

**THE CONSTITUTION**  
Of  
St. Martin Lutheran Church  
Clintonville, Wisconsin

**PREAMBLE**

Whereas according to the Word of God, it is the duty of Christians

- a) To fellowship with those who confess the true faith (Acts 2:42-47; Hebrews 10:24-25; 1 John 2:19; 1 Corinthians 1:10-11);
- b) To endeavor to keep the unity of the Spirit in the bond of peace (Ephesians 4:3-6);
- c) To administer the Office of the Keys as a body (Matthew 18:17; John 20:22-23);
- d) To conduct all the internal and external affairs of such body "decently and in order" (1 Corinthians 14:40);

Therefore we, in agreement with the principles outlined above, declare ourselves united as a congregation and herewith 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. Martin Lutheran Church, Inc, located at Clintonville, Wisconsin, a religious society organized under Chapter 187.01(4) of the Wisconsin Statutes. This congregation was registered on October 9<sup>th</sup>, 1874.

**ARTICLE II-AFFILIATION**

This congregation shall be affiliated with The Lutheran Church – Missouri Synod.

**ARTICLE III- PURPOSE**

The purpose of this congregation shall be:

- a) To serve its members and to build the kingdom of God by the preaching of the Word of God, by the administration of the Sacraments, by the religious instruction of youth and adults, according to the confessional standard of the Lutheran Church (Article IV), and by due application of church discipline according to Matthew 18;
- b) To serve its youth in the establishment and maintenance of a Christian Day School.

- c) To share the Gospel with the unchurched of the community by an active program of local evangelism and stewardship. (Acts 1:8);
- d) To be a community of Christ-caring people gathered in fellowship around Word and Sacrament caring for one another as Christ cares for us. (Matthew 28:19-20);

#### **ARTICLE IV – CONFESSION**

This congregation acknowledges and accepts:

- a) All the canonical books of the Old and New Testaments as the revealed Word of God, verbally inspired, and as the only rule of faith and life; and,
- b) The confessional writings of the Lutheran Church, contained in the Book of Concord of the year 1580, as the true and genuine exposition of the doctrines of the Bible. These confessional writings are the Apostles', Nicene, and Athanasian Creeds, the Unaltered Augsburg Confession, the Apology to the Augsburg Confession, the Smalcald Articles, Luther's Large and Small Catechisms, and the Formula of Concord.

#### **ARTICLE V – MEMBERSHIP**

The membership of this congregation consists of the following:

##### **A. BAPTIZED MEMBERSHIP**

The baptized membership includes all members who have been baptized, also the children on the membership rolls who have not yet publicly confirmed their baptismal vows.

##### **B. COMMUNICANT MEMBERSHIP**

The communicant membership consists of those:

1. Who are baptized
2. Who accept all canonical books of the Old and New Testaments as the only divine rule and standard of faith and life;
3. Who are familiar at least with Luther's Small Catechism and have declared their acceptance of it;
4. Who permit themselves to be fraternally admonished and corrected when they have erred and who submit to the rules and regulations adopted by this congregation, provided these are not contrary to God's Word;
5. Who are not members or supporters of any secret societies or other organizations which are in conflict with the Word of God.

##### **C. VOTING MEMBERSHIP**

The voting membership consists of all communicant members

1. Who have reached the age of eighteen years;
2. Who have been given the Constitution and Bylaws;
3. Who have complied with the Bylaws of the Constitution.

## **ARTICLE VI – DUTIES OF MEMBERS**

It shall be the duty of every member of this congregation

1. To make faithful and diligent use of the Word of God and the Sacraments
  - a. By attendance at divine services;
  - b. By partaking of the Lord's Supper regularly, if a communicant;
  - c. By Bible study;
  - d. By the use of such educational agencies as are provided by the congregation;
2. To lead a Christian life and not to live in manifest works of the flesh (Galatians 5:19-21);
3. To contribute regularly and faithfully, as God has prospered, toward the building of Christ's kingdom in the congregation and in all the world through District and Synod;
4. To devote time and talents to the extension of the kingdom of God;
5. To attend the meetings of the Voter's Assembly regularly, if eligible.  
(Article V. C)

## **ARTICLE VII-POWERS OF THE CONGREGATION**

### **A. GENERAL**

The congregation as a body, through the Voter's Assembly, shall have supreme power to administer and manage all its external and internal affairs, the establishment and conduct of all institutions and organizations within the congregation, such as a Christian Day school, Sunday school, youth societies, men's or women's organizations, choirs, etc. shall at all times be subject to the approval and supervision of the congregation, however, shall not be empowered to decide anything contrary to the Word of God and the Confessions of The Lutheran Church (Article IV). Any such decision shall be null and void.

### **B. RIGHT OF CALLING**

The right of calling pastors, principals and teachers shall be vested in the congregation. Pastors and principals shall be called by the congregation in a regular or special meeting of the Voter's Assembly. For the election of pastors and principals a unanimous vote shall be required.

**C. DECISIONS**

Matters of doctrine and conscience shall be decided by the Word of God; other matters shall be decided by the Voter's Assembly by a majority vote of those present unless otherwise specified by the Constitution or Bylaws

**D. PROPERTY RIGHTS**

If at any time a separation on account of doctrine should take place in this congregation, which we pray God may graciously prevent, the property of the congregation and all the benefits connected therewith shall remain with those members who adhere to the confessional standard detailed in Article IV of the Constitution.

If a separation should occur for any other reason, and no peaceable settlement can be reached, the property shall remain with the majority.

**ARTICLE VIII – THE OFFICES OF PASTORS AND TEACHER**

The office of pastor in this congregation and that of a called teacher shall be conferred upon such ministers, teachers, and candidates only as profess and adhere to the confessional standard set forth in Article IV of this Constitution and have been declared eligible by Synod. Pastors and teachers shall, in the call extended to and accepted by them, be pledged to this confessional standard.

**ARTICLE IX – OFFICERS**

**A. GENERAL**

The officers of this congregation shall be such officers, boards, or committees as the Bylaws of this congregation may prescribe.

**B. POWERS OF OFFICERS**

Congregational officers of committees, whether elected or appointed by the voters, shall have no authority beyond that which has been conferred upon them, and whatever power may have been delegated to them may at any time be altered or revoked by the voters.

**C. REMOVAL FROM OFFICE**

Any officer, pastor, or teacher may be removed from office by the congregation in Christian and lawful order, for one of the following reasons: persistent adherence of false doctrine, scandalous life, and willful neglect of his/her official duties or inability to perform them.

## **ARTICLE X – DOCTRINAL LITERATURE**

Only such hymns, prayers, and liturgies shall be used in the services of the congregation and in all ministerial acts as conform to the confessional standard of Article IV. Likewise, in all classes for instruction in Christian doctrine only such books shall be used as conform to this standard.

## **ARTICLE XI – AMENDMENTS**

Amendments to this Constitution and the Bylaws and changes in the Articles of Incorporation may be adopted at a regular or special meeting of the Voter's Assembly, provided:

1. That they do not conflict with the provisions laid down in Article IV or with any section of any other article that pertains to Scriptural doctrine and practice; and
2. That the proposed amendment has been submitted in writing at a previous meeting of the Voter's Assembly and adopted.

The affirmative vote of two-thirds of the voting membership present at the meeting of the Voter's Assembly shall be required for the adoption of an amendment or a change in the Article of Incorporation.

## **ARTICLE XII – BYLAWS**

This congregation shall adopt such Bylaws as may be required for the accomplishment of its purpose. The Bylaws shall be adopted or amended by simple majority in the meeting they are addressed.

# **BYLAWS**

## **ARTICLE 1 – MEMBERSHIP**

### **A. ADMISSION INTO MEMBERSHIP**

#### **1. BAPTISED MEMBERSHIP**

a. By Baptism

Persons received by the sacrament of Baptism in this congregation become baptized members.

b. By Transfer

Baptized persons coming with a letter of transfer from a congregation in church fellowship may be received into baptized membership by the pastor.

c. By Request

Other baptized persons who have no church affiliation and who have come under the spiritual care of this congregation may be received into baptized membership by the pastor.

#### **2. COMMUNICANT MEMBERSHIP**

a. By Confirmation

Persons received by the rite of confirmation in this congregation become communicant members.

b. By Transfer

Persons coming with a letter of transfer from a congregation in church fellowship may be received by the pastor whose action is to be approved in a subsequent meeting of the Board of Elders.

c. By Profession of Faith

Other persons shall submit their application to the pastor or an elder and, having given satisfactory evidence of qualifications for communicant membership to the pastor and at least one elder, shall be received by them as communicant members. This action is to be approved in a subsequent meeting of the Board of Elders.

#### **3. VOTING MEMBERSHIP**

a. Reception

Those eligible for voting membership shall be visited by the Elders and shall be given a copy of the Constitution. At a subsequent regular meeting of the Voter's Assembly, they shall be declared voting members.

b. Duties

It shall be the duty of every member to attend the meetings of the Voter's Assembly. Members must attend the meeting in order for their vote to be counted. He/she shall accept nomination for office,

committee appointments, etc. if possible, and generally participate in the business activities of the Voter's Assembly.

## **B. TERMINATION OF MEMBERSHIP**

### **1. BAPTIZED AND COMMUNICANT MEMBERSHIP**

#### **a. Transfer to Other Congregations**

Members desiring to join a congregation in church fellowship shall present their request for transfer to the pastor to whom authorization is given to consider such requests and to issue a transfer. Such transfer of membership shall be reported to the Board of Elders for their approval.

#### **b. Joining Other Churches**

In cases where members have joined another congregation outside our own fellowship, they shall, upon the recommendation of the pastor be considered such as have terminated their membership, and their names shall be removed from the membership list by a resolution of the Board of Elders and reported to the Voters' Assembly.

#### **c. Leaving without a Transfer or Release**

If members move away or leave this congregation without applying for release or transfer, and no contact with them can be established within a year or if contacted and asked to transfer and do not respond, their names shall be removed from the membership list by the Board of Elders reported to the Voters' Assembly and forthwith such membership is terminated.

#### **d. Excommunication and Self-Exclusion**

Any member who conducts himself in an unchristian manner shall be admonished according to Matthew 18:15-20. If after proper admonition he refuses to amend his sinful life, he shall be excommunicated. If the member refuses to appear at the voters' meeting or to meet with a smaller group officially acting for the voters to discuss his case, he has thereby excluded himself. A unanimous vote shall be required for every resolution by the Voter's Assembly for excommunication or self-exclusion. Excommunication or self-exclusion terminates membership.

When such excommunicated or self-excluded person repents of his sins and seeks forgiveness from God and the congregation, he shall be reinstated.

#### **e. Status**

A person whose membership has been terminated has forfeited all rights of a member of this congregation and all claims upon the property of the congregation as such, or upon any part thereof, so long as he is not reinstated into membership.

## **ARTICLE II –VOTER’S AND SPECIAL MEETINGS**

- A. Regular meetings of the Voters’ Assembly shall be held quarterly, during the months of January, April, July and October.
- B. The regular meeting of the Voters’ Assembly during the month of July shall be designated as the annual meeting.
- C. Regular meetings of the Voter’s Assembly shall be announced (by word or in the bulletin) in all church services on the preceding two Sundays or by a mailing to the membership.  
Whenever a meeting has been thus announced, the voting members present constitute a quorum. In all matters not already decided by the Word of God the majority rules, except in the case of amendments and changes as specified in Article XI of the Constitution.
- D. Special meetings of the Voters’ Assembly as well as meeting of the church council may be called by the Board of Elders or by the pastor or by the president of the congregation, as the need arises. Special meetings of the Voters’ Assembly and their purpose shall be announced in a least one Sunday’s public services or by a mailing to the membership.

## **ARTICLE III – CALLING OF PASTORS, PRINCIPAL, AND DIRECTOR OF MUSIC**

- A. In case of a vacancy in the position of the pastor, principal or director of music, the congregation is urged immediately to notify the president of the district of Synod that he may assist in filling the vacancy:
  - 1. By giving counsel in regard to the calling of a new pastor, principal, or director of music.
  - 2. By suggesting names of candidates for consideration.
- B. At a meeting of the Voters’ Assembly properly convened, names of candidates for the office of pastor, principal, or director of music shall be submitted by the call committee prepared from a list submitted by the congregation and district.
- C. The election of a pastor, principal, or director of music from the list of candidates chosen by the congregation shall be by ballot. The candidate receiving more than half of all votes cast shall be considered elected. The election shall be made unanimous and the call shall be sent to the pastor-elect, principal-elect, or director of music-elect.

## **ARTICLE IV – ELECTION OF CONGREGATIONAL OFFICERS**

The church council shall present a slate of candidates at the July meeting. The slate proposed by the church council shall consist of at least two names for each office. Additional nominations may be made from the floor. This slate of candidates is to be published two weeks prior to the October voter’s meeting. The annual election shall be



by ballot and shall take place at the October meeting. To be elected, a candidate must receive a common majority. The elected officers shall be elected for terms specified in these Bylaws and shall hold office until their successors have assumed their office. A person may hold only one elective office at a time. A church employee, staff person, or their spouse is eligible to serve on any board except one that supervises them or their spouse. An exception is made for ex-officio members.

## **ARTICLE V – OFFICERS**

The elected officers of this congregation shall be: a president, a vice-president, the following officers shall be appointed: secretary, treasurer, assistant treasurer, and financial secretary and assistant financial secretary.

## **ARTICLE VI – CHURCH COUNCIL**

The Church Council shall be composed of the president of the congregation, the vice-president, the secretary, the treasurer, the financial secretary, and the chairpersons of the boards. The pastor(s), school principal, secretary, business manager/church treasurer, financial secretary shall be ex officio members of the council.

It shall be the duty of the Church Council to meet monthly to consider and discuss all matters pertaining to the spiritual and material welfare of the congregation as presented by the various boards and to present recommendations to the congregation. The Church Council shall act in matters committed to it by the Voters' Assembly and, in cases of emergency, between congregational meetings.

A salary review committee shall consist of the following – vice president of the congregation (acting as chair), a member of the Board of Elders, a member of the Board of Education and a member of the Board of Trustees. Pastors, principals, and the business manager/treasurer shall serve as ex-officio members.

No one individual shall serve more than two (2) consecutive three-year terms. This committee is to meet each year prior to the April voter's meeting and prior to insurance benefits re-enrollment for the sole purpose of starting the review process. The Chair of this committee shall call subsequent meetings until the committee's recommendations are accepted, first by the Church Council and second by the voters of St. Martin Congregation.

The Board of Elders shall be responsible for salary reviews of pastors, business manager/church treasurer, lay minister, organists, choir director and church secretary.

The Board of Education shall be responsible for salary reviews of principal, teachers, teachers' aids, Early Childhood Center staff, and school secretary and kitchen staff.

The Board of Trustees shall be responsible for salary reviews of custodial help for both church and school.

Appointed committee members shall report back to their respective board.

Collection of information shall be the Chair's responsibility as well as reporting this information to the church council and congregation.

## **ARTICLE VII – TERMS OF OFFICERS**

- A. The term of office of the president and vice-president shall be three (3) years. There shall be a limit of two consecutive terms of office.
- B. The term of office of the secretary, treasurer, assistant treasurer, financial secretary and assistant financial secretary shall be by appointment of the council yearly.
- C. If any office becomes vacant in the course of a term, the church council is to appoint a successor who is to serve for the unexpired term.

## **ARTICLE VIII – DUTIES OF THE OFFICERS AND BOARDS**

### **A. PRESIDENT AND VICE-PRESIDENT**

The president shall preside at all meetings of the voters assembly and of the church council and see to it that all meetings are conducted in an orderly and Christian manner. In the absence of the president, the vice-president shall perform the duties of the office. In the event of a vacancy in the office of the president, the vice-president shall succeed to the office of president for the remainder of the term. Duties to be performed are according to officer job description on file in the office.

### **B. SECRETARY**

The secretary shall keep accurate minutes of the meetings of the voters assembly and of the church council for the permanent records of the congregation, submit such records for approval, and shall perform other duties in keeping with the office. Duties to be performed are according to officer job descriptions on file in the office.

### **C. TREASURER**

The treasurer shall promptly pay all bills and salaries authorized by the congregation and shall make regular quarterly remittances of mission offerings to the district treasurer. He/she shall keep accurate records of receipts and disbursements of the congregation in books which shall be and remain the

property of the congregation. All of these books shall be reviewed by an outside consultant annually, and a report of such review shall be submitted to the congregation at the October voters meeting.

He/she shall submit a report at each regular council and voters meeting. Such reports shall show actual receipts and disbursements compared with budgeted amounts. Such duties performed are according to officer job descriptions on file in the office.

#### **D. FINANCIAL SECRETARY**

It shall be the duty of the financial secretary to receive, record, and deposit in the congregation's designated depository, all congregational monies, including individual offerings and contributions, special collections, loans, subsidies, bequests, etc. A report of all receipts shall be submitted to the treasurer at least weekly. Duties to be performed are according to officer job descriptions on file in the office.

#### **E. BOARD OF ELDERS**

The board shall consist of nine (9) members with (3) new members being elected each year to a 3 year term. There shall be a limit of two consecutive terms of office for any member. The board shall elect its own chairman of the board.

The chairman shall represent the board on the church council. They will also select a vice chairman and a secretary from their board. The board shall submit their reports or recommendations in writing to the voters assembly through the church council. For its own purposes and without special approval of the voters assembly the board may spend the amount of money up to but not over that which is budgeted to them annually.

The special concern of the board is for the general and specific spiritual welfare of the individual and corporate membership of the congregation.

Specifically they shall:

1. Assist the pastor(s) in matters pertaining to the spiritual welfare of the congregation.
2. Pray regularly for their pastor(s) and other spiritual leaders.
3. Stand ready to help the pastor(s) in difficult problems of the ministry.
4. Delegate a board member to attend Salary Review Committee meetings and report back to the board.
5. Review written report of the Pulpit Committee.
6. Review the "Division of Duties" of the pastors.
7. Watch in Christian love over the doctrine, life, and official conduct of the pastors.
8. Concern themselves with attendance and nonattendance at the public worship services on the part of all members by:

- a. Reviewing the records of individual members to seek out those who are becoming lax and inactive and taking appropriate action. See termination of membership on page 7.
- 9. Keep themselves informed and concerned about the use of the Sacraments by members of the congregation by:
  - a. Regularly reviewing whether newborn babies of the congregation have been baptized.
  - b. Regularly reviewing the attendance at Holy Communion of each communicant member and take appropriate action. See termination of membership on page 7.
  - c. Pastors shall educate Board of Elders and any other volunteers on the best way to handle any contact with inactive members.
- 10. Individually or collectively, seek to speak a word of commendation to those who are giving evidence of Christian faithfulness, consecration and growth.
- 11. Concern themselves personally with the aged and shut-in members of the congregation.
- 12. Together with the pastor(s) concern themselves about adequate and thorough instruction of adults and youth for confirmation and church membership. To the end they shall acquaint themselves with the policies and aims recommended by the Board of Parish Education.
- 13. Be responsible for extending a personal welcome to all new members and deliver to them their first set of church envelopes and a copy of the constitution and bylaws.
- 14. Analyze at least once a year the regular and special worship services of the congregation.
- 15. Be responsible together with the pastors for arranging for pulpit and communing assistance, special services, and guest speakers.
- 16. Be responsible for God pleasing observance of various anniversaries of the congregation and its servants.
- 17. Study and fully understand the purpose and importance of church discipline in the Christian Congregation and carry it out according to Matthew 18.
- 18. Appoint a chief usher with a first and second assistant and check that their responsibilities are fulfilled. The first assistant usher rotates to chief usher. The second assistant rotates to first assistant and the chief usher appoints the second assistant annually thereafter with confirming action.
- 19. See to it that worship services are conducted in such a manner as to avoid needless disturbance and to foster a worshipful attitude among those in attendance.
- 20. Delegate the responsibility for the placement of all Vestments, Paraments and Communion Ware used in the services to the Altar Guild who will perform these tasks in a reliable manner.

21. Be responsible for the planning and scheduling of music for church services. Review the schedule written by the music and worship committee.

### **Music and Worship Committee**

A committee of music and worship shall consist of an elder, choir director organist, service of joy representative, and school music teacher; the director of music and pastors are ex officio members. The chairperson shall not be the elder. All are appointed annually.

This committee is to meet annually and give a written schedule to the Board of Elders.

This committee shall:

- a. Strive to preserve the rich musical heritage of the Lutheran Church
- b. Strive to have special music at every service.
- c. Plan future services and themes annually.
- d. Evaluate the prior year's music and worship services.
- e. Keep and maintain an inventory of all music.
- f. Make recommendations for temporary personnel for music related positions in the church and school.
- g. Delegate the responsibility for someone to draw new acolytes, torchbearers and crucifers, periodically meet to discuss procedures and roles and rites of the church and to schedule acolytes, torchbearers and crucifers for regular services and for musical events in the congregation.

### **Pulpit Committee**

The Pulpit Committee shall consist of the president of the congregation, chairman of the Board of Elders or an appointed member from the Board of Elders and member-at-large appointed by the Board of Elders. The Pulpit Committee shall serve as a call committee in order to fill a vacancy of a called pastor or director of music. The member-at-large is to serve a maximum of two (2) consecutive three year terms. The Pulpit Committee shall meet quarterly with the pastors, the principal and director of music. Other staff members may be included at the discretion of the committee. A written report regarding accomplishments will be given to the Board of Elders.

## **F. BOARD OF TRUSTEES**

The board shall consist of six (6) members with two (2) new members being elected each year to a 3-year term. There shall be a limit of two consecutive terms of office for any member. The board shall elect its own chairperson of the board.

The chairperson of the board shall represent the Board of Trustees on the church council. They will also select a secretary from their board. The board shall submit their reports or recommendations in writing to the voter's assembly through the church council. For its own purposes and without special approval of the voter's assembly the board may spend the amount of money up to but not over that which is budgeted to them annually.

There shall be joint responsibility so that a member(s) is in charge of the church building and grounds; a member(s) of the school and grounds; and a member(s) of other congregational properties and grounds.

They shall:

1. Be the corporate officers of the congregation.
2. Obtain and supply all legal information necessary to the wise consideration of contracts, deeds, etc., by the congregation.
3. Sign all official documents and contracts which have been approved and negotiated by the congregation.
4. Care for and keep safe all official documents of the congregation in a fireproof safe or safety-deposit box.
5. Make an inventory, annually, of all official documents in safekeeping, and cause a complete list of same to be entered into the official minutes of the congregation.
6. Make and bring to date, annually, an inventory list of all congregational property and equipment with approximate value. This list will serve as a projected need list for replacement of all church property and equipment.
7. Check annually the adequacy of all types of insurance.
8. Negotiate all insurance contracts and policies.
9. Make and issue all keys to the church, school and other congregational properties. Keep and review annually a list of all keys issued.
10. Make an annual inspection, as a group, of all congregational properties.
11. Determine and set up regulations governing purchase and use of congregational property and equipment.
12. Determine and engage adequate custodial help. Review annually, needs and problems in custodial services and the salary for the services rendered.
13. Negotiate all service contracts (office equipment, kitchen, etc.)
14. Carry out all resolutions of voters assembly on purchase, repair, replacement, etc., of physical property.
15. Secure loans for the congregation when so authorized for capital projects and maintenance.
16. Promote and supervise all volunteer work on congregational property.
17. Comply with all fire, safety, and sanitary ordinances.

The congregation is to be directly responsible with its property for whatever the Board of Trustees does in conformity with its resolutions and instructions and is in no case to permit the Trustees to suffer any personal loss whatsoever.

#### **G. THE BOARD OF EDUCATION**

The board shall consist of six (6) members with two (2) new members being elected each year to a 3-year term. There shall be a limit of two consecutive terms of office for any member. The board shall elect its own chairperson of the board.

The Chairperson shall represent the Board on the church council. They will also select a vice chairperson and secretary from the board. The board shall submit their reports or recommendations in writing to the voters assembly through the church council. For its own purposes and without special approval of the voters assembly the board may spend the amount of money up to but not over that which is budgeted to them annually.

1. The calling of a principal per Article III of the Bylaws. The calling committee shall consist of the president of the congregation, chairperson of the Board of Education or an appointed member from the board by the chairperson of the Board of Education and an appointed member at large by the Board of Education.
2. The Christian day school principal and the pastors shall be ex officio members of this board.

Specifically, the Board of Education shall:

Be responsible for all but the physical plant of the Christian Day School. To this end it shall:

- a. Consider all matters pertaining to changes in the curricula, introduction of new texts, acquisition of new materials, and the like.
- b. Promote the enrollment of children in the school. The precedence of enrollment shall be: first- the children of the congregation, second- the children of sister congregations, third- the children of unchurched homes, fourth- the children of other churches. In each category, enrollments will be considered in the order which applications are received.
- c. Investigate, consider, and recommend candidates for calling teachers, and be responsible for the employment of contract teachers. The policy to hire as approved by the congregation establishes the procedure.
- d. Consider the assignments, or re-assignment, of various grades to members of the faculty in such manner as will best serve the interests of the school, taking into consideration the recommendations of the principal.

- e. Consider all matters pertaining to school property. Make recommendations as to repairs, painting, and upkeep to the Board of Trustees.
- f. Check annually the safety of the entire educational plant.
- g. Review salaries of teachers, school secretaries and hot lunch personnel at least once a year. Delegate a board member to attend Salary review Committee meeting and report back to board.
- h. Discuss and formulate school policies regarding enrollment age, tuition, etc.
- i. Appraise the religious instruction and the spiritual tone of the school.
- j. Visit and personally observe the Day School at least twice a year.
- k. The principal or his assignee shall represent the congregation at all district, regional, and circuit conferences in the area of Christian Education.
- l. Make an analysis of auxiliary organizations and plan to recommend improvements at the next Planning Council meeting of the congregation.
- m. Oversee the operation of the Early Childhood Learning Center.

#### **H. BOARD OF PARISH EDUCATION**

The board shall consist of six (6) members with two (2) new members being elected each year to a 3-year-term. There shall be a limit of two consecutive terms of office for any member. The board shall elect its own chairperson of the board.

The Chairperson shall represent the board on the church council. They will also select a secretary from their board. The board shall submit their reports or recommendations in writing to the voters assembly through the church council. For its own purposes and without special approval of the voters assembly the board may spend the amount of money up to but not over that which is budgeted to them annually.

1. Be responsible for all matters pertaining to the operation of the Sunday School, Vacation Bible School, Adult Bible Class, cradle roll and youth Bible classes and any other educational agencies for children which may be added to the educational program of this congregation. To this end it shall:
  - a. Be responsible for a Sunday School Superintendent who shall be in charge at all times.
  - b. Consider all matters pertaining to the course of study, etc.
  - c. Promote the enrollment of children in the Sunday School, Vacation Bible School, and any other agencies for the education of the children.



- d. Consider and approve all Sunday School teachers, taking into consideration the recommendations of the Sunday School Superintendent.
  - e. Evaluate, periodically, the problems and progress of all the above listed agencies in number one (1).
  - f. Set up a regular system of commendation and recognition of members of the staff for services rendered.
  - g. Discuss the needs of a special class for any child with special needs, if there is need in the congregation.
  - h. Visit and personally observe the Sunday School at least twice a year.
  - i. Discuss fiscal implications and facilities as it relates to all of the above.
  - j. Discuss assimilation and integration of newly confirmed children into Bible classes and youth programs and into functioning membership in the congregation.
  - k. Attend and encourage attendance at Bible institutes, workshops, rallies, conventions sponsored by the circuit and synod.
2. Be responsible for all matters pertaining to teenage, adult, and family life education. To this end it shall:
- a. Promote, plan and make suggestions concerning the education of all age groups through Bible classes, organizations within the congregation, and other agencies.
  - b. Promote and plan program for family life education with a view toward equipping parents of the congregation to educate and train their children in Christian doctrine and Christian living.
  - c. Carry on an overall program of Christian education designed to equip and enable all members of the congregation to fulfill and discharge their responsibilities as members of the congregation.
  - d. Initiate, maintain, and improve a church library which will serve the educational needs of the entire congregation.
  - e. Study and adopt or adapt helps suggested by the Christian Education and Family Life Departments of the synod, district or circuit.

#### **I. BOARD OF STEWARDSHIP**

The board shall consist of six (6) members with two (2) new members being elected each year to a 3-year-term. There shall be a limit of two consecutive terms of office for any member. The board shall elect its own Chairperson of the board.

The Chairperson shall represent the board on the church council. They will also select a secretary from their board. The board shall submit their reports or recommendations in writing to the voter's assembly through the church council. For its own purpose and without approval of the voter's assembly the board may spend the amount of money up to but not over that which is budgeted to them annually.

The general concern of the board is to promote the Christian living and giving of the entire membership of the congregation. Specifically it shall:

1. Initiate and plan a regular program in Christian Stewardship for the entire congregation.
2. Review and approve all new fund establishments and money raising efforts at St. Martin to ensure that they do not conflict with the church's overall vision and goals.
3. Make an annual analysis of the giving level and habits of the congregation for an annual presentation to the congregation.
4. Determine emphasis which needs to be made in the information and education of the congregation in the areas of giving of Time, Talents and Treasures.
5. Initiate and maintain an active program for applying other board and committees with the names of members wishing to serve in certain area of church work. (Talent enlistment).

### **Volunteer Coordinators**

The coordinators shall consist of two individuals. Vacancy shall be filled by publishing in the bulletin and newsletter. The Board of Stewardship will recommend names to the Church Council for approval. The individual shall be appointed for three (3) years at a time and can be reappointed with Church Council consent.

The responsibilities shall consist of:

1. Being of assistance to the Chairperson of Boards and groups by providing names of members for events that St. Martin plans that may require volunteer help. These names will be taken from information gathered via the Time & Talent survey based on the fields of interest selected by members of the congregation.
2. Obtain job description from boards and groups for volunteer positions needed. Assists with drawing up descriptions if needed.
3. Be a resource to the nominating Committee.
4. Speak to organizations and congregational gatherings occasionally regarding Gifts/Talents/Abilities.

5. Plan recognition of volunteers by way of notes, encouragement, potlucks, etc.
6. Attend church board meetings as requested.
7. Match talents with ministry needs.
8. Assist in the computer system for recording the gifts/talents/abilities of members.
9. Attend one new member class to administer the Time & Talent survey.

**J. BOARD OF EVANGELISM AND MISSION**

The board shall consist of six (6) members with two (2) new members being elected each year to a 3-year-term. There shall be a limit of two consecutive terms of office for any member. The board shall elect its own Chairperson of the board and vice-chair.

The Chairperson shall represent the board on the church council. They will also select a secretary from their board. The board shall submit their reports or recommendations in writing to the voter's assembly through the church council. For its own purpose and without approval of the voter's assembly the board may spend the amount of money up to but not over that which is budgeted to them annually.

The special concern of this board is the mobilization of the membership in the congregation to win the unsaved for Christ, recall the inactive to Christ, and send believers forth to witness for Christ.

Specifically they shall:

1. Work on reaching all unchurched people within the sphere of influence of this congregation.
2. Recruit greeters to welcome visitors to church services and other church functions.
3. Keep accurate records and lists of church visitors including possible member prospects obtained from guest books and fellowship pew records.
4. Be responsible for the selection and training of lay visitors in the congregation.
5. Be responsible for the integration of new members into congregational life.
6. Develop a positive program of public relations toward the community.

7. Promote support of synod sponsored missions and benevolence.

**K. BOARD OF YOUTH**

The board shall consist of six (6) members with two (2) new members being elected each year to a 3-year-term. There shall be a limit of two consecutive terms of office for any member. The board shall elect its own chairperson of the board.

The chairperson shall represent the board on the church council. They will also select a secretary from their board. The board shall submit their reports or recommendations in writing to the voter's assembly through the church council. For its own purpose and without approval of the voter's assembly the board may spend the amount of money up to but not over that which is budgeted to them annually.

The general concern of this board is the nurture of youth to mature Christian living. Specifically it shall:

1. Analyze once a year the youth programs of the congregation.
2. Determine the specific goals of the congregation's youth program in the area of worship, education, service, recreation, and fellowship.
3. Determine ways and means to stress the importance of youth in the congregation.
4. Check every three months on the progress of the programs in each youth organization.
5. Obtain an up-to-date list of all youth from ages 11- 18 and send a letter to Youth to advise of schedule for the year.
6. Fill Torch Bearer schedule for special church days.
7. Select youth leaders for the youth group in the congregation.
8. Receive and evaluate reports from the youth leaders.
9. Provide special training for leaders.
10. Check semi-annually to discover the lax or lost youth and develop a program to reclaim them.
11. Know which college youth are attending while away from home and where they live and check whether the names of college youth have been sent to synod's commission on college and university work.
12. Develop means by which the youth can participate in the congregational program.
13. Plan and implement scholarships by congregation and /or organizations for youth attending synodical schools.

**L. PARISH PLANNING COUNCIL**

The chairperson of all boards, four executive offices and the following ex officio members:

pastor(s), the principal, and music director.

The Parish Planning Council shall meet annually in the month of June, meeting called by and chaired by president of congregation.

Specifically they shall:

1. Plan and coordinate church calendar and other parish programs for the year beginning in September and ending in August.
2. Obtain input from all auxiliary organizations in the congregation.
3. Review and set respective board meeting times and schedules.
4. Denote and help plan special events.
5. Be responsible to review and update the Bylaws.
6. Be responsible to assure the annual review of the financial books.

#### **M. LADIES AID SOCIETY**

The board of the Ladies Aid Society shall consist of four officers. Any female communicant member of St. Martin may be a member of the Ladies Aid Society but only the officers make up the board.

The board officers shall consist of a president, vice president, secretary and treasurer who shall serve two year terms. Election procedures for these officers, their duties and additional bylaws shall be published in the Ladies Aid Society constitution. The president, or an officer delegated by the president, shall attend church council meetings and report a brief summary of the council meeting to the members of the Ladies Aid at their next meeting.

### **ARTICLE IX – CHURCH PROPERTIES**

Anything donated to the congregation by individuals, groups, or societies becomes congregational property and is subject to this Constitution and Bylaws and approval of the Board of Trustees. All existing properties of societies of the congregation and those acquired by them in the future are to be considered congregational property and subject to this Constitution and Bylaws.

### **ARTICLE X – CHANGES IN REGULATIONS**

The congregation may from time to time adopt, alter or amend rules and regulations (or directives) for the guidance of officers and committees in their work.

### **ARTICLE XI – ORDER OF BUSINESS**

The following shall be the order of business for the regular meetings of the Voter's Assembly:

1. Devotion
2. Approval of printed minutes
3. Approval of printed treasurers' report
4. Reports of Officers and Boards
5. Unfinished business
6. New business
7. Adjournment
8. Prayer

All meetings shall be conducted in accordance with Roberts Rules of Order.

### **ARTICLE XII – ST. MARTIN CEMETERY**

Cemetery Board members shall be appointed by the Church Council as their term expires. The Cemetery Board shall consist of five (5) members who shall serve for a period of five (5) years. They are responsible for the welfare of St. Martin Cemetery. They shall meet regularly and submit an annual report to the voters at the annual meeting. Minutes and bank statements shall be provided regularly to the church treasurer/business manager.

This Constitution was adopted by the Voters Assembly of St. Martin Lutheran Church on July 18, 1993.