

**Constitution and Bylaws
of
Lord of Life Lutheran Church and Preschool
Leawood, Kansas**

Approved by Congregational Assembly:

CONSTITUTION

Preamble

As part of Christ's Church, our Congregation exists to serve the Triune God as we preach repentance and the forgiveness of sin (Mark 1:15; Luke 24:47; Acts 3:19); reach out to our community and beyond with the Good News of the Gospel (Matthew 28:18-20; Mark 16:15; Acts 1:8); worship together (Psalm 107:32; Hebrews 10:24-25; 1 Peter 2:9); Baptize in the name of God the Father, the Son, and the Holy Spirit (Matthew 28:18-20; Acts 2:38; Romans 6:3-5); celebrate the Lord's Supper (Matthew 26:26-28; 1 Corinthians 11:23-26); grow together in God's Word (Ephesians 4:11-14; 2 Timothy 3:16-17); pray together (Acts 2:42; 1 Thessalonians 5:17; 1 Timothy 2:1; James 5:13-16); administer the Office of the Keys (John 20:21-23; Matthew 18:15-20; James 5:19-20); love and care for one another in Christian fellowship (Acts 2:42; John 13:34-35; Romans 12:10; Galatians 6:10); provide for human care (Matthew 25:35-40; James 1:27; 1 John 3:17-18); and maintain decency and order in the church (1 Corinthians 14:40).

Therefore we, the members of Lord of Life Lutheran Church of Leawood, Kansas, accept and subscribe to the following Constitution and Bylaws, in accordance with which all spiritual and material affairs of our Congregation shall be governed.

ARTICLE 1: NAME

The official name of this Congregation shall be: Lord of Life Lutheran Church.

ARTICLE 2: PURPOSE

This Congregation is formed for religious and educational purposes. The Congregation may own and hold title to and manage such real estate as may be necessary or incident to the accomplishment of its purposes and may take and convey title to any real or personal property which may be given, devised, or bequeathed to it. It shall operate as a non-profit corporation and shall not be used for pecuniary gain or profit of its members.

ARTICLE 3: CONFESSION OF FAITH

This Congregation accepts without reservation:

- 3.1 The Scriptures of the Old and the New Testament as the written Word of God and the only rule and norm of faith and practice.
- 3.2 All the Symbolical Books of the Evangelical Lutheran Church as a true and unadulterated statement and exposition of the Word of God, to wit: the three Ecumenical Creeds (the Apostles' Creed, the Nicene Creed, the Athanasian Creed), the Unaltered Augsburg Confession, the Apology of the Augsburg Confession, the Smalcald Articles, the Large Catechism of Luther, the Small Catechism of Luther, and the Formula of Concord.

No doctrine or practice in conflict, or inconsistent, with the above norms of our faith and life shall be taught or tolerated in this Congregation.

ARTICLE 4: SYNOD MEMBERSHIP

This Congregation shall maintain membership with The Lutheran Church—Missouri Synod (LCMS) as long as the Synod conforms to the Congregation's confessional standards as set forth in this Constitution.

This Congregation shall, to the best of its ability, collaborate with the LCMS and assist it in effecting all sound measures intended for the building up of Christ's church on earth.

ARTICLE 5: CONGREGATIONAL MEMBERSHIP

- 5.1 The membership of this Congregation includes the following three types:
 - 5.1.1 *Baptized* members: All who have been baptized in the name of the Triune God and who are under the spiritual care of this Congregation, including the children who have not yet been confirmed into communicant membership.
 - 5.1.2 *Communicant* members: Baptized members who have been confirmed in the Lutheran faith or have received instruction in Lutheran doctrine as deemed acceptable by the pastoral staff, are familiar with the teaching of Luther's Small Catechism, and declare their acceptance of the confessional standard of Article 3 of this Constitution.
 - 5.1.3 *Voting* members: Communicant members who have reached the age of eighteen (18) years and have regularly attended worship services.
- 5.2 Baptized and communicant members of this Congregation are received in the following manner:

- 5.2.1 Baptized members are received through the Sacrament of Holy Baptism, or through the consent of one or both parents in the case of children who have been baptized in another Christian congregation, or through transfer from a sister Congregation within the LCMS in the case of adults (age 18 and older).
- 5.2.2 Communicant members are baptized members received through the Rite of Confirmation, through transfer from a sister congregation within the LCMS, or through profession of faith or reaffirmation of faith. The Senior Pastor and the Board of Elders shall determine the approval processes by which communicant members are received.
- 5.3 Members of this Congregation shall conform their entire lives to the authority of God's Word (James 1:22) and declare their acceptance and adherence to the Bible as God's inspired and inerrant Word and to the Confessions of our church (2 Timothy 3:16). To that end they shall make diligent use of the means of grace, exercise faithful stewardship of God's many gifts and talents (Ephesians 4:16), impart and accept fraternal admonition as the need of such admonition becomes apparent (Matthew 18:15-20; James 5:19-20), and be readily available for service in the kingdom of Christ within and beyond this Congregation. They shall attend public worship regularly and, if communicant members, partake of the Lord's Supper on a frequent and regular basis (Acts 2:42). They shall declare themselves willing to support the policies of the Congregation provided these are not contrary to the Word of God (Hebrews 13:17) and the Confessions. Members of this Congregation shall participate in personal prayer and Bible study and shall provide for the Christian instruction of their children (Deuteronomy 6:6-9).
- 5.4 Members of this Congregation shall not be members of any organization conflicting with the Word of God (Romans 16:17; 1 Corinthians 5:11-13; 1 Corinthians 10:19-20; Matthew 12:30). Should existing members belong to such organizations and after admonition refuse to relinquish such membership, such members shall be terminated as described in 5.5.2.
- 5.5 Membership in this Congregation shall be terminated in the following situations:
- 5.5.1 Membership shall be terminated by transfer to a sister congregation within the LCMS, by joining a Congregation outside the fellowship of this Congregation, by excommunication or self-exclusion, or by death.
- 5.5.2 Communicant members who conduct themselves in an un-Christian manner shall be admonished according to Scripture (Matthew 18:15-20; Galatians 6:1; James 5:19-20) in a procedure to be specified by the Board of Elders. Communicant members who exclude themselves from regular worship and/or the Lord's Supper and/or who refuse pastoral care for a period of one (1) year or more shall also be admonished in similar fashion. If communicant members remain impenitent after proper admonition, the Board of Elders shall recommend to the Congregational Assembly that they be excommunicated. Each case of excommunication shall be presented to the Congregation in a properly called Congregational Assembly for a final decision. A two-thirds (2/3) majority vote of the members present shall be

required. The purpose of such action shall be to minister to the erring member and show that person the seriousness of his or her actions with the hope of restoring him or her to wholeness in Jesus Christ and reuniting him or her to the fellowship of the Congregation.

- 5.5.3 An excommunicated member of the Congregation may be reinstated based upon:
(i) a recommendation to do so from the Board of Elders; and (ii) a two-thirds ($\frac{2}{3}$) majority vote of the Congregational Assembly.

ARTICLE 6: CALLED WORKERS

The Congregational Assembly of this Congregation shall have the exclusive right to call Ordained Ministers and Commissioned Ministers.

- 6.1 The pastoral office shall be conferred only upon Ordained Ministers who are members of The Lutheran Church—Missouri Synod, candidates for the pastoral ministry who have satisfied the qualifications and requirements for assignment of first calls by the Synod, or ordained ministers who are members in good standing of church bodies that have been formally recognized to be in altar and pulpit fellowship with the Synod when agreements for such calls are in place.
- 6.2 Only those Commissioned Ministers shall receive a call who adhere to the confessional standard set forth in this Constitution, who are qualified for the work of the ministry to which they are called, and who have been endorsed by and are members of The Lutheran Church—Missouri Synod, who are candidates of LCMS colleges and universities who have satisfied the qualifications and requirements for assignment of first calls, or who are commissioned ministers in good standing from church bodies that are in altar and pulpit fellowship with The Lutheran Church—Missouri Synod when agreements for such calls are in place.
- 6.3 The right of calling ordained or commissioned ministers shall be vested in the Congregational Assembly and shall not be delegated otherwise.
- 6.4 Called Ordained or Commissioned Ministers may be removed from office in Christian and lawful order by a two-thirds ($\frac{2}{3}$) majority ballot vote of the Congregational Assembly for one of the following reasons: persistent adherence to false doctrine, scandalous life, willful neglect of the duties of office, the inability to perform those duties, or domineering in office. Such charges must be presented to a member of the Board of Elders either verbally or in writing. Charges on any of these counts shall be carefully investigated by the Board of Elders. After consultation with the appropriate officers of the Kansas District of The Lutheran Church—Missouri Synod, such charges shall be given to the accused in writing; and the Board of Elders shall provide opportunity for the accused to make defense of the charges. Should such charges be substantiated by clear evidence, the individual involved shall first be given an opportunity to resign his/her position in the Congregation. Such opportunity having been given and declined, the Board of Elders shall notify the voting members of the Congregation of the situation and submit the matter for action at a special

Congregational Assembly meeting. An affirmative vote of at least two-thirds (2/3) of the voting members present at a Congregational Assembly meeting shall be required to remove an Ordained or Commissioned Minister from office.

- 6.5 The Congregation through its Congregational Assembly, with the guidance of the District Office, may eliminate the position filled by any called ordained or commissioned worker in the case where it can no longer financially support such a position. In such a case, a peaceful release will be granted to the called ordained or commissioned worker.
- 6.6 When a vacancy occurs in an office of an Ordained or Commissioned Minister, the Congregation shall notify the President of the Kansas District of The Lutheran Church—Missouri Synod or his appropriate representative so that he may assist in temporarily filling the vacancy and also give his counsel in calling a new Ordained or Commissioned Minister.

ARTICLE 7: AUTHORITY OF AND WITHIN THE CONGREGATION

The Congregational Assembly is comprised of voting members who attend the regular annual meeting or a properly called special meeting. The Congregational Assembly shall be the foremost governing body of this Congregation, and while it may delegate specific responsibilities and authority to other governing bodies under the terms of this Constitution and Bylaws, it shall reserve the right to decide all matters relating to this Congregation brought before it in accordance with this Constitution and these Bylaws. The Congregational Assembly decisions shall be final and binding.

- 7.1 The establishment and conduct of all organizations and societies within the Congregation or related directly to the Congregation shall be subject to the overall authority and general oversight of the Congregational Assembly.
- 7.2 All matters before the Congregational Assembly shall be decided by a majority vote unless otherwise specified by this Constitution or Bylaws. Matters of doctrine and conscience shall be decided only on the basis of the Word of God.
- 7.3 No elected officers or board members of this Congregation shall exercise any power or authority beyond that conferred upon them by the Congregation through this Constitution, through the Bylaws, or by action of the Congregational Assembly. Specially delegated rights and powers, both of officers and boards, shall be subject to revisions or complete withdrawal by the Congregational Assembly at its discretion.

ARTICLE 8: MEETINGS

The regular annual meeting and special meetings of the Congregational Assembly shall be held as determined in the Bylaws.

- 8.1 Announcements of regular annual meetings shall be made in all the worship services of the two previous weekends and included in the two previous weeks' church announcements and emails.

- 8.2 Announcements of special meetings shall be made in all the worship services of the two previous weekends or in all the services of the previous weekend when accompanied by written notification by mail, email, or other electronic means to all Communicant members.
- 8.3 Those voting members present at a properly called meeting shall normally constitute a quorum. However, a minimum of seventy-five (75) voting members are required to constitute a quorum in the case of amendments to the Constitution or Bylaws or in the case of removing an Ordained or Commissioned Minister from office.
- 8.4 There shall be no voting by proxy.

ARTICLE 9: OFFICERS AND BOARDS

This Congregation shall have the following officers and boards in addition to any which the Congregation shall establish from time to time. Those officers identified by state law shall serve as the legal representatives of the Congregation. While governing responsibilities are divided among four boards (Board of Missions and Outreach, Church Council, Board of Early Education, and the Board of Elders), the Church Council shall serve as the Board of Directors of the Congregation.

- 9.1 The officers of this Congregation shall be:
 - 9.1.1 A President
 - 9.1.2 A Vice President
 - 9.1.3 A Secretary
 - 9.1.4 A Treasurer
- 9.2 The Congregational Assembly herein delegates defined governance responsibilities to four governing boards of the Congregation:
 - 9.2.1 Board of Elders, which shall assist the Senior Pastor in the oversight of the doctrine, life, and spiritual well-being of the Congregation and Preschool and shall be responsible for monitoring the conduct of the called workers of the Congregation.
 - 9.2.2 Church Council, which shall be responsible for the governance of business and social ministry functions, and shall serve as the Board of Directors of the corporation for purposes required by state law.
 - 9.2.3 Board of Early Education, which shall be responsible for governing all administrative matters pertaining to the ministry of the preschool and direction of the budget for the preschool.

- 9.2.4 Board of Missions and Outreach, which shall be responsible for governing all administrative matters pertaining to local, national and international missions of the congregation and direction of the budget for those missions.
- 9.3 The Senior Pastor shall be a non-voting, ex-officio advisory member of all boards and their associated committees. At his discretion, he or his designee may attend any or all meetings related to congregational activity of any kind.
- 9.4 Any officer or board member who fails to carry out his or her duties of office or who fails to perform the responsibilities of confirmed membership (Article 5.3) may be removed from office by the Congregational Assembly with a two-thirds (2/3) majority ballot vote, in Christian and lawful order for the following reasons: persistence adherence to false doctrine; scandalous life, willful neglect of the duties of office, or the inability to perform those duties. The teaching of Scripture (such as in Matthew 18; Galatians 6:1; Colossians 3:12-17) shall be followed under such circumstances.

ARTICLE 10: DIVISION OR DISSOLUTION

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

- 10.1 The advice of the officers of the Kansas District of The Lutheran Church—Missouri Synod shall be sought.
- 10.2 If, despite all efforts to address differences in peace and love, a division of the Congregation shall occur, the property of the Congregation and all benefits therewith connected shall remain with those members who continue to adhere in confession and practice to Articles 3 and 4 of this Constitution.
- 10.3 In the event that the Congregation dissolves, the Congregation shall follow state regulations for dissolution. All property shall be disposed of by the final Congregational Assembly for the payment of debts and all just claims against the Congregation. Any and all surplus items and all rights connected to the remaining property shall be dispersed by the Church Council with special consideration being given to the Kansas District of The Lutheran Church-Missouri Synod.

ARTICLE 11: AMENDMENTS

This Constitution may be amended in the following manner:

- 11.1 Amendments to the provisions of this Constitution not identified below in 11.2 may be made by a two-thirds (2/3) majority of the votes cast in a properly called meeting of the Congregational Assembly, provided that the intention to amend and the wording of the amendments proposed shall be published and distributed to the Congregation by either of the following methods:

- 11.1.1 At all the worship services of two weekends prior to the date upon which the amendments are presented for action; or
 - 11.1.2 In all the worship services of the previous weekend when preceded by written notification by mail or email to all voting members at least two (2) weeks prior to the date upon which the amendments are presented for action.
- 11.2 Amendments to Articles 3, 4, 6, and 10 shall not destroy their essential meaning. Such proposed amendments to the provisions of this Constitution may be made by a three-fourths (3/4) majority of the votes cast in a properly called meeting of the Congregational Assembly, provided that the intention to amend and the wording of the amendments proposed shall be published and distributed to the Congregation by either of the following methods:
- 11.2.1 At all the worship services of two weekends prior to the date upon which the amendments are presented for action; or
 - 11.2.2 In all the worship services of the previous weekend when preceded by written notification by mail, email, or other electronic means to all voting members at least two (2) weeks prior to the date upon which the amendments are presented for action.
 - 11.2.3 The date of approval shall be referenced in any amendment adopted.
- 11.3 As a condition of continued membership in good standing in The Lutheran Church—Missouri Synod, the revised Constitution shall be submitted to the President of the Kansas District for review by the district’s Constitution Committee and favorable action by the district’s Board of Directors before being adopted by the Congregation.

BYLAWS

ARTICLE 1: CONGREGATIONAL ASSEMBLY

1.1 Ultimate Governing Authority

The Congregational Assembly shall be the ultimate governing authority of this Congregation.

1.2 Meetings

1.2.1 The Congregational Assembly shall hold an annual meeting at least 30 days prior to the end of the fiscal year for elections of officers and board members and approval of the annual Church Ministry Plan and Summary Financial Budget. The Church Council shall determine the date and time of the annual meeting. The meeting shall be chaired by the Congregational President

1.2.2 The Congregational Assembly may hold special meetings at the request of the Senior Pastor, the Congregational President, the Board of Elders, the Church Council, or twenty-five (25) voting members.

1.2.3 Notice of meetings shall meet the requirements set forth in the Constitution and shall include the Agenda. All reports for the meeting including financial statements and anticipated proposals for action shall be in writing and made available to the membership when notice is given for the meetings.

1.3 Responsibilities

The Congregational Assembly shall have power and authority to acquire, hold, enjoy, improve, mortgage, dispose of and convey all real and personal property which it may acquire by purchase, donation or otherwise, in order to carry out the purposes of the Congregation as stated in the Preamble and Article 2 of the Constitution. In addition, the Congregational Assembly has sole responsibility for the following actions, which shall not be delegated to any board or individual:

1.3.1 Calling Ordained and Commissioned Ministers and granting peaceful release of those ministers called to another field of service.

1.3.2 Electing Congregational President, Congregational Vice President, Secretary, Treasurer, congregational members at large for the Church Council, and members of the Board of Missions and Outreach, the Board of Elders, and the Board of Early Education at the regular annual meeting of the Congregational Assembly.

1.3.3 Removing called Ordained and Commissioned ministers and Congregational officers and board members, subject to the requirements set forth in the Constitution.

1.3.4 Final approval of the annual Church Ministry Plan and Summary Financial Budget.

- 1.3.5 The non-budgeted acquisition or disposal of any single asset or liability that exceeds \$50,000.
 - 1.3.6 The non-budgeted acquisition of an asset that exceeds \$200,000, approved by the Church Council, for which the Congregation has received donations to fully cover the acquisition cost.
 - 1.3.7 The pledge or mortgage of any real property.
 - 1.3.8 Exercising the final approval for excommunication (upon recommendation of the Board of Elders).
 - 1.3.9 Amendments to the Constitution and Bylaws.
 - 1.3.10 The dissolution of the Congregation.
 - 1.3.11 Anything else required by civil statute.
- 1.4 Delegation of Governance
Except for those items specifically reserved for the Congregational Assembly, the Congregational Assembly delegates to the four governing boards as follows:
- 1.4.1 To the Board of Elders, broad responsibility and authority for the spiritual oversight of the Congregation and Preschool and support of the called workers of the Congregation.
 - 1.4.2 To the Church Council, broad responsibility and authority for all administrative matters of the Congregation (including all business, financial, legal, and social ministry matters).
 - 1.4.3 To the Board of Early Education, broad responsibility and authority for all administrative matters of the preschool ministry.
 - 1.4.4 To the Board of Missions and Outreach, broad responsibility and authority for all administrative matters of the local, national, and international mission endeavors of the Congregation.

ARTICLE 2: BOARD OF ELDERS

2.1 Membership

- 2.1.1 There shall be seven (7) members elected to the Board of Elders. Additionally, called pastors of the Congregation shall serve as non-voting members of the Board.
- 2.1.2 Elders shall be male voting members that exhibit the biblical qualifications as set forth in 1 Timothy 3:8-13 and Titus 1:5-9.
- 2.1.3 Elders shall be elected for a term of two years. Elders may serve no more than three consecutive terms.
- 2.1.4 After each election, the Board of Elders shall elect its own Chairperson who shall be a member of the Church Council. The Chairperson shall appoint a Secretary for the Board of Elders. Additionally, the Board of Elders shall select one member to sit on the Board of Missions and Outreach, and one member to sit on the Board of Early Education.

2.2 Meetings

The Board of Elders shall meet monthly. The Board of Elders may meet at additional times by the request of the Chairperson or the Senior Pastor or at the request of two (2) or more Elders. Half ($\frac{1}{2}$) of the total number of Elders elected shall constitute a quorum for any meeting. Minutes shall be maintained by the Board's Secretary and shall include actions taken and the preparer's name.

2.3 Responsibilities

The Board of Elders shall meet regularly for prayer, Bible study, and discussion of the spiritual welfare of the Pastor, staff, and congregation. The principal responsibility of the Board of Elders shall be the governance of the doctrine, life, and spiritual well-being of the Congregation and Preschool and the support of the called workers and their families of the Congregation. This includes:

- 2.3.1 On behalf of the Congregation, working with the Senior Pastor to carry out his responsibilities for the daily operations of spiritual leadership, including supervising called staff and their non-called support staff, ministry budget planning and management, and directing the ministry functions to fulfill the spiritual leadership of the Congregation and Preschool.
- 2.3.2 Governing the teaching of biblical stewardship in the Congregation, which shall be delegated to the Senior Pastor.
- 2.3.3 Arranging for temporary services in the case of the Senior Pastor's unavailability or vacancy and appointing call committees for filling vacancies in the offices of all Ordained and Commissioned Ministers serving on the church staff.
- 2.3.4 Appointing persons to serve in vacancies of the Board of Elders until the next regular Congregational Assembly election.

2.3.5 Defining additional responsibilities in the Board of Elders Policy Manual.

ARTICLE 3: BOARD OF MISSIONS AND OUTREACH

3.1 Membership

3.1.1 There shall be six (6) members elected to the Board of Missions and Outreach plus one voting member appointed from the Board of Elders. Additionally, the Senior Pastor and all called and ordained Pastors of the Congregation shall serve as non-voting members of the Board.

3.1.2 Members of the Board of Missions and Outreach shall be voting members that exhibit in their life the fruit of the Spirit (Gal. 5:22-23), be a person of prayer (1 Thess. 5:16-18), and one who is eager for and is ready to teach others to do good works to the praise of the Lord. (Titus 2:14; 3:14).

3.1.3 Members of the Board of Missions and Outreach shall be elected for a term of two years. Members of the Board of Missions and Outreach may serve no more than three consecutive terms.

3.1.4 After each election, the Board of Missions and Outreach shall elect its own Chairperson, who shall be a member of the Church Council, and Vice Chairperson. The Chairperson shall appoint a Secretary for the Board.

3.2 Meetings

The Board of Missions and Outreach shall meet at least quarterly. The Board of Missions and Outreach may meet at additional times by the request of the Chairperson or the Senior Pastor or at the request of three (3) or more members of the Board of Missions and Outreach. Half (1/2) of the total number of members of the Board of Missions and Outreach elected shall constitute a quorum for any meeting. Minutes of each meeting shall be maintained by the Board's Secretary and shall include actions taken and the preparer's name.

3.3 Responsibilities

The principal responsibilities of the Board of Missions and Outreach shall be to assist in the social ministries of the Congregation, and governance of all administrative matters for the mission activities of the Congregation. This includes:

3.3.1 Appointing persons to serve in vacancies of the Board of Missions and Outreach until the next regular Congregational Assembly election.

3.3.2 Developing and managing the budget for the missions (local, national and international) of the Congregation.

3.3.3 Defining additional responsibilities in the Board of Missions and Outreach Policy Manual.

ARTICLE 4: CHURCH COUNCIL

4.1 Membership

4.1.1 The members of the Council shall be made up of the following:

4.1.1.1 All Congregational officers (President, Vice-President, Secretary, and Treasurer) elected or appointed as described in these Bylaws.

4.1.1.2 Two other members elected at large from the Congregation.

4.1.1.3 Representative of the Board of Missions and Outreach, the Board of Elders, and the Preschool Board.

4.1.2 Council members shall be elected for a term of two years. Council members elected under articles 4.1.1.1 and 4.1.1.2 may serve no more than three consecutive terms.

4.1.3 Council members shall be voting members that exhibit in their life the fruit of the Spirit (Gal. 5:22-23), be a person of prayer (1 Thess. 5:16-18), and one who is eager for and is ready to teach others to do good works to the praise of the Lord. (Titus 2:14; 3:14).

4.2 Meetings

The Church Council shall meet at least six times a year at times established by the Church Council. The Church Council may meet at additional times by the request of the Congregational President or the Senior Pastor or at the request of three (3) or more council members. Five voting members shall constitute a quorum for any meeting. Minutes of each meeting shall be maintained by the Secretary and shall include actions taken and the preparer's name.

4.3 Responsibilities

The principal responsibility of the Church Council shall be to govern the Congregation's business and administrative functions. This includes:

4.3.1 Governing the stewardship of time, talents, and treasures of congregational members

4.3.2 Appointing persons to serve in vacancies of the elected Church Council members until the next regular Congregational Assembly election.

4.3.3 Adjudicating disputes among the governing boards as necessary.

4.3.4 Defining additional responsibilities in the Church Council Policy Manual for governing the business and administrative functions.

4.3.5 Minutes of each meeting shall be maintained by the Board's Secretary and shall include actions taken and the preparer's name. Additionally, the Secretary will

ensure that minutes are made available to all members of the Congregation in a form and manner that is easily accessible.

ARTICLE 5: BOARD OF EARLY EDUCATION

5.1 Membership

5.1.1 The five voting members of the Board of Early Education shall be made up of the following:

5.1.1.1 Three elected voting members of the Congregation at large, at least two (2) of which must be non-parents or non-guardians of currently enrolled children in the preschool.

5.1.1.2 One voting member who is not a member of the Congregation and who has a child enrolled in the preschool as recommended by the Preschool Director and approved by elected members of the Board of Early Education.

5.1.1.3 One voting member, from within the Board of Elders.

5.1.2 The Preschool Director shall serve as a non-voting member of the Board of Early Education.

5.1.3 Preschool staff members may not serve on the Board of Early Education.

5.1.4 Congregational Board of Early Education members shall be voting members that exhibit in their life the fruit of the Spirit (Gal. 5:22-23), be a person of prayer (1 Thess. 5:16-18), and one who is eager for and is ready to teach others to do good works to the praise of the Lord. (Titus 2:14; 3:14).

5.1.5 Non-parent Board of Early Education members shall demonstrate experience or education in the areas of financial management, legal competency, education, human resource management, or governance, as further defined in the policies of the Board of Early Education.

5.1.6 Board of Early Education members shall be elected for a term of two years. Board of Early Education members may serve no more than three consecutive terms.

5.1.7 After each election, the Board of Early Education shall elect its own Chairperson and Vice Chairperson. The Chairperson shall appoint a Secretary for the Board.

5.2 Meetings

The Board of Early Education shall meet at least four times a year at times established by the Board of Early Education. The Board of Early Education may meet at additional times by the request of the Board Chairperson or the Preschool Director at the request of three (3) or more Board members. Three voting members shall

constitute a quorum for any meeting. Minutes of each meeting shall be kept in printed form by the Board's Secretary and shall include actions taken and the preparer's name.

5.3 Responsibilities

The principal responsibility of the Board of Early Education shall be to govern all administrative matters for the preschool at Lord of Life. This includes:

- 5.3.1 Supervising the Preschool Director and delegating to the Preschool Director the responsibilities for managing the daily ministry and operations of the preschool ministries, including all the educational functions, providing a safe and secure environment for students and staff, preparing the preschool ministries budget and managing financial records of the preschool, supervising all preschool ministries staff, hiring or contracting and terminating as necessary all non-called staff working under his/her supervision, attaining and maintaining proper certification status for the state and Lutheran education institutions, and all other functions of administering preschool ministries.
- 5.3.2 Arranging for temporary services in the case of the Preschool Director unavailability or vacancy. The Board of Early Education in conjunction with the Senior Pastor is responsible for the calling, hiring, or contracting and terminating as necessary the Preschool Director.
- 5.3.3 Appointing persons to serve in vacancies of the Board of Early Education until the next regular Congregational Assembly election.
- 5.3.4 Defining additional responsibilities in the Board of Early Education Policy Manual for governing the preschool ministry.

ARTICLE 6: OFFICERS

6.1 Responsibilities of the Congregational President include:

- 6.1.1 Chairing the meetings of the Congregational Assembly and Church Council;
- 6.1.2 Enforcing the Constitution and Bylaws;
- 6.1.3 Signing legal documents on behalf of the Congregation; and
- 6.1.4 Performing the general duties as are common to the office, including such additional duties as may be directed by the Congregational Assembly or the Church Council.

6.2 Responsibilities of the Congregational Vice President include:

- 6.2.1 Serving in the President's absence or inability to act; and

- 6.2.2 Performing such other duties which may be directed by the Congregational Assembly, the Church Council, or the Congregational President.
- 6.3 Responsibilities of the Secretary include:
 - 6.3.1 Recording, maintaining, and making accessible the minutes of the meetings of the Congregational Assembly and Church Council;
 - 6.3.2 Handling correspondence on behalf of the Congregation or Church Council as required; and
 - 6.3.3 Performing such other duties which may be directed by the Congregational Assembly, the Church Council, or the Congregational President.
- 6.4 Responsibilities of the Treasurer include:
 - 6.4.1 Overseeing the financial records and assets of the Congregation;
 - 6.4.2 Ensuring the timely payment of all properly authorized bills or other financial commitments of the Congregation;
 - 6.4.3 Assuring that accurate records of all receipts and disbursements are kept;
 - 6.4.3 Submitting financial statements prior to all regular meetings of the Congregational Assembly and Church Council; and
 - 6.4.4 Performing such other duties which may be directed by the Congregational Assembly, the Church Council, or the Congregational President.
- 6.5 Officers shall be elected or appointed for a term of two (2) years. Officers may serve no more than three (3) consecutive terms.

ARTICLE 7: PROCEDURES FOR CALLING MINISTERS OF RELIGION

- 7.1 When an Ordained or Commissioned Minister is to be called, the President of the Kansas District of The Lutheran Church—Missouri Synod, or his representative, and the Circuit Visitor shall be consulted. Every member of the Congregation shall be provided the opportunity to suggest one or more names for consideration.
- 7.2 A call committee shall be appointed by the Board of Elders for filling called positions in the Congregation and by the Preschool Board for filling called positions in the preschool ministries according to the respective boards' policies. The Call Committee shall submit all suggested names to the District President for information and evaluation and shall serve as a screening committee. The committee shall then present to the Congregation by public announcement its proposed list of candidates and their biographical sketches.

- 7.3 At a Congregational Assembly called for the purpose of calling an Ordained or Commissioned minister, the proposed list may be amended by a two-thirds (2/3) vote of the assembly. If new names are added that have not been previously reviewed by the District President and Call Committee, voting shall be postponed until the District President and Call Committee has an opportunity to review the new candidates.
- 7.4 Ballot voting shall continue until a candidate is chosen by a two-thirds (2/3) majority vote. With each round of voting, the candidate with the least amount of votes shall be eliminated from the next round of voting.
- 7.5 During the calling process for an Ordained Minister any phone interviews shall follow the pre-call interview guidelines established by the Synod.
- 7.6 As a matter of courtesy, the calling body shall keep the Circuit Visitor informed during the process for calling a Commissioned Minister.
- 7.7 It shall be the duty of the Congregation President to notify the Ordained or Commissioned Minister that a call has been extended to that candidate.

ARTICLE 8: NOMINATIONS AND ELECTIONS

- 8.1 A nominating committee of seven (7), appointed by the Congregational President and approved by the Church Council, shall develop the slate of candidates to stand for election to fill vacancies created by expired terms and present those names for the Congregational Assembly vote. The nominating committee shall be chaired by the Congregational Vice President. The committee shall contain a majority of non-Church Council members, shall function for one (1) year only, and shall include the Senior Pastor and one elder appointed by the Board of Elders.
- 8.2 All nominees shall be chosen for spiritual maturity (“full of the Spirit and wisdom” – Acts 6:3) which shall include regular attendance in worship, communion, Bible study, and faithful giving. All nominees must be voting members of the Congregation. Nominees for the Board of Elders must be male. Other qualifications may be established by each board in its policies.
- 8.3 The nominating committee shall make public notice to the Congregation of the opportunity for voting members to recommend candidates for any elected position at least eight (8) weeks prior to the election. The nominating committee shall accept recommendations for at least three (3) weeks and shall consider all recommendations according to the qualifications stated in the Bylaws and applicable policies for the respective positions.
- 8.4 No person shall be nominated without his or her consent. Prior to giving consent, all nominees must receive a copy of the Constitution and Bylaws and the policy manual from the board for which they have been nominated.
- 8.5 The slate of nominees shall be made available to the Congregation at least two (2) weeks prior to the election. The nominee with the most votes for each position is

elected. Voting will be conducted at the regular annual Congregational Assembly meeting.

- 8.6 Officers and board members shall begin their terms on the first day of the new fiscal year following their election and shall be installed into office in a public worship service of the Congregation.
- 8.7 In the case of a vacancy in the Congregational President, the Vice President will become the President for the remainder of the President's term. In the case of a vacancy of the Congregational Vice President or Treasurer, the Church Council shall appoint a successor to fill the unexpired term. In the event any other board member is unable to fulfill his/her term of office, the respective body shall appoint a successor to fill the unexpired term. Service for more than one-half of a term shall constitute a full term.
- 8.8 Where term limits apply for officers and board members, a member may be elected for additional terms as long as he/she has been out of that position for at least two (2) years.

ARTICLE 9: COMMUNICATIONS WITH CONGREGATION

- 9.1 **Town Hall Meetings**
An informational Town Hall meeting shall be held at least once a year between annual meetings of the Congregational Assembly to provide forums for communication and exchange between the Board of Elders, the Board of Missions and Outreach, Church Council, Board of Early Education, and the Congregation. No voting shall take place at these meetings. Town Hall meetings shall be chaired by the Congregational President. Announcements of Town Hall meetings shall be made in all the services of the two previous weekends or in all the services of the previous weekend when accompanied by written notification by mail or email, or other electronic means to all members. The Church Council shall set the date(s) of the Town Hall meeting(s).
- 9.2 **Minutes of Meetings**
Minutes of all Congregational Assembly and board meetings shall be made available to the Congregation. Upon request, any voting member should be provided a paper or an electronic copy of any such minutes from the Congregation's office.

ARTICLE 10: RULES OF ORDER

- 10.1 In congregational matters, all staff and members of the Congregation shall conduct themselves in a manner consistent with the teaching of the Holy Scriptures. Anyone attending a congregational meeting who after admonition fails to conduct himself/herself in a biblically faithful manner shall be excused from the meeting.
- 10.2 All policies and resolutions established by the governing bodies and leadership of this Congregation shall be consistent with its Constitution and Bylaws.

- 10.3 The current edition of *Robert's Rules of Order Newly Revised* shall be followed in all official meetings, except where specified otherwise within the Constitution and Bylaws or when a specific rule is suspended by a two-thirds (2/3) majority vote.

ARTICLE 11: AMENDMENTS

These Bylaws may be amended in the following manner:

- 11.1 Amendments shall be adopted by a majority of all votes cast in a properly called meeting of the Congregational Assembly.
- 11.2 The intention to amend the Bylaws and the wording of the amendments proposed shall be published and distributed to the Congregation by either of the following methods:
- 11.2.1 At all the worship services two weekends prior to the date upon which the amendments are presented for action; or
- 11.2.2 In all the worship services of the previous weekend when preceded by written notification by mail or email, or other electronic means to all voting members at least two (2) weeks prior to the date upon which the amendments are presented for action.
- 11.3 The revised Bylaws shall, as a condition of continued membership in good standing in The Lutheran Church—Missouri Synod, be submitted to the President of the Kansas District for review by the District's Constitution Committee and favorable action by the District's Board of Directors before being adopted by the Congregation.

