

Articles of Incorporation



Constitution



By-Laws

Adopted January 27, 2020

Revised January 31, 2022



330 Hannahstown Road
Cabot, Pennsylvania 16023

Record of Revisions Since 2020

Constitution

Revision	Date	Summary
1	January 31, 2022	Article V.C – Voting Membership 4. Reinstate voting members upon attending two consecutive meetings <u>within a twelve-month period</u>

By-Laws

Revision	Date	Summary
1	January 31, 2022	Article III – Election Procedure A. No nominations shall be taken from the floor. Article XIV – Appointed Committees C. Employee Benefits <u>Policy</u> Committee [responsibilities expanded to include compensation and conduct policies]

**St. Luke Evangelical Lutheran Church
Articles of Incorporation, Constitution, and By-Laws**

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Articles of Incorporation

ARTICLE I – Name

The name of this corporation shall be St. Luke Evangelical Lutheran Church of Jefferson Township, Butler County, Pennsylvania.

ARTICLE II – Purpose and Rights

The purpose of this corporate body shall be that of a religious organization; more specifically, that of a Christian congregation, established and maintained for the express purpose of disseminating the Gospel truth and administering of sacraments according to the confessional standards of the Lutheran Church, the Book of Concord of the year 1580.

ARTICLE III – Membership

Membership in this corporate body may be held by all who have the qualifications of membership specified in the Constitution and the By-Laws of this corporate body, it being understood, however, that only communicant members who are at least eighteen (18) years of age and who have signed the Constitution and the By-Laws of this corporate body shall have the right of suffrage.

ARTICLE IV – Officers

The officers of this corporate body shall be a president, a vice-president, a secretary, and a treasurer, and such other officers, boards and committees as the Constitution and the By-Laws of this corporate body may prescribe or as this corporate body may elect in accordance with its needs. The officers shall be elected at the annual meeting of this corporate body, and the term of office of the president, the vice-president, the secretary, and the treasurer, and that of the other officers shall be as prescribed in the Constitution and By-Laws of this corporate body.

ARTICLE V – Meeting

The annual meeting of this corporate body shall be held in April and such other meetings may be held as are provided for in the Constitution and the By-Laws.

ARTICLE VI – Constitution and By-Laws

This corporate body may adopt such a Constitution and By-Laws as may appear necessary to accomplish the purpose of this corporate body.

ARTICLE VII – Amendments

Amendments of these Articles of Incorporation may be made at any time at a regular meeting of this corporate body, provided that such amendments have been made in writing and submitted in a previous meeting and that they are not inconsistent with the Constitution or the laws of the United States or of the Commonwealth of Pennsylvania and that two-thirds of the voting members present at such meeting have voted therefore, and that such amendments thereafter be first submitted to and approved by, the circuit court of Butler County

Constitution
of
St. Luke Evangelical Lutheran Church
330 Hannahstown Road, Cabot, Pennsylvania 16023

Preamble

Whereas the Word of God demands that a Christian congregation not only conform to the Word of God in doctrine and practice (Psalm 119:105¹; Galatians 1:6-8²; II Timothy 4:1-5³), but also all things be done decently and in order (I Corinthians 14:40⁴), therefore we, the members of St. Luke Evangelical Lutheran Church, accept and subscribe to the following Constitution and By-Laws, in accordance with which all spiritual and material affairs of our congregation shall be governed.

ARTICLE I – Name

The name of this congregation shall be St. Luke Evangelical Lutheran Church of Jefferson Township, Butler County, Pennsylvania.

ARTICLE II – Purpose

The purpose of this congregation shall be that of a religious organization, more specifically, that of a Christian congregation, established and maintained for the express purpose of giving honor and glory to the Triune God, carrying out the Gospel truth of Jesus Christ and administering the sacraments according to the confessional standards of the Lutheran Church, the Book of Concord of the year 1580.

ARTICLE III – Confessional Standard

This congregation acknowledges and accepts all the canonical books of the Old and the New Testaments as the inerrant, inspired, written Word of God, and the only rule and norm of faith and practice; and accepts all the Symbolical Books of the Evangelical Lutheran Church, contained in the Book of Concord of 1580, to be a true and genuine exposition of the doctrines of the Bible. These Symbolical Books are: 1. The three Ecumenical Creeds (the Apostles, the Nicene, and the Athanasian); 2. The Unaltered Augsburg Confession; 3. The Apology of the Augsburg Confession; 4. The Smalcald Articles; 5. Luther's Large and Small Catechisms; and 6. The Formula of Concord.

¹ *"Your Word is a lamp to my feet and a light for my path."*

² *"I am astonished that you are so quickly deserting the one who called you by the grace of Christ and are turning to a different gospel—7 which is really no gospel at all. Evidently some people are throwing you into confusion and are trying to pervert the gospel of Christ. 8 But even if we or an angel from heaven should preach a gospel other than the one we preached to you, let him be eternally condemned!"*

³ *"In the presence of God and of Christ Jesus, who will judge the living and the dead, and in view of his appearing and his kingdom, I give you this charge: 2 Preach the Word; be prepared in season and out of season; correct, rebuke and encourage—with great patience and careful instruction. 3 For the time will come when men will not put up with sound doctrine. Instead, to suit their own desires, they will gather around them a great number of teachers to say what their itching ears want to hear. 4 They will turn their ears away from the truth and turn aside to myths. 5 But you, keep your head in all situations, endure hardship, do the work of an evangelist. Discharge all the duties of your ministry."*

⁴ *"But everything should be done in a fitting and orderly way."*

ARTICLE IV – Synodical Affiliation

This congregation shall be a member of The Lutheran Church—Missouri Synod (LCMS), as long as the confessions and constitution of the Synod are in accordance with the confessions of this congregation as laid down in Article III of this Constitution. This congregation shall by the best of its ability collaborate with Synod and assist it in effecting all sound measures intended for the upbuilding of the Kingdom of God.

ARTICLE V – Membership

The membership of this congregation includes the following:

A. Baptized Membership

1. Definition

Baptized members are all members who have been baptized in the name of the Triune God and who are under the spiritual care of the pastor of this congregation, including the children who have not yet confirmed their baptismal vows.

2. Reception

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

3. Duties

Baptized members shall conform their lives to their baptismal vows.

4. Termination

Baptized members who have not been received as communicant members shall have their membership terminated for the same reasons that communicant membership is terminated insofar as those reasons are applicable.

B. Communicant Membership

1. Definition

Communicant members are those baptized members who have been instructed and are familiar with the contents of Luther's Small Catechism, have been confirmed in the Lutheran faith, accept the doctrinal standards of Article III of this Constitution, and who are not members of organizations whose principles and conduct conflict with the Word of God.

2. Reception

Communicant members are received through the rite of confirmation, by transfer from a sister congregation⁵, upon profession of faith, or by re-affirmation of faith, provided they conform to the requirements for membership in this congregation. Their acceptance shall be approved by the Elders prior to announcement in divine service and subsequently approved by the Voters Assembly.

3. Duties

Communicant members shall conform their entire lives to the rule of God's Word and to that end make diligent use of the means of grace, exercise faithful stewardship of God's gifts, and impart and accept fraternal admonition as the need for such admonition becomes apparent.

⁵ A sister congregation is one with whom the LCMS has formally recognized full agreement in doctrine and practice and therefore have entered into altar and pulpit fellowship.

4. Termination

- a. Communicant members in good standing may be transferred by the pastor to a sister congregation immediately upon their request. Such transfer shall be reported to the Elders and the Voters Assembly at their next meetings. Members who move out of the community and thereby become inactive shall be encouraged to transfer their membership to a sister congregation nearer to them.
- b. Communicant members who request a letter of release in joining congregations outside of our LCMS fellowship shall be approved by the Elders and subsequently reported to the Voters Assembly.
- c. Communicant members who fail to request a letter of release in joining congregations outside of our fellowship thereby terminate their membership. Their names shall be removed from the membership list by resolution of the Voters Assembly, and a notice of that action shall be mailed to the parties involved.
- d. Communicant members whose whereabouts are unknown and whose addresses cannot be established within a period of one year shall have their names removed from the membership list by resolution of the Voters Assembly.
- e. Communicant members who conduct themselves in an unchristian manner shall be admonished according to Matthew 18:15-20⁶; if they remain impenitent after proper admonition, they shall be excommunicated. Each case shall be presented individually to the Voters Assembly for action. A unanimous vote by the voters present shall be required for excommunication. If such member deliberately absents him/herself from the meetings at which his case is to be discussed, or in some other manner makes it impossible to deal with him/her, he/she thereby excommunicates him/herself.

C. Voting Membership

1. Definition

Voting members are communicant members who have reached the age of eighteen (18) years and who have been received by the Voters Assembly.

2. Reception

Communicant members who have declared their acceptance of this Constitution and By-Laws may be nominated for voting membership by any member of the Voters Assembly at a regular meeting of the Assembly. Upon approval by the Voters Assembly, the applicant shall sign the Constitutional roster. However, voting privileges shall not be given until a subsequent regular Voters Assembly meeting.

3. Duties

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

4. Termination

Voting membership shall be suspended upon four consecutive unexcused absences⁷ from Voters Assembly meetings. Suspended members shall be reinstated upon attending two regular meetings within a twelve-month period and shall be permitted to vote at the second meeting. Termination of communicant membership automatically terminates voting membership.

⁶“If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. 16 But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. 17 If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector. 18 I tell you the truth, whatever you bind on earth will be bound in heaven, and whatever you loose on earth will be loosed in heaven. 19 Again, I tell you that if two of you on earth agree about anything you ask for, it will be done for you by my Father in heaven. 20 For where two or three come together in my name, there am I with them.”

⁷ An excused absence is one which, upon notification prior to or following a Voters Assembly meeting, a voter’s inability to attend the meeting is excused by the Congregational Secretary.

ARTICLE VI – Offices of Pastor, Called Teachers, and Called Church Workers

The pastoral office of this congregation, as well as called teachers and called church workers, shall be conferred only on ordained pastors and commissioned teachers and commissioned church workers of the LCMS⁸ who profess and adhere to the confessional standard set forth in Article III of this Constitution and who are qualified for their work.

ARTICLE VII – Powers of and Within the Congregation

A. General

The congregation as a body, through its voting members, shall have power over all its external and internal affairs. The congregation, however, shall not be empowered to decide anything contrary to the Word of God and the Confessions of the Lutheran Church (Article III), and any such decisions shall be null and void.

B. Right of Calling

The right of calling ordained pastors, commissioned teachers, and commissioned church workers shall be vested in the Voters Assembly and shall never be delegated to a smaller group or to an individual. Final action on the calling of such pastors, teachers, or church workers shall be by two-thirds majority.

C. Decisions

All matters of doctrine and of conscience shall be decided by the Word of God. All other matters shall be decided as specified by the Constitution or the By-Laws.

D. Removal from Office

1. Any pastor, called teacher, called church worker, or officer of the congregation may be removed from office by the Voters Assembly by a two-thirds majority ballot vote, in Christian and lawful order, for one of the following reasons: persistent adherence to false doctrine, scandalous life, or willful neglect of duties.
2. The Voters Assembly may request by a two-thirds majority ballot vote, in Christian and lawful order, the resignation of any pastor, called teacher, called church worker, or officer from his/her position in the congregation in the case of prolonged incapacity.
3. When a vacancy occurs in an office of an ordained pastor, called teacher, or called church worker, if the congregation decides to fill the vacancy, the congregation shall notify the president of the district to receive assistance in temporarily filling the vacancy and to receive his counsel in calling a new pastor, teacher, or other church worker.

E. Removal from Membership

The Voters Assembly shall have authority to exclude any communicant member according to Matthew 18:13-18⁹. The person so excluded (excommunicated) shall forfeit all rights of a member (see Article V.B.4.e).

F. Property and Buildings

This congregation may receive, acquire, hold title to, and manage such real estate or other property as it may need to accomplish its purpose and may sell or dispose of such real estate and other property or any part thereof, and this corporate body shall have all the rights and the powers that are granted by the laws of the Commonwealth of Pennsylvania to religious corporations.

⁸ Ordained pastors, commissioned teachers and commissioned church workers are classifications of the LCMS.

⁹ *“If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. 16 But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. 17 If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector. 18 I tell you the truth, whatever you bind on earth will be bound in heaven, and whatever you loose on earth will be loosed in heaven.*

ARTICLE VIII – Officers

- A. The officers of this congregation shall be such officers, boards, or committees as the By-Laws of this Constitution may prescribe. The offices of President, Vice President, and Elder shall be filled only by male members of the Voters Assembly, in accordance with Scripture that teaches that men are responsible for spiritual leadership and authority.¹⁰
- B. Congregational officers, boards, or committees as the By-Laws of this Constitution may prescribe, whether elected or appointed, shall have no authority beyond that which has been conferred upon them as stated in the By-Laws, and whatever authority may have been delegated to them may at any time be adhered or revoked by revision of the By-Laws.
- C. The officers of the congregation shall serve as the primary arbitrating committee for resolving differences on issues related to the mission and vision of the church and school.

ARTICLE IX – Organizations Within the Congregation

All organizations within the congregation which influence its welfare shall be promoted, established, and maintained only with the consent of the governing board as prescribed in the By-Laws.

ARTICLE X – Division

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

ARTICLE XI – Amendments

Amendments to this Constitution must be made in writing and may be made at any regular meeting of the Voters Assembly with two-thirds of the voting members present casting their vote in favor of such amendment, provided that the amendment had already been submitted in a previous meeting and approved by a majority. Notice of such contemplated change shall be sent in writing by the secretary to each voting member at least two weeks in advance of the final vote.

Of this Constitution, Articles II, III, IV, VI, VII, X and XI are unalterable in their meaning and intent.

¹⁰ *“I do not permit a woman to teach or to exercise authority over a man” (1 Timothy 2:12).*

Addendum: On May 8, 2020, the Eastern District Board of Directors approved the revisions of St. Luke's Constitution dated January 27, 2020.



Rev. Benjamin Berteau, Lead Pastor



William Carney, Congregational President



Anita Peffer, Congregational Secretary



Mark Fanton, Congregational Vice President

By-Laws
of
St. Luke Evangelical Lutheran Church
330 Hannahstown Road, Cabot, Pennsylvania 16023

Preface

In accord with Article VI of the Articles of Incorporation, the following By-Laws are adopted so that the affairs of this congregation can be carried on in Christian love, in good order, and for the extension of Christ's Kingdom. As circumstances dictate, these By-Laws may be, and ought to be, revised when needed. However, no revision shall be contrary to the Constitution.

ARTICLE 1 – Meetings

- A. The Voters Assembly shall meet quarterly in January, April, July and October, the dates to be determined by the Board of Lay Leaders (BLL).
- B. The BLL shall meet monthly and may cancel no more than two (2) meetings in a year. The BLL shall meet prior to the quarterly meetings of the Voters Assembly.
- C. Special meetings of the Voters Assembly, the congregation, or the BLL may be called by the President, the Lead Pastor, by three (3) members of the BLL, or by a petition signed by one-quarter (1/4) members of the Voters Assembly.
- D. Every Voters meeting shall be announced at all public services previous to it. However, should the order of business include the purchase and/or selling of real property, or the erection or razing of buildings, or the calling or removal from office of a called pastor, called teacher or called church worker, or elected officer, such meetings and their nature shall be publicized and announced at all public services for two weeks previous to it. A public service is to be understood as the regularly scheduled worship services of the congregation.
- E. One-fourth (1/4) of the active voting members constitutes a quorum.
- F. In all meetings of the Voters Assembly, the majority of votes cast shall decide all questions. However, for amending the Constitution, for the purchase and/or selling of real property, for the erection or razing of buildings, or for the calling or removal from office of a called pastor, called teacher, called church worker, or elected officer, a majority of all voting members shall be required for a quorum. In the absence of a majority, those present may fix the date for an adjourned meeting. The members who are present at such adjourned meeting shall constitute a quorum, and a two-thirds majority vote shall be required.

ARTICLE II – Order of Business

The order of business at the Voters meetings shall include but not be limited to:

- | | |
|------------------------------------|---------------------------------------|
| A. Opening Devotions | F. Report of the Board of Lay Leaders |
| B. Roll call or registration | G. Financial Report |
| C. Acceptance of the minutes | H. Unfinished business |
| D. Reception of new voting members | I. New business |
| E. Report of the Lead Pastor | J. Adjournment |

ARTICLE III – Election Procedure

- A. At the Voters meeting in April, the Nominating Committee shall:
 - 1. present the names of qualified candidates who have expressed their willingness to serve if elected, for each congregational office to be filled. No nominations shall be taken from the floor.
 - 2. present a slate of candidates for the fixed committees. No nominations shall be taken from the floor.
 - 3. present a slate of qualified candidates for the Board of Lay Leaders. No nominations shall be taken from the floor.
- B. Only such persons may serve as congregational officers or chairmen of boards and committees who are twenty-one (21) years of age or older and have the necessary qualifications.
- C. In case of a vacancy in an elected office, the President of the congregation may appoint an interim successor, and the Nominating Committee shall reconvene. At the next regular Voters Assembly meeting, an election shall be held to fill the unexpired term, and the officer elected shall assume office immediately.
- D. Newly elected officers and members of the fixed boards and committees of the congregation shall assume their responsibilities in July following their installation.

ARTICLE IV – Number and Term of Office

- A. The officers of the congregation shall be communicant members for at least two years and members of the Voters Assembly, and shall include:
 - 1. President
 - 2. Vice President
 - 3. Secretary
 - 4. Treasurer
- B. Term of office
 - 1. A term of office shall consist of two (2) years.
 - 2. The President and Vice President may serve up to three successive terms if willing to run again and if elected.
 - 3. The Secretary may serve three successive terms.
 - 4. The Treasurer may serve three successive terms.
 - 5. Upon completion of their prescribed term of office as a congregational officer, a member may again become eligible for election after one year's absence.
 - 6. The President and Treasurer shall be elected at the even-numbered years and the Vice President and Secretary in the odd-numbered years.

ARTICLE V – Duties of Officers

A. President

The President shall be a male member of the Voters Assembly and shall:

- 1. preside at all regular and special meetings of the Voters Assembly and of the Board of Lay Leaders (BLL) and be an ex officio member of all boards and fixed committees,
- 2. have the right to vote at all elections and when members are equally divided on matters, shall have the deciding vote, provided he has initially abstained from voting,
- 3. appoint committees as prescribed by the By-Laws or resolutions of the Voters Assembly, including a call committee when a called position is to be filled,

4. be responsible for the proper functioning of all elected offices, boards and committees and for seeing that resolutions of the Voters Assembly are carried out as directed,
5. meet regularly and as needed with the Lead Pastor to plan for and provide leadership to the BLL and the Voters Assembly.

B. Vice President

The Vice President shall be a male member of the Voters Assembly and shall:

1. assist the President in the performance of his duties, and in the event of the President's absence or incapacity, take his place and discharge the duties of the President's office during his absence or until a successor to the office has been elected,
2. appoint and serve on a Nominating Committee,
3. review applications for organizations for referral to the BLL.

C. Secretary

The Secretary shall be a member of the Voters Assembly and shall:

1. keep minutes of all regular and special Voters Assembly and BLL meetings and submit them for approval at the next regular meeting of the respective assembly,
2. maintain an accurate list of all voting members of the congregation and an attendance record of all members at Voters Assembly and BLL meetings,
3. be responsible for all correspondence and documents and the filing thereof, including past church records pertaining to the office and shall, upon retirement from the office, deliver them to the BLL,
4. be responsible for updating and maintaining the current Constitution, By-Laws, and all current policies as approved by the Voters, and upon retirement from the office, deliver them to the BLL,
5. be responsible for ensuring that members are notified of the date, time, and place of regular and special Voters Assembly and BLL meetings,
6. supply "digests" of meetings, including approved motions and changes to the Constitution and By-Laws for the newsletter, announcements, etc., as required,
7. furnish an up-to-date copy of the Constitution and By-Laws to all prospective voting members and to all members, upon request,
8. keep any statistical records pertaining to the office that are required or necessary for the annual report.

D. Treasurer

The Treasurer shall be a member of the Voters Assembly and shall:

1. be responsible to the BLL for the oversight and recording of all monies received, deposited, and disbursed,
2. oversee all accounts payable, payments of salaries, remitting of mission offerings, payroll tax deposits, and the payment of all regular expenses and such other expenses as authorized by the Voters Assembly or the BLL,
3. oversee and be responsible for all funds, securities, and the like,
4. oversee the maintenance of accurate records and submit these records for financial review when requested,
5. submit quarterly and annual financial reports to the BLL and the Voters Assembly,
6. review any statistical records pertaining to the office that are required or necessary for the annual report.

ARTICLE VI – Board of Lay Leaders

A. Membership

1. The Board of Lay Leaders (BLL) shall be the governing board of the congregation and shall be comprised of nine (9) voting members: the four officers of the congregation, namely President, Vice President, Secretary, and Treasurer; a designated Elder elected by the Board of Elders at their first meeting of the fiscal year; and four (4) voting members of the congregation elected by the Voters Assembly.
2. Qualifications for members of the BLL are that they shall:
 - a. have been communicant members of the congregation for at least two (2) years prior to assuming a position on the BLL,
 - b. not be ministry staff members or employees of the church or school,
 - c. demonstrate encouragement and support of all of the church's ministries,
 - d. demonstrate spiritual growth in their own faith life and endeavor to lead exemplary spiritual lives (e.g., Bible study, devotional/prayer life and Biblical stewardship).
3. Term of Office: A term of service for a position on the BLL shall be two years. Board members may not serve more than three consecutive elected terms and if appointed to fill a vacancy, may not stand for re-election if another term would extend their service to more than seven years. The positions shall be elected on staggered years to assure continuity of service and experience on the Board. The term of office of each officer and member of the BLL shall commence as of July 1 following their installation.
4. The President of the congregation shall be chairman of the BLL. The chairman shall have the right to vote, and when members are divided on matters shall have the deciding vote, provided he has initially abstained from voting.
5. The Lead Pastor shall be a non-voting, ex officio member of the BLL and shall attend all meetings unless excused by the BLL.
6. The Vice President of the congregation shall fill the President's role in the President's absence or inability to act. The Secretary of the congregation shall be Secretary of the BLL and shall keep the minutes.
7. In the event that any position on the BLL becomes vacant for any reason, the Nominating Committee shall reconvene, and the Voters Assembly shall elect a replacement to fill the vacant position for the remainder of the unexpired term. An individual elected to fill a vacancy shall remain eligible for the next term of office.

B. Meetings

1. Regular meetings of the BLL shall be held monthly. No more than two (2) meetings per year may be canceled. The Lead Pastor, President, or any three members of the BLL may call special meetings by personally informing each available member of the BLL of the time and place of such meeting at least 24 hours in advance. A majority of the voting members of the BLL shall constitute a quorum.
2. The BLL or the Lead Pastor shall request staff, board or committee members (or such members may request an invitation) to attend portions of the BLL meetings when deemed helpful or necessary to the topics being discussed. Such requestors should inform the President in advance of their request to attend and of the topic they wish to address.
3. The BLL may choose to conduct executive sessions with no minutes required for portions of any meeting in which the purpose is to discuss personal matters or issues where the BLL determines that such meeting or portion thereof must be closed in order to preserve the privacy of individuals.

C. Duties

1. The BLL, in conjunction with the Lead Pastor, is responsible for the development and monitoring the progress of a vision and future direction in all matters pertaining to the church and school, for reviewing reports, and presenting recommendations to the congregation. The BLL shall act in all matters committed to it by the Voters Assembly. In cases of emergency, it shall have the power to act in behalf of the congregation between meetings of the Voters Assembly and seek approval of their actions at the next scheduled Voters meeting.
2. The BLL shall serve as the primary arbitrating committee for resolving differences on issues related to the mission and vision of the church and school.
3. The BLL shall review and approve the annual budget prior to its presentation to the Voters Assembly.
4. The BLL shall conduct or supervise all legal and general business of the congregation within the limitations of the annual budget approved by the Voters Assembly. Non-budgeted, non-personnel related financial transactions, including those from estate funds and endowments, which exceed an amount equal to 1% of the total annual budget, per transaction (not to exceed 5% of the annual budget per fiscal year) shall require prior approval from the Voters Assembly. Non-budgeted, personnel-related financial actions shall require prior approval from the Voters Assembly. The BLL shall provide a report to the Voters Assembly at each quarterly meeting summarizing any such expenditures.
5. The BLL shall be responsible for reviewing the management of investments and financial reviews.
6. The BLL shall be responsible for creating, or overseeing the creation of, all policies governing the activities of the church and school. The purpose of these policies is to provide written documentation for consistent administration of the affairs of the congregation.
 - a. Policies shall be approved in a properly convened meeting of the Voters Assembly by a majority vote, provided the policy has been given to the Voters in writing at least one week prior to the meeting in which the policy is voted upon.
 - b. Resolutions approved by the Voters Assembly shall be incorporated in the appropriate policies to ensure that their directives are consistently carried out. The BLL shall be responsible for ensuring that an up-to-date Policies Manual is maintained and for arbitrating all questions regarding policies and By-Laws.

ARTICLE VII – Church and School Management Structure

A. The Lead Pastor

1. The Lead Pastor, in conjunction with the Board of Lay Leaders (BLL), shall be responsible for setting the vision and mission of the church and school and shall serve as the senior administrator of the church and school staff.
2. The Lead Pastor shall be responsible for the daily operation of the church and its staff and for reporting on the mission of the church and the function of its staff to the BLL.
3. In the event of an extended temporary absence of the Lead Pastor, it shall be the responsibility of the Board of Elders to recommend a substitute for approval by the BLL.

B. The School Principal

1. The Christian day school, as a mission of St. Luke, is supported by the church and as such, its mission and vision must remain closely aligned with that of the church, as defined by the Lead Pastor and BLL. The Principal, together with the School Board, shall therefore be responsible for ensuring that the mission and

vision of the Christian day school are aligned with that of the church and shall be accountable to the Lead Pastor for the spiritual life of the staff and the annual goals of the school.

2. The school Principal shall serve as the administrator for the daily operation of the Christian day school and its staff and shall be responsible for reporting on the function and needs of the school to the School Board and to the Lead Pastor.
3. In the event of an extended temporary absence of the Principal, it shall be the responsibility of the School Board to recommend a substitute for approval by the BLL.

The elected boards and committees outlined in the By-Laws shall work closely with and support the church and school staff but shall not be responsible for supervision of the staff.

ARTICLE VIII – Board of Elders

A. Membership

1. The Elders shall be male members of the Voters Assembly. The Board of Elders shall consist of at least six (6) elected voting members of the congregation, one third of whom shall be elected each year for a term of three (3) years. Expansion of the number of Elders shall be subject to approval by the Board of Lay Leaders.
2. The Lead Pastor and/or his staff appointee shall be a non-voting, ex officio member of the Board of Elders. The chairman of the Elders shall have the right to vote and when members are divided on matters, shall have the deciding vote, provided he has initially abstained from voting.

B. Meetings

The Board of Elders shall:

1. meet regularly or more often as required. All meetings are to be properly announced in keeping with standard practice,
2. elect a chairman from one of the elected members in the first meeting of each fiscal year who shall be responsible for the calling and proper conduct of the meetings,
3. select a secretary as may be needed to keep minutes of meetings,
4. and may appoint sub-committees augmented from outside itself as necessary to carry out its duties and responsibilities.

C. Duties

The Board of Elders, as assistants to the pastor(s), shall be concerned with all matters pertaining to the spiritual welfare of the congregation. To that end they shall:

1. recommend policies for approval by the Board of Lay Leaders and Voters Assembly,
2. be concerned with the spiritual, emotional, and physical health and welfare of the pastoral staff and their families, and shall encourage, pray for, and be ready at all times to help them in difficult problems of the ministry,
3. be concerned with the doctrine, life and official conduct of the pastors and staff, and investigate any charges made against them,
4. be concerned with attendance and non-attendance at public worship on the part of all members of the congregation, establish a calling system on those members becoming inactive in church attendance and the use of the sacraments, and deliver the ministry of admonition where necessary,

5. be concerned with the visitation of the elderly and homebound members of the congregation,
6. be responsible for the timely processing of receiving, transferring, and releasing members,
7. with the pastors, review and analyze the nature, purpose, and conduct of God-pleasing worship as it pertains to the regular and special worship services of the congregation,
8. oversee the care and needs of the altar,
9. be responsible for securing a crew of ushers and, together with the ushers, maintain proper church decorum at all services,
10. together with the pastors, be responsible for arranging for pulpit and Holy Sacrament assistance, special services, and guest speakers,
11. assist the pastors in diligently, carefully, and prayerfully carrying out church discipline in accordance with the Word of God,
12. be bound to silence regarding all transactions of a confidential nature,
13. guard those provisions of the Constitution pertaining to doctrine and to the confessional standards of this congregation as stated in Article III of the Constitution,
14. keep any statistical records pertaining to its office that are required or necessary for an annual report.

ARTICLE IX – School Board

A. Membership

1. The School Board shall consist of at least six (6) elected voting members of the congregation, elected on staggering years for a term of three (3) years. Expansion of the number of members on the School Board shall be subject to approval by the Board of Lay Leaders.
2. The Lead Pastor and the Principal of the Christian day school shall be non-voting, ex officio members of the School Board. The chairperson of the Board shall have the right to vote and when members are divided on matters, shall have the deciding vote, provided he/she has initially abstained from voting.

B. Meetings

The School Board shall:

1. meet regularly or more often as required. All meetings are to be properly announced in keeping with standard practice,
2. elect a chairperson from one of the six (6) elected members in the first meeting of each fiscal year, who shall be responsible for the calling and the proper conduct of the meetings,
3. select a secretary as may be needed to keep minutes of meetings,
4. and may appoint sub-committees augmented from outside itself as necessary to carry out its duties and responsibilities.

C. Duties

The School Board shall assist the Principal and support the Christian day school in providing academic instruction for the children of St. Luke and the community-at-large in a Christian environment that will lead

children into a greater understanding of God's Word and the Gospel of Jesus Christ, rooted in Lutheran teachings. To this end, the School Board, in conjunction with the Principal, shall be responsible for:

1. recommending policies for approval by the Board of Lay Leaders and the Voters Assembly,
2. establishing the budgeted faculty and staff of the Christian day school by:
 - a. recommending to the Voters Assembly candidates for the positions of called teacher or principal, in conjunction with a call committee,
 - b. approving candidates for positions that are not called.
3. annually reviewing with the Finance Board the salary scale and planned changes in remuneration of the school staff,
4. fostering and encouraging a program of in-service teacher training for the purpose of maintaining a high level of instructional competence among the faculty,
5. evaluating and approving the curriculum and textbooks in use to the end of maintaining the highest standards in the field of education,
6. approving applications for student enrollment and regulations of student-to-staff ratios,
7. striving to secure the enrollment of all children of the congregation for the Christian day school according to principles consistent with good educational practices,
8. setting tuition and fees,
9. assuring good stewardship in the administration and distribution of financial aid, scholarships, and endowment funds,
10. securing adequate bus transportation,
11. evaluating and approving the Christian day school calendar,
12. periodically reviewing needs of facilities and equipment of the Christian day school,
13. ensuring that an active Parent-Teacher League program is initiated each year,
14. keeping any statistical records pertaining to its office that are required or necessary for an annual report.

ARTICLE X –Finance Board

A. Membership

1. The Finance Board shall consist of the Treasurer and at least three (3) elected voting members of the congregation, elected on staggering years for a term of two (2) years. Expansion of the number of members on the Finance Board shall be subject to approval by the Board of Lay Leaders.
2. The Lead Pastor or his staff appointee shall be a non-voting, ex officio member of the Finance Board. The chairperson of the Board shall have the right to vote and when members are divided on matters, shall have the deciding vote, provided he/she has initially abstained from voting.

B. Meetings

The Finance Board shall:

1. meet quarterly at a minimum, or more often as required. All meetings are to be properly announced in keeping with standard practice,
2. elect a chairperson (other than the Treasurer) from its midst in the first meeting of each fiscal year, who shall be responsible for the calling and the proper conduct of the meetings,
3. select a secretary as may be needed to keep minutes of meetings,
4. and may appoint sub-committees augmented from outside itself as are necessary to carry out its duties and responsibilities.

C. Duties

The Finance Board shall support the congregation in its financial security by ensuring that sound fiscal practices are being developed and faithfully exercised. To this end, it shall be responsible for:

1. recommending policies for approval by the BLL and the Voters Assembly,
2. overseeing the receiving, recording, banking and accounting for all incoming monies to the congregational general fund and any special funds except those of duly authorized auxiliary organizations of the congregation,
3. regarding offerings:
 - a. removing all offerings from the chancel to the safe immediately after the close of service,
 - b. establishing and maintaining a system and schedule for counting, recording, and depositing of all offerings with a minimum of three individuals present when offerings are counted,
 - c. obtaining and distributing offering envelope sets each year to all communicant members, including those communicant members received during the course of the year,
 - d. obtaining individual contribution record supplies each year,
4. reviewing the quarterly and annual Treasurer's reports to the BLL and the Voters Assembly,
5. reviewing annually with the appropriate staff and boards the salary scale and planned changes in remuneration of all called servants and employees of the congregation for the approval of the BLL and the Voters Assembly,
6. reviewing the annual budget with the assistance of the Treasurer for the approval of the BLL and the Voters Assembly at the regular April meeting,
7. overseeing the investment of endowment funds and providing the status of all investments to the BLL and then to the Voters Assembly at the April Voters meeting,
8. establishing and periodically reviewing sound financial practices and procedures,
9. considering long-range financial programs of the congregation such as building programs, etc., to be handled by a special committee working in conjunction with the Finance Board,
10. keeping any statistical records pertaining to its office that are required or necessary for an annual report.

ARTICLE XI – Christian Education Committee

A. Membership

1. The Christian Education Committee shall consist of one elected voting member of the congregation, who shall be elected by the Voters to serve as chairperson for a term of two (2) years. The chairperson, with approval of the pastoral staff, may appoint additional committee members as needed to accomplish the committee's goals each year.
2. The Lead Pastor or his staff appointee shall be a non-voting, ex officio member of the committee. The chairperson of the committee shall have the right to vote and when members are divided on matters, shall have the deciding vote, provided he/she has initially abstained from voting.

B. Meetings

The Christian Education Committee shall:

1. meet regularly or more often as required. All meetings are to be properly announced in keeping with standard practice.
2. select a secretary as may be needed to keep minutes of meetings.

C. Duties

The Christian Education Committee shall assist the pastors and staff in developing and implementing programs that will provide the congregation, including children through adulthood, with opportunities to grow in the Word of God as disciples of Jesus Christ. To this end, in conjunction with the pastoral staff, it shall:

1. recommend policies for approval by the Board of Lay Leaders and the Voters Assembly,
2. establish and support a Sunday School insofar as:
 - a. obtaining a Sunday School Superintendent, Assistant Sunday School Superintendent, and necessary Sunday School teachers and staff,
 - b. assisting the Sunday School superintendent in establishing a Sunday School program and obtaining the required materials for supporting the program,
 - c. fostering and encouraging a Sunday School teacher training program to improve the instructional capabilities of the staff,
 - d. striving to secure the enrollment of all children of the congregation in the Sunday School.
3. assist the pastoral staff in implementing a comprehensive confirmation program,
4. assist the pastoral staff in the implementation, maintenance and evaluation of programs for children and youth,
5. assist the pastoral staff in providing adult Bible study or spiritual growth opportunities,
6. promote the various Christian Education opportunities and encourage members of all ages to participate,
7. keep any statistical records pertaining to its office that are required or necessary for an annual report.

ARTICLE XII – Stewardship Committee

A. Membership

1. The Stewardship Committee shall consist of one elected voting member of the congregation, who shall be elected by the Voters to serve as chairperson for a term of two (2) years. The chairperson, with approval of the pastoral staff, may appoint additional committee members as needed to accomplish the committee's goals each year.
2. The Lead Pastor or his staff appointee shall be a non-voting, ex officio member of the committee. The chairperson of the committee shall have the right to vote and when members are divided on matters, shall have the deciding vote, provided he/she has initially abstained from voting.

B. Meetings

The Stewardship Committee shall:

1. meet regularly or more often as required. All meetings are to be properly announced in keeping with standard practice,
2. select a secretary as may be needed to keep minutes of meetings.

C. Duties

The Stewardship Committee shall assist the pastors and staff in developing and implementing programs that will provide the congregation and others, including children through adulthood with opportunities to grow in faithful stewardship as disciples of Jesus Christ. To this end, in conjunction with the pastoral staff, it shall be responsible for:

1. recommending policies for approval by the Board of Lay Leaders and the Voters Assembly,
2. encouraging and promoting stewardship education and training,
3. encouraging a full life of Christian stewardship on the part of every member, that they may have a proper understanding of the stewardship of time, talents, and treasures as these apply to their own Christian lives,
4. obtaining an active record of members' talents and interests as they might be applied for the welfare of the congregation and advancement of the Gospel,
5. promoting awareness of the various ministry opportunities in which members and others may serve and be served,
6. keeping any statistical records pertaining to its office that are required or necessary for an annual report.

ARTICLE XIII – Mission Outreach Committee

A. Membership

1. The Mission Outreach Committee shall consist of one elected voting member of the congregation, who shall be elected by the Voters to serve as chairperson for a term of two (2) years. The chairperson, with approval by the pastoral staff, may appoint additional committee members as needed to accomplish their goals each year.

2. The Lead Pastor or his staff appointee shall be a non-voting, ex officio member of this committee. The chairperson of the Committee shall have the right to vote and when members are divided on matters, shall have the deciding vote, provided he/she has initially abstained from voting.

B. Meetings

The Mission Outreach Committee shall:

1. meet regularly or more often as required. All meetings are to be properly announced in keeping with standard practice,
2. select a secretary as may be needed to keep minutes of meetings.

C. Duties

The Mission Outreach Committee shall work to focus the congregation on reaching the lost by lifting up externally focused components of St. Luke's mission and vision. To this end, in conjunction with the pastoral staff, the Mission Outreach Committee shall:

1. recommend policies for approval by the Board of Lay Leaders and the Voters Assembly,
2. determine how we link our members to mission activities so that they can grow as disciples and reach the lost,
3. identify mission activities as well as strategies for helping people grow in the area of externally focused service,
4. plan, promote, and lift up an evangelism emphasis in the congregation and in the community,
5. encourage and promote outreach education and training,
6. establish a procedure whereby all visitors signing the guest register receive appropriate follow-up,
7. keep any statistical records pertaining to its office that are required or necessary for an annual report.

ARTICLE XIV – Appointed Committees

The appointed committees of the congregation shall include:

- A. **Financial Review Committee**, consisting of a minimum of three members without check signing authority (including a chairperson), appointed by the Board of Lay Leaders (BLL). The Financial Review Committee shall annually review the financial procedures and records of the church and school or hire and supervise an independent accountant or auditing firm to conduct such a review. It shall make its report to the (BLL) and the Voters Assembly at the earliest possible date after the close of the fiscal year.
- B. **Nominating Committee** for the election of congregational offices, the BLL and elected boards and committees.
 1. The Nominating Committee shall consist of not less than five voting members (including a chairperson) appointed by the Vice President. The committee shall at minimum consist of the Vice President, one member of the BLL, and three members at large. The Lead Pastor shall be a non-voting, ex officio member of the Nominating Committee.
 2. The Nominating Committee shall announce all vacancies to be filled and solicit and receive names of prospective qualified candidates. Communicant members age 18 or older may submit names of candidates for consideration to the Nominating Committee. All nominations must be submitted at least three weeks prior to the election.

3. The Nominating Committee shall confirm their eligibility and then interview the candidates to review their qualifications and willingness to serve.
4. The Nominating Committee shall present names of candidates for election at the April meeting of the Voters Assembly. In cases of mid-term vacancies, the Nominating Committee shall reconvene and present names for election at the earliest possible Voters meeting.

C. Employee Policy Committee

1. The Employee Policy Committee shall consist of not less than three members appointed by the President. The committee shall at minimum consist of a member of the BLL and two voting members at large. The chairperson of the committee shall be as appointed by the President. The Lead Pastor and/or his staff appointee and the Principal shall be non-voting, ex officio members of the committee.
2. The Employee Policy Committee shall periodically review the Employee Policy Manual and make recommendations for revisions when needed.
3. The Employee Policy Committee is responsible for recommending employee benefits and compensation to the Finance Board and the Board of Lay Leaders.
4. All changes to the Employee Policy Manual shall be approved by the Board of Lay Leaders and the Voters Assembly.

D. Cemetery Committee to conduct the business of the St. Luke Cemetery according to the regulations established by the Voters Assembly.

1. The Cemetery Committee shall consist of not less than three members appointed by the President. The President and the Lead Pastor, or his staff appointee, shall be non-voting, ex officio members of the Cemetery Committee.
2. The Cemetery Committee shall be responsible for but not limited to:
 - a. the sale of plots,
 - b. keeping records,
 - c. enforcing any restrictions,
 - d. arrangements for maintenance.
3. Such other committees as may be authorized or created by the congregation (including a call committee when a called position is to be filled) the members of which shall be appointed by the President, unless a different method of selection is authorized by the Voters.

ARTICLE XV – Amendments

These By-Laws may be amended in a properly convened meeting of the Voters Assembly by a two-thirds (2/3) majority vote, provided the proposed change has been announced at least one week prior to the meeting in which the amendment is voted upon.

ARTICLE XVI – Adoption

Upon ratification by the district office, these By-Laws shall become effective January 27, 2020 and any preceding By-Laws shall then no longer be in effect.

Addendum: On May 8, 2020, the Eastern District Board of Directors approved the adoption of St. Luke’s By-Laws dated January 27, 2020.



Rev. Benjamin Berteau, Lead Pastor



William Carney, Congregational President



Anita Pepper, Congregational Secretary



Mark Fanton, Congregational Vice President

Glossary of Terms

Admonition – In keeping with the Word of God, an act of Christian love in which admonishment, counsel or warning is offered.

Call(ed) – The solemn agreement between an ordained pastor, commissioned teacher, or commissioned church worker and a congregation designating the responsibilities that each undertakes in support of the other in fulfillment of Christ's mission.

Commissioned – A classification used by The Lutheran Church—Missouri Synod (LCMS) for principals, teachers, directors of Christian Education, Directors of Parish Music, etc. who have successfully completed a degree program and have the approval of a college/university of the Synod for ministry.

Communicant members - Those baptized members who have been instructed and are familiar with the contents of Luther's Small Catechism, have been confirmed in the Lutheran faith, accept the doctrinal standards of Article III of this Constitution, who are not members of organizations whose principles and conduct conflict with the Word of God, and who have been received into the congregation by the Voters Assembly.

Confirmation – A public profession of faith prepared for by long and careful Biblical and doctrinal instruction.

Disciples – Learners and followers of Jesus Christ, whom He has called to serve under Him and abide by His Word.

Doctrine – Refers to what The Lutheran Church-Missouri (LCMS) teaches about key scriptural and confessional principles.

Evangelism – Sharing the Gospel of Christ with those whom God has placed in our everyday lives.

Ex officio – By virtue of one's position or status.

Executive session – Any block within an otherwise open meeting (often of a board of directors or other deliberative assembly) in which minutes are taken separately, outsiders are not present, and the contents of the discussion are treated as confidential

Fixed boards and committees – Those boards and committees established by the By-Laws as necessary and ongoing until such time that they are no longer needed and are eliminated by revision to the By-Laws.

Lead Pastor – an ordained pastor who is called by the congregation to provide spiritual and pastoral leadership and to serve as the lead overseer of the congregation so that it might fulfill its mission and purpose as the body of Christ.

Majority vote – Unless otherwise stated in the By-Laws, a majority vote means more than half of the votes cast.

Means of Grace – the divinely instituted means by which God offers, bestows, and seals forgiveness of sins, life and salvation. In the Lutheran church, these means of grace are the Word and Sacraments (e.g., Baptism and Holy Communion).

Profession of faith – refers to previously confirmed members who left the Lutheran church and have returned to it.

Quorum – The minimum number of members of an assembly that must be present at any of its meetings to make the proceedings of the meeting valid.

Re-affirmation of faith – refers to previously confirmed but “lapsed” members who are reinstated into membership.

Sacraments – Refers to Baptism and Holy Communion.

Stewardship – Biblical stewardship means utilizing and managing all resources God provides for the glory of God and the betterment of His creation.

Two-thirds majority vote – Unless otherwise stated in the By-Laws, a two-thirds majority vote means two-thirds of the votes cast.

Voters Assembly (or Voters) – refers to the body of communicant members who have read, agree with, and signed the Constitution and By-Laws, and have been received into voting membership.

Word of God – All the canonical books of the Old and the New Testaments are the inerrant, inspired, written Word of God, and the only rule and norm of faith and practice.

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