and Church Council shall have only the official powers committed to them by the congregation, as specified in the By-Laws. Any instructions given them may at any time be changed or nullified by the congregation in accordance with the Constitution and By-Laws.

The decisions of the Church Council shall be final as long as they are consistent with the assigned responsibilities under the Constitution and By-Laws, and are within the adopted congregational budget.

THE ENDOWMENT FUND

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This congregation shall have an endowment fund. The name of the endowment fund shall be The Christ the King Endowment Fund. The Fund shall be one of the funds of the congregation.

The purpose of the Fund shall be to receive gifts and bequests and to use them for the missions and ministries of Christ the King Lutheran Church.

The Endowment Fund Committee and Duties

The endowment fund shall be promoted and managed by the Christ the King Lutheran Church Endowment Fund Committee.

The Committee shall consist of the following members:

- A. President of the Congregation, as ex-officio member.
- B. Pastor(s) of the Congregation, as ex-officio member(s).
- C. Treasurer of the Congregation, as permanent member.
- D. Six appointed members.

The Endowment Fund Committee members shall be voting members of Christ the King Lutheran Church. The term of each appointed member shall be three (3) years with half of the terms ending in one year and half the next. No appointed member shall serve more than three full or partial consecutive terms. A former committee member who completed three terms may be reappointed after a lapse of twelve (12) months.

In the event of a vacancy on the committee, the Church Council shall at its next regular meeting and upon the recommendation of the existing committee, appoint a member to fill the vacancy.

The Endowment Fund Committee shall meet as required and at least twice a year to receive and administer gifts to the fund, review and administer assets of the fund, make plans for fund distributions, and make plans to promote the fund.

The committee shall organize itself with a Chair, Secretary, and a Financial Secretary/Treasurer. The elected Treasurer of the congregation shall be the Financial Secretary/Treasurer.

The Chair or his/her designee shall preside at all meetings of the committee.

The Financial Secretary/Treasurer shall maintain complete and accurate financial records for the endowment fund. The endowment fund records shall be audited annually at the same time as the other records of the Treasurer of the congregation are audited. A copy of the audit shall be made available to the members of the committee.

The Secretary shall maintain complete and accurate minutes of all meetings of the committee and supply a copy thereof to each member after each meeting. Each member shall keep a complete copy of minutes to be delivered to his/her successor.

The Treasurer of the congregation shall be responsible for receipts by and disbursements from the fund, shall maintain complete and accurate financial records, and shall provide, at least annually, a written financial report of the fund to the voters.

The Endowment Fund Committee shall maintain accounts with any of the following financial institutions as it, by resolution, may determine and authorize:

- A. Local Banking Institution.
- B. LCMS Foundation, St. Louis.
- C. Lutheran Church Extension Fund, St. Louis MO.
- D. Thrivent.
- E. Other institutions as approved by the Church Council.

Insurance coverage for the fund shall be coordinated with the insurance coverage of the congregation to provide protection of fund assets under a fidelity or crime bond and coverage for the fund committee under a fiduciary liability or directors' and officers' policy. This coverage may be obtained at the expense of the fund in an amount determined from time to time by the Endowment Fund Committee.

All checks and other documents transferring or expending assets in amounts of \$1,000.00 or more from the fund shall be executed by two authorized officers of the congregation.

No member of the Endowment Fund Committee shall engage in any self-dealing or transactions with the fund in which the member has direct or indirect financial interest and shall at all times refrain from any conduct in which personal interest would conflict with the interest of the fund.

Means for acknowledging the receipt of each gift and contribution shall be established and maintained.

All funds and property shall be kept and maintained separate, distinct, and independent from the funds and property otherwise belonging to Christ the King Lutheran Church. The congregation shall not be allowed to borrow against the endowment fund or use the funds as collateral for a loan.

The Endowment Fund Committee is to inform the members of the congregation of the purpose of the fund, and may periodically arrange for members of the congregation to meet with the District Gift Planning Counselor and other professional counselors in the area of charitable giving, wills, bequests, insurance, etc.

Duration of the Fund

The Christ the King Lutheran Church Endowment Fund shall continue in existence and be used as herein provided, so long as Christ the King Lutheran Church shall continue to exist. If Christ the King Lutheran Church should cease to exist, then the assets will be distributed in accordance with the constitution of Christ the King Lutheran Church.

Types of Gifts Accepted

Individuals who desire to support the Fund should designate that their gift is to: "Christ the King Lutheran Church -- Endowment Fund."

These designations will insure that gifts will be administered according to the terms of the Fund, whether they are made during an individual's life, or made following death through bequest of a gift in a will, or trust, or through a beneficiary designation of some or all of the proceeds of a life insurance policy, annuity, or retirement plan.

Gifts of cash or publicly traded securities will almost always be acceptable. However, gifts of operating businesses, partial interests in property, gifts encumbered by debt, gifts of property which may have title or environmental problems, or gifts of property which may not be marketable within a reasonable period of time considering the expense of owning the property, may not be acceptable. In addition, certain types of property may cause adverse federal or state income tax problems for the congregation and may therefore not be acceptable. As it is not the intent of the fund to hold gifts of stock for speculative purposes, gifts of stock shall be sold on the next business day or as soon as practicable after the stock certificates have been received unless an existing restriction applies to the sale of the stock.

Management of Gifts

The use of the principal of the fund shall not be permitted except for gifts made to the Building Fund. At the donor's request, gifts with a minimum principal of \$25,000, whether *designated* or *undesignated*, shall be separately identified and recorded under a name chosen by the donor. The records of the fund will permanently reflect this identification.

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Undesignated Gifts: Gifts made to the fund without identifying a specific category of the fund will be considered *undesignated* gifts. The income from *undesignated* gifts may be used for the purposes, projects, and programs recommended by the Endowment Fund Committee to, and approved by, the Church Council. If a single distribution from the Endowment Fund exceeds \$25,000, it must be approved by the voters. None of the income or principal may be used for the congregation's operating budget.

At least annually the Endowment Fund Committee shall make recommendations to the Church Council regarding the distribution of income from the undesignated gift account.

Designated Gifts: Gifts directed to one of the approved categories of the fund are *designated gifts* and income from *designated gifts* will be used only for the named category. Gifts and bequests to designated categories may be received by the fund with special terms or conditions provided that such are accepted by the Endowment Fund Committee.

New Designated Gifts: If any gift of \$25,000 or more is given to the fund for a purpose which is not one of the approved categories, the Endowment Fund Committee shall submit at the next (or special) meeting of the Church Council its recommendation on the acceptability of such a gift or bequest. Upon acceptance of such gift an agreement form (provided separately) for a designated gift shall be prepared in duplicate and signed by the donor or donors and the president of the congregation.

Acceptance of such a gift will establish a new category of the fund, at which time the designated gift will immediately earn interest to be used according to the gift criteria. This new category will be added to the list of approved categories of the fund.

New Designated Gifts may be made on a deferred basis as long as the \$25,000 minimum requirement is met. Examples of this could be a gift in a will, trust, life insurance, IRA beneficiary, etc. Restricted gifts may be received by the congregation in which the donor/s did not notify the congregation of their intent while they were alive. In this case, a record shall be kept of the documents giving the direction (wills, letters of direction, etc.).

Income from designated funds shall be used prior to the use of income from undesignated funds for expenditures that fall into the category of the designated fund.

Fiscal Year and Annual Accounting

For tax, accounting, distribution, member appointments or other purposes, the fiscal year of Christ the King Lutheran Church shall be the fiscal year of the fund.

Within two (2) months after the close of each of the fund's fiscal years, and at such other time(s) as is deemed appropriate, an itemized written statement shall be prepared. This statement must accurately reflect the position of the fund's income and principal accounts as of a date reasonably close to the date the statement shall be submitted, and shall indicate the receipts, disbursements and changes therein since the fund's inception or the previous accounting, as the case may be. The statement shall then be submitted to the voters.

Powers of the Committee

The Endowment Fund Committee shall have the following powers and authority:

- A. Manage property constituting the principal of the fund and invest and reinvest in any kind of property (whether real or personal, tangible or intangible, and/or domestic or foreign) including but not limited to securities, real estate, oil, gas, and other natural resources, and/or certificates of deposit.
- B. Accept and receipt for any transfer of property to the fund.
- C. Deem gifts unacceptable to the fund and reject such gifts.
- D. Hold property, and to negotiate and execute documents on behalf of the fund.
- E. Protect property in the fund with insurance against damage, loss or liability.

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- F. Establish checking accounts for the fund.
- G. Employ, at the expense of the fund, attorneys, investment counsel, brokers, custodians of assets, and other agents and employees.
- H. Allocate capital gains between income and principal.

Fund Categories

The Christ the King Lutheran Church Endowment Fund shall maintain the following fund categories:

- A. Education - Special projects to support the local Christian education programs. (Examples: VBS, Sunday School, Mid-Week, Confirmation, Adult Classes)
- B. Scholarships - Scholarships to students going into full-time church work as Pastors, Teachers, DCE. Priority will be given in the following order: 1. Home, 2. Circuit, 3. District, 4. Synod.
- C. Building and Grounds Improvement - Special projects locally to improve and repair church facilities. (Examples: painting, remodeling, furnaces replacement, landscaping)
- D. Lutheran Day School and/or Preschool - Special projects to support our congregation's day school and/or preschool. (Examples: computers, desks, teacher continuing education)
- E. Family Counseling - Special gifts to aid families in our congregation with the cost of Christian counseling. (Examples: Lutheran Family Service; marriage, drug and alcohol dependency)
- F. Youth Programs - Special projects to support our congregations youth ministry programs. (Examples: youth retreats, counselor training, youth gathering scholarships, summer camp scholarships)
- G. Building Fund - Income and/or principal used for new building projects or property acquisition. The Church Council may recommend that the principal be used on some type of matching basis with the members of the congregation. This may promote a feeling of ownership in the project.
- H. Church Music - Special gifts to support the congregations' music program. (Examples: choir robes, purchased music, organ repair, special music programs)
- I. Evangelism - Special projects for programs to reach the unchurched in our community. (Examples: mission trips, radio, TV, newspaper, training for evangelism)
- K. Technology - Special projects of electronic or other technological advancements as opportunities become available. (Examples: sound system improvements, audio-visual equipment, office machines, computers)
- L. Christ the King Student Grants - Scholarship grants for students at Christ the King Lutheran Church who require financial assistance in order to attend our day school.
- M. Undesignated - Income from these gifts would be used to support the various missions and ministries of Christ the King Lutheran Church both within and outside the congregation.

CHANGES AND AMENDMENTS TO BY-LAWS

Changes and amendments to these By-Laws may be proposed at any meeting of the Voters. Two thirds (2/3) of the votes present must be affirmative to amend or change these By-Laws. A quorum of qualified voters must be present.

PARLIAMENTARY PROCEDURES

Any parliamentary procedures not covered by this Constitution and By-Laws shall be determined with Christian love and temperament.