

**CONSTITUTION AND BY-LAWS
OF
KING OF KINGS LUTHERAN CHURCH
OF
SAN ANTONIO, TEXAS**

MARCH 18, 1975

AS REVISED JANUARY 26, 2003July 27, 2008

CONSTITUTION

PREAMBLE

The Word of God requires that in every congregation all things shall be done decently and in order (1 Cor. 14:40 and Col. 2:5), and a Christian congregation shall conform to this divine Word in doctrine and in practice (Ps. 119:105; Matt. 28:18-20; Gal. 1:6-8; II Tim. 4:1-5). Therefore, we 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 KING OF KINGS LUTHERAN CHURCH (hereafter referred to as the Congregation) of San Antonio, Texas.

ARTICLE II - PURPOSE

The purpose of this Congregation shall be to spread the Kingdom of God and to foster Christian love and fellowship, and to serve its members by the preaching of the Word of God by the administration of the Sacraments and by the religious instruction of youth and adults, according to the Confessional Standard of the Lutheran Church (ARTICLE III).

ARTICLE III - CONFESSIONAL STANDARD

- A. The Congregation acknowledges and accepts all the canonical books of the Old and New Testament as the verbally inspired and inerrant Word of God, and accepts all the confessional writings of the Evangelical Lutheran Church contained in the Book of Concord of the year 1580, to be the true and genuine exposition of the doctrines of the Bible.
- B. These confessional writings are:
1. The three Ecumenical creeds (Apostles, Nicene and Athanasian).
 2. The Unaltered Augsburg Confession.
 3. The Apology of the Augsburg Confession.
 4. The Smalcald Articles.
 5. Luther's Large Catechism.
 6. Luther's Small Catechism.
 7. The Formula of Concord.

According to this form of doctrine all doctrinal controversies which may arise in this Congregation shall be decided and adjudicated.

ARTICLE IV - MEMBERSHIP

The Congregation classifies its membership as Baptized, Communicant, and Voting members. The admission of new members is set forth in the by-laws of this constitution.

- A. BAPTIZED MEMBERS are all persons under the pastoral care of the Congregation who have been baptized in the name of God the Father, Son, and Holy Spirit, including the children on the membership rolls who have not yet confirmed their baptismal vows.
- B. COMMUNICANT MEMBERS are those:
 - 1. who are baptized in the name of God the Father, Son, and Holy Spirit;
 - 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 declare their acceptance of it;
 - 4. who attend divine services faithfully;
 - 5. who lead Christian lives and do not live in ~~m~~Manifest works for the flesh (Galatians 5:19-21);
 - 6. who partake of the Lord's Supper frequently after their confirmation;
 - 7. who contribute regularly and faithfully, as God has prospered them, toward the building of Christ's Kingdom in the Congregation and throughout the world;
 - 8. who devote their time and talents to the extension of the Kingdom of God;
 - 9. who permit themselves to be fraternally admonished and corrected when they have erred;
 - 10. who are not members, affiliates, or supporters of secret societies or other organizations conflicting with the Word of God;
 - 11. who agree to abide by the Constitution and By-Laws of the Congregation.
- C. VOTING MEMBERS are those communicant members of the Congregation who have reached their eighteenth (18th) birthday and have expressed a desire to participate as an active voting member.

ARTICLE V - THE OFFICES OF PASTOR AND OTHER CALLED WORKERS

The pastoral office of the Congregation shall be conferred upon such ministers who profess and adhere to the confessional standard set forth in Article III of this Constitution and are well qualified for their work. The office of Pastor shall be held by males.

The office of called worker shall be conferred upon such workers who profess and adhere to the Confessional Standard set forth in Article III of this Constitution and are well qualified for their work.

ARTICLE VI - POWERS OF THE CONGREGATION

- A. GENERAL - The Congregation as a body, through the voting members, shall have supreme power to administer and manage all its external and internal affairs. The establishment and conduct of all institutions, organizations, and societies within or sponsored by the Congregation shall at all times be subject to the approval and supervision of the Congregation. The Congregation, however, shall not be endowed to decide anything contrary to the Word of God and the Confessions of the Lutheran Church (Article III) and any such decision shall be null and void.
- B. RIGHT OF CALLING - The right of calling/~~contracting of~~ church workers shall be vested in the Voters' Assembly and shall never be delegated to a smaller body or to an individual.
- C. DECISIONS - Matters of doctrine and conscience shall be decided by the Word of God. Other matters shall be decided on by the Voters' Assembly, by a majority vote unless otherwise specified by the constitution or by-laws.
- D. REMOVAL FROM OFFICE - Any pastor, teacher or other called worker and any elected or appointed officer may be removed from office by the Voters' Assembly, by ballot, in Christian and lawful order according to Matthew 18, for one of the following causes:
 - 1. Persistent adherence to false doctrine,
 - 2. Scandalous life,

3. Inability to perform his official duties or willful neglect of them.

ARTICLE VII - OFFICERS

The officers of this Congregation shall be such officers, and members of boards and committees as the by-laws of this constitution may prescribe.

ARTICLE VIII - PROPERTY

The Congregation, represented by the Voters' Assembly, shall have the right to acquire and own such property as is necessary for the successful realization of its aims. Everything owned by the Congregation whether movable or fixed, is the estate of the Congregation.

- A. SEPARATION - Members who sever their connection with the Congregation whether by transfer or release to another congregation or by moving away without leaving an address forfeit all claims to the property of this Congregation.
- B. EXCOMMUNICATION - In each case of excommunication, the various steps of Matthew 18:15-20 shall be observed, if possible. Excommunicated persons and those who have excluded themselves by refusing to submit to church discipline forfeit from the moment of separation, all claims to the property of the Congregation.
- C. DOCTRINAL DISPUTE - If at any time a separation on account of doctrinal dispute should take place in the Congregation, the property of the Congregation and all benefits connected therewith shall remain with those members who continue to adhere in confession and practice to the confessional standard as set forth in ARTICLE III of this Constitution as determined by a dispute resolution panel established by the Texas District of the Lutheran Church – Missouri Synod.
- D. DISSOLUTION - In the event the Congregation shall totally disband, the property and all rights connected therewith shall be transferred to the Texas District of The Lutheran Church-Missouri Synod or if the District no longer exists, a 501-c3 organization (or its equivalent non-profit organization) chosen by the Congregation.

ARTICLE IX - SYNODICAL MEMBERSHIP

The Congregation shall hold membership in The Lutheran Church - Missouri Synod (LCMS) and may participate in its activities as long as said Synod shall remain true to the Confessional Standard as set forth in ARTICLE III of this constitution.

ARTICLE X - DOCTRINAL LITERATURE

Only such hymns, prayers and liturgies shall be used in the public services of the Congregation and in all ministerial acts as conform to the confessional standards of ARTICLE III. Likewise, only such books, media, and educational resources shall be used as conform to this standard in all classes for instruction in Christian doctrine.

ARTICLE XI - BY-LAWS

The Congregation may adopt such by-laws as the accomplishment of the purpose of its organization may demand.

ARTICLE XII - AMENDMENTS

- A. UNALTERABLE ARTICLES - ARTICLES II, III, VI AND X of this constitution or sections thereof shall be unalterable and irrevocable.
- B. AMENDMENTS - Amendments to this constitution and the by-laws may be adopted at a regular meeting of the Voters' Assembly provided;
 1. that they do not conflict with the provisions laid down in ARTICLE III of this constitution or with any section of any other article that pertains to Scriptural doctrine and practice;
 2. that the proposed amendment has been submitted in writing at a previous regular meeting of the Voters' Assembly;
 3. that the affirmative vote of two-thirds (2/3) of the voting membership present at the Voters' Assembly shall be required for the adoption of an amendment.

BY-LAWS

ARTICLE I - MEMBERSHIP

A. ADMISSION INTO MEMBERSHIP

1. Baptized Membership: Includes those persons who have been baptized in the name of God the Father, Son, and Holy Spirit and who are under the pastoral care of this Congregation.
2. Communicant Membership:
 - a. By confirmation/adult accession: Includes all persons who have: 1) been baptized in the name of God the Father, Son, and Holy Spirit; 2) received formal instruction in the Chief Parts of Christian Doctrine as found in Luther's Small Catechism or other doctrinal literature conforming to the Confessional Standard as set forth in ARTICLE III of the constitution; 3) been approved for Communicant Membership by the Board of Elders; and 4) publicly announced their intent to join this Congregation.
 - b. By transfer: Includes those Communicant Members of Congregations in church fellowship who have: 1) submitted a letter of transfer to this Congregation from a Congregation in church fellowship; 2) agreed to conform in all respects to the requirements of membership of this Congregation as set forth in ARTICLE ~~IVVI~~ of the Constitution; 3) been approved for communicant membership by the Board of Elders at the request of the pastor(s); and 4) publicly announced their intent to join this Congregation.
 - c. By profession of faith: Includes those persons who wish to return to fellowship with the LCMS and this Congregation and who have: 1) submitted a letter to the pastor(s) stating their intent to become members; 2) reaffirmed their beliefs in the teachings and confessions of the LCMS to the pastor(s) and the Board of Elders and if necessary, receive a course of instruction in the Chief Parts of Christian Doctrine; 3) been approved for communicant membership by the Board of Elders; and 4) publicly announced their intent to join this Congregation.
3. Voting Membership: Includes those communicant members at least (18) years old who actively and faithfully participate in meetings of the Voter's Assembly including expressing their views and voting on issues presented and serve, according to their God given talents, in any capacity in which they may volunteer or be called upon to serve. It is noted that the voting member forfeits the right to vote at meetings in which he/she does not attend.

B. TERMINATION OF BAPTIZED, COMMUNICANT, AND VOTING MEMBERSHIP

The following are situations requiring termination of membership from this Congregation. The provisions of Article VIII of the Constitution shall be upheld in these situations.

1. Transfer to other congregations: Communicant members desiring to join a congregation in church fellowship with the LCMS shall present a request for transfer to the pastor(s) of this Congregation, to whom authorization is granted to issue such transfer. Such transfer of membership shall be approved by the Board of Elders. The names of these persons shall be announced at the next regular meeting of the Voters' Assembly.
2. Joining other churches: Communicant members who have joined another congregation outside the fellowship of the LCMS, shall, upon the recommendation of the pastor(s) with the approval of the Board of Elders, be considered as having terminated their membership in this Congregation and the LCMS and their names shall be removed from membership. The names of these persons shall be announced at the next regular meeting of the Voters' Assembly.
3. Whereabouts unknown: Communicant and baptized members whose whereabouts are unknown and cannot be established shall, upon the recommendation of the pastor(s), or the Board of Elders, be removed from membership in this Congregation by the Board of Elders. The names of these persons shall be announced at the next regular meeting of the Voters' Assembly.
4. Excommunication and self-exclusion: Any member whose conduct is unchristian in manner shall be admonished according to Matthew 18:15-20. Refusal of that person to amend a sinful life after proper

admonition shall require that person for excommunication or self-exclusion. Excommunication or self-exclusion terminates membership in this Congregation. Such termination shall be made by a two-thirds (2/3) vote of the Voters' Assembly acting upon the recommendations of the Pastor(s) and the Board of Elders who will have by then exhausted all actions performed according to Matthew 18:15-20. Such persons may be readmitted into membership according to Paragraph A of this ARTICLE.

ARTICLE II - MEETINGS OF THE VOTERS' ASSEMBLY

- A. Regular meetings of the Voters' Assembly shall be held quarterly with the time and date to be set by the voters, and presided by the President of the Congregation. Such meetings shall be announced to the Congregation-at-large verbally and/or in writing no later than the Sunday worship service that falls at least one (1) week prior to the meeting. Whenever a meeting has been announced and at least a quorum of thirty-five (35) voting members is in attendance, the meeting shall be considered properly convened and capable of transacting business. If a quorum is not present, then the meeting shall not be convened. The President shall then call a special meeting and shall announce the time and date within seven (7) days. The quorum requirements for a special meeting shall be twenty-five (25) voting members. If a quorum is not present at a special meeting, then another special meeting shall be called weekly until a quorum is present. Order of business will be as set forth in ARTICLE IX of these by-laws.
- B. Special meetings of the Voters' Assembly may be called by the pastor(s), the President or at the request of any three voting members, and shall be presided by the President. Notice of a special meeting shall be announced by the Secretary to the Congregation-at-large verbally and/or in writing no later than the Sunday worship service that falls at least one (1) week prior to the meeting. Such notice shall state the purpose, time and place of such meetings, and who is requesting the meeting. A quorum of thirty-five (35) voting members are required to properly convene a special meeting of the Voters' Assembly. If a quorum is not present, the meeting will be canceled. Order of business will be set forth in ARTICLE IX of these by-laws.
- C. For amending the Articles of Incorporation, the Constitution, or By-Laws, a resolution shall be presented at a regular meeting of the Voters' Assembly and a vote to adopt the resolution shall be made at a subsequent regular meeting. A two-thirds (2/3) vote of the voting members present shall be required for adoption of said resolution.
- D. All meetings shall be conducted in compliance with the current edition of Robert's Rules of Order unless otherwise specified in these By-Laws.
- E. Agenda.
1. The Agenda for a regular meeting of the Voters' Assembly shall be published and distributed to the Congregation no later than 8:00 AM on the Sunday preceding the meeting, and no item of business shall be added to the agenda at the meeting. The Church Council shall ensure that all items submitted to the Church Council prior to the publishing of the agenda are included in the agenda. The format for this agenda is outlined in ARTICLE IX of these by-laws.
 2. The Agenda for a special meeting of the Voters' Assembly shall be published and distributed to the Congregation no later than 8:00 AM on the Sunday preceding the meeting and shall be limited to those items included in the call for the special meeting. The format for this agenda is outlined in ARTICLE IX of these by-laws

ARTICLE III - CALLING, CONTRACTING, AND EMPLOYMENT OF CHURCH WORKERS

- ** CALLED POSITIONS - The Congregation shall "call" those qualified pastors to fill vacant pastoral offices, and those qualified lay persons to fill other church worker positions in the Congregation where the doctrine of The Lutheran Church - Missouri Synod as defined in ARTICLE III of the Constitution shall be strictly adhered to in deed and instruction. These called persons shall be graduates of seminaries or colleges of The Lutheran Church - Missouri Synod.
- ** CONTRACTED AND EMPLOYED POSITIONS - The Congregation, Church Council, or boards sanctioned by the Congregation, may "contract" or employ qualified workers where the job descriptions ~~does~~ not require the individuals to be ~~a~~-graduates of seminaries or colleges of The Lutheran Church - Missouri Synod. Job

descriptions ~~and/or contracts~~ for these positions must comply with the requirements of this constitution and by-laws and The Lutheran Church – Missouri Synod.

- A. NOMINATIONS - A Call committee, appointed by the President and approved by the Voters' Assembly shall develop, in consultation with District LCMS officials, a list of candidates to be presented for the vacant office(s) of pastor or other called church worker. In addition to this list, any member of the Congregation may submit in writing to the church office, the names and qualifications of any men to the pastoral offices or any person to other called church worker positions for inclusion on the list of potential candidates. The committee shall make recommendations as to who should be on the final list of candidates. The completed list of candidates shall be presented to a properly convened meeting of the Voters' Assembly for consideration.
- B. ELECTIONS - The election of a pastor or other called church worker from the list of candidates chosen by the Congregation shall be by ballot. The candidate receiving the majority of all votes cast shall be considered elected. The election shall then, if possible, be declared unanimous by rising vote and the call shall be sent by the Board of Elders to the pastor or other called church worker elect.
- C. INSTALLATION – Called, ~~contracted~~, ~~and employed~~ church workers shall begin their duties only after being properly installed as per church protocol and procedures:
 - 1. Pastor(s) Elect: Installation shall be performed at a prearranged special installation service that complies with the procedures of the Texas District LCMS. The current pastor, together with the Board of Elders, shall initiate and accomplish all actions required for executing the installation service and coordinate any welcoming activities desired by the Congregation.
 - 2. Other Called, ~~Contracted~~, and Employed Church Workers Elect: Installation shall be performed by the pastor(s) at a Sunday worship service. The pastor(s) shall, in coordination with the new church worker and the appropriate board, schedule the date of installation and coordinate any welcoming activities desired by the Congregation.
- D. REMOVAL FROM OFFICE - Called church workers may be removed from office according to the conditions set forth in ARTICLE VI, Paragraph D of the Constitution and a two-thirds (2/3) vote of the voting members present at a properly convened meeting of the Voters' Assembly. Employed and contracted church workers serve at the will of the congregation and may be removed by majority vote of the Church Council at a regularly scheduled monthly meeting. An employed or contracted church worker may be placed on paid or non-paid leave by mutual agreement of the Senior Pastor and President pending a Church Council decision to remove the worker.

ARTICLE IV - ELECTION AND INSTALLATION OF OFFICERS AND BOARD MEMBERS

- A. NOMINATIONS - A nominating committee consisting of at least five (5) members shall be appointed by the President and approved by the Church Council for the purpose of drawing up a slate of ~~two or more~~ candidates for each office to be filled. Additional nominations may be made from the floor.
- B. ELECTIONS - Elections shall be held at a special meeting of the Voters' Assembly in May of each year. The election shall be by ballot. For each office, the candidate receiving a majority of the votes cast shall be declared elected and qualified to serve in his/her elected office.
- C. INSTALLATION - Persons elected shall be installed into office in a regular worship service on the first Sunday of June or closely thereafter, and shall immediately assume their respective duties.
- D. REMOVAL FROM OFFICE - Persons elected to officer or board positions may be removed from office by a two-thirds (2/3) vote of the Voters' Assembly.

ARTICLE V - OFFICERS AND BOARDS

- A. The elected officers of this Congregation shall be voting members and consist of the President, Vice-President, Secretary, Treasurer, Financial Secretary, and chairmen and members of the following Boards: Elders, Trustees, Outreach, Education, Stewardship, Human Care, Fellowship, Early Childhood Development, Youth and Family Ministry, and other such boards, committees, or representatives as may be required. The offices of President, Vice-President and Elder shall be held by male members.

- B. All officers, boards, and committees shall be required to follow the guidelines for their offices as accepted by the Congregation.
- C. If an officer or board vacancy arises, the Church Council shall appoint a voting member to fill the unexpired term.
 - 1. Each executive officer appointment must be presented for approval at the next regular or called special Voters Meeting.
 - 2. Individuals appointed to board positions serve as non-voting members until they are "elected" at a subsequent Voters Meeting.
 - 3. Appointments to new board positions shall include the "term of service" for which the appointment is being made.
 - 4. Any appointment or election for a period of eight (8) months or less of a two (2) year term or six (6) months or less of a one (1) year term will not be counted as a term of office as set forth in ARTICLE VII of these by-laws.
- D. Succession of Presiding Authority: Presiding authority is placed first on the President, then the Vice-President, then the Chairman of the Board of Elders. If the highest presiding officer is absent or cannot perform his duties for whatever reason, then the next officer in succession shall preside in his stead.

ARTICLE VI - CHURCH COUNCIL

- A. Function: The Church Council shall be given the authority by the Congregation to manage the operation of the Congregation under the guidelines of the Constitution and By-Laws and as directed by the Voters' Assembly. The Church Council, with the approval of the Voters' Assembly, shall have the authority to empower, in writing, individuals/boards with specific authority to obligate funds or to otherwise enter into contracts for the Congregation.
- B. Composition: The Church Council shall be composed of the following:
 - 1. Executive Officers – President, Vice-President, Secretary, Treasurer, and Financial Secretary. These officers shall be voting members
 - 2. Board Chairmen – Chairmen of the following Boards: Elders, Trustees, Outreach, Education, Stewardship, Human Care, ~~and Fellowship~~, Early Childhood Development, and Youth and Family Ministry. These Board Chairmen shall be voting members. Board chairmen shall designate another board member to serve in their stead in case of absence.
 - 3. The pastor(s) shall serve as the spiritual, doctrinal, and scriptural advisor(s), and shall be non-voting member(s).
 - 4. Other called, ~~contracted~~, and employed workers who may be requested to serve in advisory capacities by the President or at the will of the Church Council and who shall be non-voting members.
 - 5. No two immediate family members of the same household may serve on the Church Council in a voting capacity at the same time.
- C. The CHURCH COUNCIL shall:
 - 1. meet at least once a month to consider and discuss all matters pertaining to the general welfare and function of the Voters' Assembly, boards, and committees and shall review and approve all expenditures of budgeted funds;
 - 2. publish minutes of each meeting and present a verbal synopsis of each meeting to the Congregation at the conclusion of the Sunday worship services subsequent to the meeting;
 - 3. annually prepare a Work Plan (budget and financial program) for the ensuing calendar year according to the guidelines found in ARTICLE X of these by-laws;
 - 4. act in matters committed to it by the Voters' Assembly and, in cases of emergency, between each meeting of the Voters' Assembly;
 - 5. appoint standing committees as may be required;

6. coordinate the activities of the Boards and Committees;
7. report, at meetings of the Voters' Assembly, the status of actions taken on approved items and present new items requiring approval;
8. implement all actions approved by the Voters' Assembly; ~~and~~
9. ensure that all funds are maintained in their appropriate accounts and not transferred to any other account without approval of the Voters' Assembly; ~~and-~~

10. ensure that appropriate operational procedures are developed for all staff, standing committees, boards, and the Church Council and establish processes for regular review, modification, and approval of those procedures.

ARTICLE VII - TERMS AND DUTIES OF OFFICERS, ~~AND~~ BOARDS, ~~AND~~ COMMITTEES

A. EXECUTIVE OFFICERS

1. Executive Officers shall be elected for a one-year term, but not serve more than two (2) consecutive terms. They shall maintain Continuity Folders containing job descriptions and information about their positions that will help their replacements understand the duties and responsibilities of their positions.
2. Duties of each position are as follows:
 - a. The PRESIDENT shall:
 - 1) work with boards and committees to develop programs and procedures to be approved by the Voters' Assembly, and assist in implementing them;
 - 2) preside at all meetings of the Voters' Assembly and Church Council;
 - 3) serve in an advisory capacity as a non-voting member of all committees and boards of the Congregation;
 - 4) sign ~~all~~ legal documents and appear in court as required;
 - 5) be authorized, in the absence of the Treasurer and in coordination with the Church Council, to disburse funds for any just and legal debt which would normally be paid by the Treasurer, provided funds are available;
 - 6) consult with the pastor(s) on all important matters affecting the welfare of the Congregation;
 - 7) appoint a Work Plan Preparation and Review Committee to be chaired by the Vice-President and composed of five (5) voting members selected from the Congregation; and
 - 8) serve, at the end of his elected term, as "Past President" in a non-voting advisory capacity to his successor.
 - b. The VICE PRESIDENT shall:
 - 1) take over all the duties of the President in his absence or inability to perform his duties;
 - 2) assist the President in attendance at the regular monthly meetings of the Church Council and the Voters' Assembly;
 - 3) serve as chairman of the Long Range Planning Committee, the Work Plan Preparation and Review Committee, and the Constitution Review Committee;
 - 4) supervise the development of current-year and long-range goals; ~~and~~
 - 5) ensure that training programs for newly-elected officers (executive officers, chairpersons and members of Boards and Committees) are developed and implemented for each position and that executive officers and chairpersons have up-to-date continuity folders/files prior to installation of their replacements; ~~and-~~

6) be authorized, in the absence of the Treasurer and in coordination with the Church Council, to disburse funds for any just and legal debt which would normally be paid by the Treasurer, provided funds are available.

c. The SECRETARY shall:

- 1) keep a careful record of all transactions of the meetings of the Voters' Assembly and Church Council and ensure that those records are properly maintained according to established procedures in books provided for that purpose;
- 2) record attendance at all meetings of the Voters' Assembly and Church Council;
- 3) ensure that the Congregation is notified of regular and special meetings of the Voters' Assembly as set forth in ARTICLE II of the by-laws;
- 4) sign ~~all~~ legal documents and appear in court as required; and
- 5) conduct correspondence in the name of the Congregation.

d. The TREASURER shall:

- 1) possess competent accounting or bookkeeping experience, although formal training is not required;
- 2) establish and maintain at bonafide banking and financial institutions, with prior approval of the Voters' Assembly, all savings, checking, and other financial accounts that are appropriate for deposits and withdrawals and the control and disbursements of the funds of this Congregation.
- 3) pay all fixed or budgeted expenses only after receiving authorization through a purchase order signed by the appropriate Board Chairman or his/her designated representative or from the Church Council, provided funds are available in the appropriate regular, special or designated funds account;
- 4) maintain accurate records of the disbursements of the Congregation;
- 5) make available all financial records to the Board of Stewardship for an annual financial review;
- 6) submit a financial report at each meeting of the Church Council and Voters' Assembly with such report showing actual disbursements compared with budgeted amounts;
- 7) maintain a safe deposit box at a local financial institution and establish procedures to safeguard all official documents of the Congregation; and
- 8) supervise a Business Manager who may be appointed by the Voters' Assembly to assist the Treasurer in the performance of his/her duties.

e. The FINANCIAL SECRETARY shall:

- 1) record regular, special, and designated offerings of the Congregation;
- 2) issue a statement by January 31 of each year to each and every envelope contributor showing his/her total contributions made to the Congregation for the prior year;
- 3) submit a financial report at each meeting of the Church Council and each regular meeting of the Voters' Assembly with such report showing a breakdown of offerings received as it relates to the work plan; and
- 4) be responsible for purchasing, preparing, and distributing offering envelopes to all communicant members prior to January 1~~st~~ of the ensuing year.

B. BOARDS

1. Boards are created to perform the task assigned in Matthew 28:18-20. Each board is assigned specific responsibilities. Members may be elected or appointed. Voting membership in board decisions is reserved to elected member positions only. Fifty percent of the membership of all boards, or as close as possible in the case of boards having an odd number of members, shall be elected annually.

2. Each board shall consist of at least five (5) voting members, except the Board of Elders with at least eight (8) male voting members, who shall be elected for a two-year term, but not immediately succeed themselves more than once. Chairpersons shall be chosen by board members and represent their boards in person at all meetings of the Church Council.
3. Each board shall develop and follow written procedures for performing the duties assigned to it. Standard procedures should be followed in evaluation and salary recommendations, where applicable, for the called, contracted, employed, and volunteer workers assigned to it.
4. Each board shall prepare for approval and maintain their assigned work plan. Only board chairpersons or their designated representatives shall sign those purchase orders authorizing expenditures against their particular expense accounts. All billing shall be addressed to the Treasurer or his/her designated representative.
5. Each chairperson shall maintain a Continuity Folder containing a job description and information that will help their replacements understand the duties and responsibilities of the position.
6. Each board shall establish and assign areas of responsibility for each board member.
7. Duties of each board are as follows:
 - a. The Board of Elders shall:
 - 1) watch over the doctrine, life, and administration of the office(s) of the pastor(s); and other called, contracted workers, and contracted employed worker(s); ~~filling~~, ensure that they are properly supported and treated with due respect; and that the Congregation fulfills its duty with regard to their physical needs;
 - 2) assist the pastor(s) in all matters pertaining to the spiritual welfare of the Congregation;
 - 3) ensure that all services are conducted in such a manner as to foster an attitude conducive to worship and according to the Confessional Standard as set forth in ARTICLE III of the Constitution;
 - 4) assist the pastor(s) in arranging for pulpit assistance, special services, ~~shut in (video and audio)~~ homebound ministries and guest speakers;
 - 5) appoint a Head Usher who will be responsible for developing and maintaining an usher program and providing the ushers at all worship services conducted by the Congregation;
 - 6) consider complaints and grievances of members of the Congregation, ensure that Matthew 18:15-16 has been fully observed, and report to the Congregation those complaints and grievances that cannot otherwise be adjusted in accordance with Matthew 18:17-18;
 - 7) make every effort to encourage the participation of members who have been negligent in their attendance at worship services, participation in the Sacraments, and support of the church and this Congregation;
 - 8) approve all admissions into and terminations from this Congregation of communicant and baptized membership;
 - 9) establish procedures for the calling, ~~contracting~~, and employing of church workers to this Congregation and work with the appropriate board or committee to define their specific duties and responsibilities in writing job descriptions, and determine, with Church Council approval, which officer, board or committee shall have responsibility for the evaluation and termination of each called, ~~contracted~~, and employed church worker;
 - 10) evaluate annually the pastors and the called workers for whom the Board of Elders has direct responsibility, providing a written evaluation of each person based on job descriptions identifying strong and weak areas, and counseling each person on areas requiring improvement and areas in which he/she is doing outstanding work;

- 11) coordinate actions for the removal of called, ~~contracted,~~ and employed church workers from office when Article VI of the Constitution applies: and
 - 12) supervise all youth and adult confirmation activities.
- b. The Board of Trustees shall:
- 1) manage, maintain, and account for all property belonging to the Congregation to include a written inventory of such property;
 - 2) issue and maintain a current inventory of all keys for property belonging to the Congregation;
 - 3) hire/contract, evaluate, and terminate, when necessary, custodial help with the approval of the Voters' Assembly and upon recommendation of the Church Council;
 - 4) establish regulations and procedures governing building usage and security;
 - 5) negotiate and review all insurance contracts and policies and maintain a file of such for periodic inspection;
 - 6) establish procedures for allowing local community organizations to use church facilities for meetings and events and assign a Congregation point of contact~~areas of responsibility for each Board member;~~ and
 - 7) establish procedures for the maintenance of facilities, grounds, and equipment.
- c. The Board of Outreach shall:
- 1) plan, promote, and implement outreach programs in the Congregation and in the community;
 - 2) develop and maintain a database and contact follow-up log for all visitors~~arrange for the maintenance of telephone contact and visitation follow-up files to assist in maintaining an active outreach program;~~
 - 3) enlist aid in visiting prospective members of this Congregation;
 - 4) provide training for the laity in procedures and methods for bringing the unchurched to worship services and Christian education classes;
 - 5) involve new members in the Congregation with support and follow-up activities; and
 - 6) establish a program to provide Greeters at regular worship services, compile an assignment list, and train volunteers in greeting methods and personal appearance.
- d. The Board of Education shall:
- 1) plan, ~~and administer,~~ and evaluate the total educational programs of the Congregation, ensuring all materials used conform to the requirements of doctrinal and non-doctrinal literature as set forth in ARTICLE X of the Constitution;
 - ~~2) encourage and promote the establishment of organizations to help the Congregation to perform its educational tasks within the Congregation and the community;~~
 - ~~2) perform regular reviews of existing educational activities to determine if all age groups are being served and recommend revisions and additions as deemed necessary;~~
 - ~~3) provide the necessary means and facilities for accomplishing the Christian educational activities of the Congregation.~~
 - ~~5) appoint an Early Childhood Development Committee to supervise the management and operation of the Early Childhood Development Center (ECDC).
The committee shall operate under the direction and supervision of the Board of Education and be made up of three (3) to five (5) members of the Congregation. It may include members of the Board of Education but should not include employees or immediate family members of employees~~

of the ECDC. The Chairman of the Board of Education will be an ex-officio member of the committee. The Committee shall:

~~a) select, evaluate, and assist the called/contracted church worker employed as the Director of the ECDC;~~

~~b) develop and maintain job descriptions for the Director and all staff;~~

~~e) ensure that appropriate operating procedures and policies are implemented to meet all legal and educational requirements;~~

~~d) review periodically and recommend changes to fee and salary schedules, staffing, operational procedures, and other governance activities as they relate to the ECDC;~~

~~e) ensure that the Church Council, via the Treasurer, is given a monthly accounting of the income and expenses regarding the ECDC with the preceding month's report provided by the Sunday prior to the monthly meeting of the Church Council; and~~

~~f) shall have the Director of the ECDC serve in an advisory/resource capacity to the committee without vote on issues that come before the committee.~~

2) ~~6)~~—select, ~~appoint~~, evaluate, and assist the Sunday School Superintendent, Vacation Bible School Superintendent, and ~~Mid-week School Director~~other appointed positions, developing and maintaining job descriptions for each ~~position~~;

3) administer and distribute an Endowment Fund to support those members of the Congregation who are enrolled in seminaries and colleges operated by The Lutheran Church - Missouri Synod and are pursuing careers as rostered church workers;

4) have its Chairperson appoint board members to be responsible for the following educational activities: ~~a) child care services; b)~~ Sunday School/Adult Bible Study; ~~e)~~ Vacation Bible School; ~~d) Mid-week School; e)~~ Other adult Bible study groups; and ~~f)~~ Other Christian educational activities, as needed, with areas of responsibility published within one month after the annual elections;

~~7) supervise and evaluate those called/contracted church workers who are employed in the operation of a Lutheran day school program;~~

~~8) be responsible for the development, implementation, and administration of any Lutheran day school programs conducted by this Congregation; and~~

5) have the Sunday School Superintendent and ~~the Mid-Week School Director~~other appointed positions serve in an advisory or resource capacity without vote on issues that come before this board; and

6) assist the Board of Fellowship in the planning, evaluating and resourcing of small group ministries.

e. The Board of Stewardship shall:

1) maintain a continuing program for using time, talents, and resources of the members of the Congregation;

2) initiate and maintain an active repository of kingdom workers by name, talents, and interests that is accessible to those who require names of persons willing to serve in various capacities;

3) develop and supervise a year-round program for the raising of all operating funds within the Congregation;

4) select annually three (3) communicant members not serving on the Board of Stewardship to accomplish a financial review of the financial records maintained by the Treasurer and Financial Secretary with the review being completed within six (6) weeks following their termination of office, reporting the results of the financial review at the next regular meetings of the Church Council and the Voters' Assembly; and

- 5) arrange for a counting committee and establish and maintain a system for the recording, depositing, and accounting of all church offerings and money; ~~and-~~
 - ~~6) establish and maintain processes that ensure an ongoing evaluations for all programs, staff, and ministry activities.~~
- f. The Board of Human Care shall:
- 1) seek means for providing assistance to those in need with special attention shown toward poverty, unemployment, illness, etc.;
 - 2) identify health and welfare agencies and interpret their services and needs to the Congregation;
 - 3) organize and maintain a procedure for the collection and distribution of food and ~~clothing household/hygiene supplies~~ to the needy; ~~and~~
 - 4) offer, together with the pastor(s), services and care to hospitals, retirement centers, nursing care homes, and other institutions within the community serving the needy; ~~and-~~
 - ~~5) respond to the emergent needs of congregational members who may need temporary help in time of crisis or life changing even.~~
- g. The Board of Fellowship shall:
- ~~1) For Youth Fellowship:~~
 - ~~a) recognize the needs and concerns of the young people and plan and administer specific programs to meet those needs;~~
 - ~~b) develop programs and activities for young people that promote and sustain active and close fellowship in a manner that puts God at the heart of each activity and exemplifies camaraderie, trust, friendship, sharing, and caring with a goal to minister to the physical, spiritual, and emotional needs of the young people through Christ centered activities;~~
 - ~~c) evaluate the role and place of young people in the life of the Congregation and recommend such actions or procedures that would ensure such roles are active and productive, and in keeping with their responsibilities as baptized and confirmed members of the Congregation;~~
 - ~~d) review continually existing youth ministry programs and activities to ensure that all groups are being served, and recommend revisions and additions as deemed necessary;~~
 - ~~e) select, appoint, and train adult youth counselors to lead each established youth group ensuring that the counselors are caring individuals who will provide guidance and encouragement, and assist their groups in developing programs and activities;~~
 - ~~f) recruit and train youth and adult leaders for youth ministry;~~
 - ~~g) establish a youth advisory committee consisting of at least six (6) youth who shall serve no more than two consecutive one year terms, attend all Youth Fellowship meetings, and represent the concerns and needs of the young people of this Congregation;~~
 - ~~h) determine annually the need for a summer youth program and in coordination with the Boards of Elders and Education, select, supervise, and evaluate a called/contracted church worker to be the summer youth program director, developing and maintaining a written job description for this position are providing equipment, supplies, and facilities to support this program; and~~
 - ~~i) coordinate transportation requirements with Adult Fellowship.~~
 - ~~2) For Adult Fellowship:~~
 - 1) ~~a) —develop programs and activities that promote and sustain active and close fellowship among all adult members (those persons who are of college age and older) of the Congregation in a manner that puts God at the heart of each activity and exemplifies camaraderie, trust, friendship, sharing, and caring with a goal to minister to the physical, spiritual, and emotional needs of the adults-all members~~ through Christ-centered activities;

- 2) ~~b)~~—have its fellowship programs and activities include, but not be limited to the following:
 - a) ~~(1)~~—Assimilation Programs - Develop and implement programs that actively involve members into the life of the Congregation, coordinating with other boards as required
 - b) ~~(2)~~—Organizational Activities - Provide direct support to each organization to ensure that: 1) Membership is active and growing; 2) Activities are in keeping with established guidelines for each organization; and 3) Means and materials are provided to accomplish organizational goals. Organizations may include: Lutheran Laymen's League (LLL), Lutheran Women's Missionary League (LWML), Boy Scouts, men's and women's sports teams, community project committees, etc.
 - 3) facilitate and support (i.e. publicize, provide leaders, etc.) social and spiritual fellowship programs (e.g. small group ministries) and activities for special population groups and all other members of the congregation;
 - ~~3) e) —provide social and spiritual fellowship programs and leaders for other activities as follows:~~
 - ~~a) —(1) Adult Fellowship Night: Develop a monthly social activities agenda for all members of the Congregation who are over the age of 19 planning at least one activity per month, and providing adequate notification and detailed information concerning each activity including type of activity, location, dates, times, costs, etc~~
 - ~~b) —(2) Singles/Single Parents: Develop a monthly agenda for members and guests who are between 19 and 55 years old and are widowed, divorced, or never married~~
 - ~~c) —(3) Young Marrieds: Develop a monthly agenda for members and guests who are between 19 and 40 years old and are married~~
 - ~~d) —(4) Family Life: Develop a monthly agenda for parents and children to do things together with emphasis on developing family unity with Christ as the center of the family.~~
 - ~~e) Senior Citizens: Develop a monthly agenda for members and guests who are age 55 and over~~
 - ~~f) Holidays: Develop Christian family oriented activities as an alternative for traditional holiday activities on New Year's Eve, Easter, Reformation Day, Thanksgiving, Christmas, etc.~~
 - ~~g) —(7) Pot Lucks~~
 - ~~h) —(8) Other Church Sponsored Activities: Set up procedures for allowing local community organizations to use church facilities for meetings and events and assign a Congregation point of contact~~
 - ~~4) d) —maintain a calendar showing dates available for fellowship related activities acting as the point of contact for the scheduling of these activities;~~
 - 4) ~~e)~~—arrange for nursery and child care services for ~~parents attending~~ Congregational events such as regular and special worship services, social events, meetings, etc., arranging for baby-sitters, nursery space, and equipment determining costs ~~to parents~~, if any, coordinating any additional support requirements with the ECDC, and understanding that these services should not be confused with nor replaced by programs provided by the ECDC; and
 - 5) ~~f)~~—arrange for transporting ~~of~~ members and guests (adults and young persons alike) to and from approved activities, including the use of church owned, rented, and chartered vehicles.
- h) The Board of Early Childhood Development shall:
- 1) supervise the management and operation of the Early Childhood Development Center (ECDC);
 - 2) select, evaluate, and assist the Director of the ECDC;
 - 3) develop and maintain job descriptions for the Director and all staff;
 - 4) ensure that appropriate operating procedures and policies are implemented to meet all legal and educational requirements;

- 5) review periodically and approve changes to fee and salary schedules, staffing, operational procedures, and other governance activities as they relate to the ECDC;
- 6) ensure that the Church Council, via the Treasurer, is given a monthly accounting of the income and expenses regarding the ECDC with the preceding month's report provided within timelines determined by the Church Council; and
- 7) shall have the Director of the ECDC serve in an advisory/resource capacity to the board without vote on issues that come before the board.

j. The Board of Youth and Family Ministry shall:

- 1) plan, encourage, and oversee the development of Youth/Family ministry aimed at assisting:
 - a) young people maturing in the Christian faith;
 - b) families with youth and/or children to grow in practicing and living the Christian faith together; and
 - c) the congregation as a cross generational, faith-forming community.
- 2) review the entire structure of congregational ministry to and with youth, children and their families, and develop a strategic plan for future development;
- 3) provide support through strategic evaluation, planning, recruiting, and equipping volunteers to serve in ministry;
- 4) appoint and train adult youth leaders for each established youth group ensuring that the leaders are caring individuals who will provide guidance and encouragement;
- 5) resource the youth ministry volunteers with pertinent information of youth and their families (i.e. address, phone numbers, email, interests, hobbies, etc.)
- 6) facilitate involvement of youth in the full life of the congregation;
- 7) encourage, support, and enable youth to discover, develop and use their spiritual gifts and talents;
- 8) encourage youth/adult mentoring and partnership in ministry;
- 9) encourage a balanced ministry to youth, including christian learning, fellowship, worship, service, and missions;
- 10) encourage the youth in their daily lives of family and school activities, employment, etc., and helping the youth to see the gospel of Jesus as central in all areas of life;
- 11) coordinate large scale events/trips in as much as they serve the mission of the youth ministry; and
- 12) select, evaluate, and assist the Director of Youth and Family Ministry who shall serve in an advisory/resource capacity to the board without vote on issues that come before the board.

C. COMMITTEES

1. Committees may be created to serve specific functions related to planning, governance, coordination, and operations;
2. Unless specifically defined elsewhere in the Constitution or By-Laws, committees may be created by:
 - a. the President with the approval of or at the direction of the Church Council or Voters Assembly; and
 - b. Boards to address issues or activities under the board's area of responsibility.
3. All committees should have a published ministry description to include: its purpose; requirements for membership/qualifications to serve; terms of and length of service; accountability; and description of duties.

ARTICLE VIII - MEETING OF BOARDS AND COMMITTEES

There shall be at least one meeting per month of each board and committee of the Congregation. The pastor(s) and President shall be non-voting members of all boards and committees. Each board and committee shall elect a chairman and a secretary. Accurate records of all meetings will be prepared for review by the Church Council and Voters' Assembly.

ARTICLE IX - ORDER OF BUSINESS

A. The following shall be the order of business for a regular meeting of the Voters' Assembly:

1. Call to order
2. Roll Call and Report of Attendance (determine if a quorum is present)
3. Opening ~~with Prayer~~~~Devotion~~
4. Approval of Minutes
5. Announcement of New Members (Elders)
6. Report(s) of Pastor(s)
7. Reports of Officers and Boards
8. Unfinished Business
9. New Business
10. Announcements
11. Adjournment with Prayer

B. The following shall be the order of business for a special meeting of the Voters' Assembly:

1. Call To Order
2. Roll Call and Report of Attendance (determine if quorum is present)
- ~~3. Opening with Prayer~~
- ~~3.4.~~ Identification of new members (may be necessary to obtain a quorum and determine who votes)
- ~~4.5.~~ Special Business
- ~~5.6.~~ Adjournment with Prayer

ARTICLE X - WORK PLAN

- A. The Work Plan shall be a tool for determining the annual needs of the Congregation and for determining how these needs shall be met through the resources of time, talents and treasures of the Congregation.
- B. The Work Plan shall address the long and short term goals of the Congregation, based on the Mission Statement of the Congregation, the written needs of each board and the resources that are allocated by the Congregation.
- C. The Work Plan shall be designed so that expenses are prioritized for expenditure each month as funds become available. Required expenses shall be paid before desired expenses (Required expenses are those necessary to keep the Congregation operational; desired expenses are those that will enhance the mission and the special goals of the Congregation).
- D. The Church Council shall establish a Work Plan Development Committee chaired by the Vice-President and comprised of members of the Congregation not serving in Congregation officer positions. This Committee shall be formed and approved by Church Council by August and be tasked to draft a Work Plan for the ensuing year based on the written requirements of each board and the estimated contributions to be received in the ensuing year. The committee shall present at least a first draft for review at a meeting of the Church Council in October, and a final draft to be completed and presented to the Congregation for review in November. The

Congregation shall approve the Work Plan at a December Special Meeting of the Voters' Assembly. The approved Work Plan shall then be implemented in January of the ensuing year.

E. The Work Plan format shall consist of

PART I - MISSION STATEMENT

PART II - GOALS (Long and Short Range)

PART III - RESOURCES

- A. Available
- B. Required

The format for the financial portion of the Work Plan will be found in the Vice-President's Continuity Folder.

- 1. Account Number
- 2. Description of each account.
- 3. Current Year Proposed Expenses for each account (cumulative through current month).
- 4. Ensuing Year Proposed Expenses for each account.
- 5. Difference between ensuing year and current year proposed expenses for each account. Also show as percent increase/decrease.
- 6. Total Expenses of each Account Number series (in ascending order).
- 7. Total Expenses of all accounts. The Work Plan requirement for the ensuing year will be the total of all ensuing year proposed expenses.

~~C. Expenditures in any category shall not exceed the account limits as published in the approved annual Work Plan. Subsequent modifications to the Work Plan must be approved by the Voters' Assembly.~~

~~D.F. The total projected expenditures included in the Work Plan shall not exceed the projected income for the fiscal year. This amount shall be determined from historical giving and dollars pledged for the Work Plan.~~

G. Requirements related to managing the Work Plan:

- 1. The Voters' Assembly must approve any changes to the Work Plan that modify the authorized expenditure limit for any category.
- 2. Expenditures to be charged against line items shall not exceed the total amount allocated for the line item.
- 3. Church Council may adjust line item limits within Work Plan categories based on a request from the Board or individual responsible for expenditures to be charged against the line item. Adjustments are to be reported to the Voters at the next regular voters meeting.
- 4. Church Council may make adjustments to the Work Plan to address imminent emergencies. Those adjustments must be reported to and approved at the next regular or at a special called voters meeting.

ARTICLE XI – ORGANIZATIONAL PROCEDURES

A. Operational procedures shall be developed, published, and maintained for all staff, organizations, and activities under the operational management and control of King of Kings.

- 1. All procedures will be maintained in a "King of Kings Procedures Manual" which shall be kept in both written and electronic form
 - 1. The manual will include procedures for the appropriate format of all documents to be included in the manual.
- 2. Processes for the development and approval of procedures:
 - 1. Officers, boards and/or staff will be responsible for the initial development and maintenance of procedures related to their roles and responsibilities;

2. New procedures and revisions to existing procedures will be submitted to the Procedures Committee for review;
 3. The Procedures Committee, after review for appropriateness, wording, etc. will forward the new revised procedure to the Church Council for approval; and
 4. The approved procedure will be published in the "King of Kings Procedure Manual" and distributed as appropriate.
3. The Procedures Committee shall include the following:
- a. Officers - President, Vice-President, and Secretary;
 - b. Board representatives from the Boards of Elders, Education, Early Childhood Development, and Trustees; and
 - c. Two at-large representatives appointed annually by the President and approved by the Church Council.
- B. Ministry descriptions shall be developed and maintained for all individuals serving as called workers, employees, elected officers, board members, committee members or in any official volunteer or appointed role.
1. Ministry descriptions should be reviewed annually by the Board or officer to whom the position is accountable.
 2. The ministry description shall be signed by the individual to whom it applies and the signed copy shall be maintained in the:
 - a. ECDC administrative office for all employees of the ECDC; and
 - b. Church office for Director of the ECDC and all other individuals.