

**Constitution & Bylaws for
Renner Lutheran Church
Renner, S.D.**

CONSTITUTION

In the Name of the Father, and of the Son, and of the Holy Spirit. Amen.

PREAMBLE

Recognizing our unity in Christ and our common practice in the Christian faith; desiring to express our fellowship in worship and work; knowing our spiritual needs; mindful of our Christian privileges and duties; and wishing to observe orderly cooperation, we adopt the following constitution:

ARTICLE I - NAME AND INCORPORATION

The name of the congregation shall be Renner Lutheran Church.

The congregation shall be incorporated under the laws of the state of South Dakota.

ARTICLE II- CONFESSION OF FAITH

1. This congregation confesses the Triune God, Father, Son, and Holy Spirit.
2. This congregation confesses Jesus Christ as Lord and Savior and the Gospel as the power, of God for the salvation of all who believe:
 - (a) Jesus Christ is the Word of God incarnate, through whom everything was made and through whose life, death, and resurrection God fashions a new creation.
 - (b) The proclamation of God's message to us as both Law and Gospel is the Word of God, revealing judgment and mercy through word and deed, beginning with the Word in creation, continuing in the history of Israel, and centering in all its fullness in the person and work of Jesus Christ.
 - (c) The canonical Scriptures of the old and New Testaments are the written Word of God. Inspired by God's Spirit speaking through their authors, they record and announce God's revelation centering in Jesus Christ. Through them God's Spirit speaks to us to create and sustain Christian faith and fellowship for service in the world.
3. This congregation accepts the canonical Scriptures of the old and New Testaments as the inspired Word of God and the authoritative source and norm of its proclamation, faith, and life.
4. As brief and true statements of the doctrines of the Word of God, the congregation accepts and confesses the following Symbols, subscription to which shall be required of all its members: (1) the ancient ecumenical Creeds: the Apostolic, the Nicene, and the Athanasian; (2) the Unaltered Augsburg Confession and Luther's Small Catechism.

5. As further elaboration of and in accord with these Lutheran Symbols, the congregation also receives the other documents in the Book of Concord of 1580; the Apology, Luther's Large Catechism, the Smalcald Articles, and the Formula of Concord; and recognizes- them as normative for its theology.

ARTICLE III - PURPOSE

1. The Church is a people created by God in Christ, empowered by the Holy Spirit, called and sent to bear witness to God's creative, redeeming, and sanctifying activity in the world.

2. To participate in God's mission, this congregation as a part of the Church shall:

- (a) worship God in proclamation of the Word and administration of the sacraments and through lives of prayer, praise, thanksgiving, witness, and service.
- (b) Proclaim God's saving Gospel of justification by grace for Christ's sake through faith alone, according to the apostolic witness in the Holy Scripture, preserving and transmitting the Gospel faithfully to future generations.
- (c) Carry out Christ's Great Commission by reaching out to all people to bring them to faith in Christ and by doing all ministry with a global awareness consistent with the understanding of God as Creator, Redeemer, and Sanctifier of all.
- (d) Serve in response to God's love to meet human needs, caring for the sick and the aged, advocating dignity and justice for all people, working for peace and reconciliation among the nations, and standing with the poor and powerless, and committing itself to their needs. .
- (e) Nurture its members in the Word of God so as to grow in faith and hope and love, to see daily life as the primary setting for the exercise of their Christian calling, and to use the gifts of the Spirit for their life together and for their calling in the world.
- (f) Manifest the unity given to the people of God by living together in the love of Christ and by joining with other Christians in prayer and action to express and preserve the unity which the Spirit gives.

ARTICLE IV - POWERS

1. All power in the congregation has its source in the Word of God, which is the norm for its faith and life. All individuals and groups within the congregation shall submit to the authority of the Word; and the life and activity of the congregation and its organizations shall conform to it.

2. The powers of the congregation shall be those necessary to fulfill its purposes, as set forth in this constitution.

3. The powers of the congregation shall be vested in the congregational meeting, called and conducted in such manner as is provided in this constitution, and, to the extent conveyed by this constitution or as assigned from time to time by congregational meeting, in the boards elected by the congregation.

4. In the fulfillment of its purpose, the congregation is empowered to:

- (a) acquire real and personal property by gift, devise, bequest, purchase, or other lawful means;
- (b) hold title to and use its property for any and all activities consistent with its purpose;

- (c) sell, mortgage, lease, transfer, or otherwise dispose of its property by any lawful means;
- (d) enter into contract;
- (e) sue and be sued;
- (f) elect officers and boards for the exercise of their powers and authority and require them to conduct their affairs in accordance with this constitution and its bylaws, and the resolutions of the congregation;
- (g) call a pastor;
- (h) terminate the call of a pastor;
- (i) call or terminate the call of associates in ministry in conformity with the applicable policy of the Evangelical Lutheran Church in America or its successor;
- (j) approve the annual budget.

5. Real property shall not be purchased, disposed of, or encumbered in any manner except by resolution adopted by not less than a two-thirds majority ballot vote of the members present and voting at a legally called meeting of the congregation.

6. Should the congregation cease to do business and be dissolved, all property and funds remaining after the payment of the debts of the congregation shall be distributed to the Evangelical Lutheran Church in America or its successor.

ARTICLE V - RELATIONSHIP TO THE EVANGELICAL LUTHERAN CHURCH IN AMERICA OR ITS SUCCESSOR

1. For the better attainment of its purpose, the congregation shall be a member of the Evangelical Lutheran Church in America or its successor and shall be on the roster of the South Dakota Synod or its successor. It shall be subject to the policy and discipline of the Evangelical Lutheran Church in America or its successor.

2. The congregation claims for itself all the rights and privileges and accepts all the duties and obligations connected with such membership.

3. The congregation covenants to support with prayer, personal service, and offerings, the common work of the Church.

4. Severance of membership in the Evangelical Lutheran Church in America or its successor shall require a two-thirds majority vote of all voting members present and voting at a legally called and conducted meeting. Such a decision shall not be effective until at least ninety days after the bishop of the synod has been notified and until the initial action has been ratified by a two-thirds majority ballot vote at a subsequent legally called and conducted meeting.

ARTICLE VI - MEMBERSHIP IN THE CONGREGATION

1. Members of the congregation shall be those who are designated as such at the time that this constitution is adopted, and those who are admitted thereafter; and who maintain their membership in accordance with the provisions of this constitution and its bylaws. There shall be no membership restrictions with respect to race, color, national origin, or sex.

2. Members shall be classified as (a) baptized, (b) confirmed, (c) voting, (d) associate, and (e) restricted.

- (a) Baptized members are those persons who have been received by the Sacrament of Holy Baptism in this congregation, or, having been previously baptized in the name of the Triune God, have

been received by proper transfer from other Lutheran congregations or by affirmation of faith.

- (b) Confirmed members are baptized persons who have been confirmed in this congregation, those who have been received by adult Baptism, or by transfer as confirmed members from other Lutheran congregations, or baptized persons received by affirmation of faith.
- (c) Voting members shall be those who are members in good standing, as provided in the bylaws, and who meet the requirements of the confirmed members.
- (d) Associate members are persons holding membership in other Christian congregations who wish to retain such membership but desire to participate in the life and mission of this congregation. They have all the privileges and duties of membership except voting rights and eligibility for elected offices or membership on the church council of this congregation.
- (e) restricted members are persons who have been members but currently have not, for a period of one year, partaken of Holy Communion, supported the church with their offerings, and do not appear to desire to participate in the life and worship of the congregation. They shall not be granted voting rights.

3. It shall be the privilege and duty of members of the congregation to:

- (a) Make diligent use of the Means of Grace, both Word and Sacraments;
- (b) live a Christian life in accordance with the Word of God and teachings of the Lutheran Church;
- (c) Support the work of the congregation, and of the Evangelical Lutheran Church in America or its successor.

ARTICLE VII - DISCIPLINE

- 1. A member who advocates doctrines which are contrary to Holy Scripture and the Confessions of the Church, or who is guilty of conduct that is grossly unbecoming a member of the Body of Christ, shall be subject to discipline.
- 2. Discipline shall be administered by the Church Council in behalf of the congregation, with the right of appeal to the congregation.
- 3. Discipline in the congregation shall be exercised in accordance with Matthew 18:15-18.
- 4. Procedures for the exercise of discipline shall be those provided in the bylaws.

ARTICLE VIII - WORSHIP

As an expression of the unity of the church in Christ the congregation recognizes the desirability of conforming to the practices of other member congregations in using such forms of worship, including liturgies and hymn books, as are recommended by the Evangelical Lutheran Church in America or its successor. only such variations as are authorized by the congregation shall be permitted.

ARTICLE IX - THE PASTOR

- 1. A pastor of the congregation shall be a person whose soundness in the faith, aptness to teach, and educational qualifications have been examined and approved by the Church, and who has been properly ordained; who accepts and adheres to the Confession of Faith of the Evangelical Lutheran Church in America or its successor and of the congregation; and who strives in life and conduct to be above reproach.

2. Authority to call a pastor shall rest in the congregation. Such authority to call shall be exercised by not less than a two-thirds majority ballot vote of the members present and voting at a meeting legally called for that purpose. Before a Call is issued, the officers, or a committee authorized by the congregation, shall seek the advice and help of the bishop of the synod.

3. Only a member of the Clergy Roster of the Evangelical Lutheran Church in America or its successor in good standing or one who is recommended for Call by the Church Council of the Evangelical Lutheran Church in America or its successor may be called as a pastor of the congregation.

4. The duties of the pastor shall be:

- (a) preach and teach the Word of God
- (b) preside at worship and administer the sacraments according to the practice of the Lutheran Church
- (c) provide pastoral care to all members of the parish according to our needs, visit us as necessary, and uphold us in prayer.
- (d) give pastoral leadership for the meetings, activities, and organizations of the congregation.
- (e) lead and equip us in fulfilling our call to give faithful witness in our daily discipleship by words and works.
- (f) receive us as the people of God with love, good will, cooperation, and respect.
- (g) strive in word and action to be a worthy example in Christian living, avoiding conduct which might endanger the faith of others.
- (h) encourage us to support the total ministry of the Evangelical Lutheran Church in America
- (i) plan with the congregation to continue theological education for personal renewal, enrichment of devotional life, development of pastoral effectiveness, and report annually.
- (j) Be responsible for the recording of baptisms, confirmations, marriages, funerals, attendance at Holy communion, and the maintenance of the membership rosters; and report the statistics of this parish promptly and fully, as requested by the Evangelical Lutheran Church in America.

5. In the event of a vacancy in the pastoral office, the Church Council shall, in consultation with the bishop of the synod, provide for interim pastoral service.

6. If in the judgment -of the congregation the pastor is no longer able to serve it satisfactorily, the pastor may be requested to resign.

Before the resignation is requested, all parties, including the pastor, shall have the opportunity of being heard at a specially called meeting of the Church Council at which the bishop of the synod or an authorized representative shall be present. After the hearing before the Church Council a special meeting of the congregation may be called to consider a request for the pastor's resignation. A resolution requesting a pastor's resignation must be adopted by a two-thirds majority ballot vote of those present and voting. Not less than ten days' notice of such meeting of a congregation must be given. If the pastor's resignation has been requested in the manner here provided, the pastor shall vacate the office at the time the congregation specifies. Should the pastor fail to do so the Church Council shall declare the pastoral office vacant.

7. In the event of alleged defection in doctrine or alleged conduct unbecoming a pastor, the matter shall be referred by the Church council to the bishop of the synod for disciplinary action as provided in the Constitution and Bylaws of the Evangelical Lutheran Church in America or its successor.

ARTICLE X - MEETINGS OF THE CONGREGATION

1. The power and authority of the congregation shall be exercised through the congregational meeting, which shall be called and conducted in conformity with civil laws and the provisions of the constitution and bylaws of the congregation.
2. The annual meeting of the congregation shall be held between Jan. 15- Jan. 31. Notice of the meeting shall be given as provided in the bylaws, to be determined by the church council.
3. A quorum for any regular or special meeting of the congregation shall be 35 of the voting members. (1/00)
4. A special meeting of the congregation may be called by action of the congregation, by petition of at least 10% of the voting members, or by any one of the following: the Church Council, the president of the congregation, or the pastor. The president or Church Council shall call a special meeting upon the request of the bishop of the synod. Official notice of a special meeting of the congregation shall be in writing and shall be posted conspicuously in the place where the congregation customarily worships. Such notice shall state the time, the place, and the purpose of the meeting. It shall be signed by the president and secretary of the congregation, or by the person or persons who have called the meeting, as authorized by this paragraph. The notice of a special meeting shall also be read at all public services of the congregation held during the ten days preceding the date of the meeting. If no services are held during the stipulated time, not less than five days written notice of such meeting shall be given; provided, however, that no less than ten days' written notice of a meeting called to consider a resolution requesting the pastor to resign shall be given; and provided further that a meeting called to consider the disposition or encumbrance of real property must be called and held in conformity with such provisions of civil law as may be applicable.
5. The pastor shall be notified of the time and place at which a special meeting of the congregation is to be held.
6. Only the business for which a special meeting has been called shall be transacted at the meeting.
7. A meeting of the congregation may by majority vote recess to reconvene at a specified time and place. A meeting may also recess to reconvene upon call; provided, however that the time and place of such a reconvened meeting must be announced at a public service of the congregation, and not less than three days' written notice be given of the reconvened meeting.

ARTICLE XI - OFFICERS AND BOARDS

1. At its annual meeting the congregation shall elect the following officers. The duties of the officers of the congregation shall be those provided in the bylaws.
 - (a) President-elect, elected for one year automatically assumes the position of president of the congregation after the following annual meeting.
 - (b) Secretary, elected for a term of one year, eligible for a second term.
 - (c) Treasurer, elected for a term of two years, eligible for a second term.
 - (d) Financial Secretary, elected for a term of two years, eligible for a second term.
2. The Board of Deacons
 - (a) There shall be a Board of Deacons of four members elected at the annual meeting of the congregation, each for terms of two years. one-half of the members of the board shall be elected at each annual meeting of the congregation. Members of the

board will be eligible for a second term. The pastor shall be an advisory member.

- (b) The duties and responsibilities of the Board of Deacons shall be to provide spiritual leadership in the congregation, working with the pastor, to guide the work, witness, worship, and service of the congregation in the world.

3. The Board of Trustees

- (a) There shall be a Board of Trustees of four members elected at the annual meeting of the congregation, each for a term of two years. One-half of the members of the board shall be elected at each annual meeting. Members of the board will be eligible for a second term. The pastor shall be an advisory member.
- (b) The duties and responsibilities of the Board of Trustees shall be to have charge of the general management of all matters relating to legal and corporate affairs and to supervise the maintenance of the properties of the congregation. All legal documents shall be signed by the president and the secretary.

4. The Board of Education

- (a) There shall be a Board of Education of four members elected at the annual meeting of the congregation, each for a term of two years. One-half of the members of the board shall be elected at each annual meeting. Members of the board will be eligible for a second term. The pastor shall be an advisory member.
- (b) The duties and responsibilities of the Board of Education shall be to provide leadership and supervision of the educational program of the congregation.

5. The Church Council

- (a) The President, the President-elect, the Treasurer, the Secretary of the congregation, the Financial Secretary, the members of the boards (together with the pastor serving as an advisory member by virtue of office but without vote) shall constitute the Church Council. The President, the President-elect, and the Secretary of the congregation shall serve as Chairperson, Vice-Chairperson and Secretary of the Church council respectively.
- (b) The duties and responsibilities of the Church Council shall be to:
 - (1) have general oversight of the life and work of the congregation and to coordinate the activities of the boards and committees of the congregation;
 - (2) determine rosters of the baptized, the confirmed, voting, associate, and restricted members of the congregation;
 - (3) perform such other duties and responsibilities as are provided in this constitution and its bylaws.

ARTICLE XII - BYLAWS

- 1. The congregation shall adopt such bylaws as may from time to time be necessary. No bylaw may conflict with this constitution.
- 2. Bylaws may be adopted or amended at any legally called and conducted meeting of the congregation by a two-thirds majority vote of those present and voting.

ARTICLE XIII - AMENDMENTS

1. The doctrinal basis and the confessional subscription contained in Article II, and this paragraph of Article XIII, shall be unalterable; and no amendment to this constitution shall conflict therewith.
2. A proposed amendment to this constitution shall be:
 - (a) read at a public service of the congregation or mailed to voting members, not less than thirty days before the legally called meeting at which it is to be considered;
 - (b) approved without change at the legally called meeting following its announcement, by a majority vote of those present and voting;
 - (c) ratified without further change at the next annual meeting, by a two-thirds vote of those present and voting.
3. If a proposed amendment fails of adoption, it may be amended by a majority vote of those present and voting; and adopted without change by a two-thirds majority of those present and voting at the next following annual meeting.

BYLAWS

Part I - COMMUNION PARTICIPATION

(Cf. Article II of Constitution)

1. This congregation invites all of its members who have been prepared to receive the Sacrament, to participate regularly in Holy Communion.
2. Preparation for Holy Communion will normally be provided for persons as young as ten year of age.
3. Participation in Holy Communion shall be open to members of other congregations who accept the Lutheran teaching in regard to this Sacrament.
4. It shall be made known to prospective participants that the belief of this congregation is:

Participation in the Lord's Supper is the reception of "the body and blood of our Lord Jesus Christ given with bread and wine, instituted by Christ himself for us to eat and drink." We hold that a "person is well prepared and worthy who believes these words, given and shed for you for the remission of sins. But anyone who does not believe these words, or doubts them, is neither prepared nor worthy, for the words for you require simply a believing heart."
5. Record of participation in Holy Communion shall be maintained. If a member of another congregation communes, notice shall be sent to the pastor of that congregation.

Part II - CONFLICTING LOYALTIES

(Cf. Article II of the Constitution and Article V of the Minneapolis Theses as quoted in the United Testimony on Faith and Life)

1. While the buildings of the congregation shall be open to all people to share in its worship, instruction, pastoral care, and fellowship, the congregation rejects all fellowship with organizations, secret or open, which are avowedly religious or which practice forms of religion without confessing faith in the Triune God and in Jesus Christ as the eternal Son of God incarnate to be our only Savior from sin, and which thus teach salvation by works.

2. Ceremonies of lodges or other such organizations shall not be permitted in the buildings or premises of the congregation; nor shall its pastor(s) or lay assistants) take part in any such ceremonies wherever they are conducted.

Part III - MEMBERSHIP
(Cf. of Article VI of Constitution)

A. Baptized Members

1. A child, one or both of whose parents or guardians are members of the congregation, shall, upon receiving Baptism become a baptized member.
2. A child, neither of whose parents or guardians is a member of the congregation, shall, upon receiving Baptism, become a baptized member of the congregation; unless for good reason the child is to be a baptized member of another congregation, in which case membership shall be transferred to that congregation.
3. A child baptized in another congregation shall be received as a baptized member in the congregation when a transfer has been received.
4. An unbaptized adult who has received instruction and has given evidence of an adequate understanding and acceptance of the teachings of the Word of God as confessed by the Lutheran Church, shall, upon confession of faith and Baptism, become a baptized member of the congregation.
5. When one or both parents of baptized children are received into the membership of the congregation, such children should be received as baptized members with the consent of the member parent or parents.
6. Where a baptized child is an orphan or a ward of someone and these people move into the area served by this congregation, the child may be received as a baptized member when it is commended to the care of this congregation by the congregation which baptized the child.
7. When the parents of a baptized child are not themselves members of the Lutheran Church but move into the area served by this congregation and desire to have their child put within the pastoral care of this congregation, the child may be received as a baptized member.

B. Confirmed Members

1. A baptized adult, not previously a confirmed member of a Lutheran congregation, shall become a confirmed member of this congregation after having received instruction, having given evidence of adequate understanding of the teachings of the Word of God as confessed by the Lutheran Church, and having publicly affirmed his faith.
2. A baptized member of the congregation shall become a confirmed member through the rite of confirmation; except that an adult who has become a baptized member in accordance with the provisions of Section A, 4 of this Part of the bylaws shall be considered a confirmed member without participation in the rite of confirmation.
3. An applicant for membership who presents a Letter of Transfer which certifies that the applicant is a confirmed member in good standing of a Lutheran congregation shall become a confirmed member of the congregation

upon approval by the Church Council. The acceptance of the applicant shall be reported to the congregation.

4. An applicant for membership who presents evidence of confirmation in a Lutheran congregation but does not have a Letter of Transfer shall be admitted to confirmed membership when the Church Council has determined that the applicant meets the standards of Christian faith and life indicated in the constitution and bylaws and has reaffirmed that faith before the congregation.

C. Voting members

The Church Council shall determine the roster of voting members of the congregation in accordance with the provisions of the constitution and bylaws. The roster of voting members shall be available at all regularly called meetings of the congregation. The term "in good standing" shall be defined to include:

1. those who partake of Holy Communion
2. those who contribute to the congregational treasury
3. those who participate in the life and worship of the congregation

D. Restricted Members

1. The designation restricted shall be applied to the membership of the following:
 - (a) adults who have not fulfilled the responsibilities of being "in good standing" as outlined for voting members (Bylaws, Part III -C) and who have been allowed the process outlined for pastoral care of membership (Bylaws, Part III - F 3);
 - (b) a child who fails to participate in the life and worship of the congregation for a period of two years, after being encouraged to participate in the life of this congregation or transfer to another congregation;
 - (c) a baptized member, adult or child, whose address is unknown for a period of three years.
2. The term restricted shall indicate the loss of privileges of a voting member in this congregation for adults.
3. Restricted members shall not be considered active members of this congregation for reporting purposes.
4. Members shall be removed from restricted membership through one of the following:
 - (a) death,
 - (b) transfer,
 - (c) reactivation of membership. This shall be determined when the member fulfills all of the qualifications of being 11 in good standing". and when the member indicates a desire to resume active participation in congregational life,
 - (d) a period of at least ten(10) years during which there shall be no contact. This shall be done by act of council.

E. Associate Members

1. A person shall be granted associate status upon request

providing that they have been baptized and currently are members of another congregation of which they desire to retain their affiliation.

2. Such persons shall be considered associate members of this congregation, and shall have all rights except the right to vote and the right to hold elected offices.
3. A person shall forfeit this associate membership upon disassociation with this congregation. No action shall be required to end this relationship.

F. Pastoral Care of Membership

1. The congregation shall, in the event of the removal of a member from the community it serves, encourage the member to request a transfer to a Lutheran congregation which can serve him effectively. Should the member fail to request a transfer, a Lutheran congregation in the community of his residence shall be notified.
2. A confirmed member in good standing desiring to change his membership to another Lutheran congregation shall, upon request, receive a Letter of Transfer.
3. A confirmed member who does not, for a period of one year, partake of Holy Communion, support the church with his offerings, and does not appear to desire to participate in the life and worship of the congregation shall be visited by the pastor and the congregation's officers and encouraged by them to active membership.

If during the second year, the confirmed member does not actively participate, that member's name shall be removed from the membership roster of the congregation but be retained on the restricted member list as one who is in special need of the congregation's prayer and concern.

4. A child, neither of whose parents or guardians is a member of the congregation, may be removed from the roster of baptized members if that child fails to participate in the life and the worship of the congregation.

G. Discipline (Cf. Article VII of constitution)

In exercising discipline as provided in the constitution, the following shall be the procedure:

1. A person who is requested to appear before the Church Council for possible discipline, shall be advised in writing no less than ten days prior to the hearing. The written notice shall include the time and place of the hearing and shall specify the exact reason for the possible discipline. If that person fails to appear at the time and place without valid excuse, the Church Council may proceed with the hearing and may reach its conclusion in the absence of that person.
2. Should the person be found guilty by a two-thirds vote of the members of the Church Council, the Council shall impose one of the following:

- (a) censure before the Church Council or the congregation;
- (b) suspension from membership until proof is given of sufficient repentance and amendment;
- (c) exclusion from membership and denial of the Sacraments.

In the event of the imposition of (b) or (c) above, the action of the Church Council shall be in writing.

Part IV - THE PASTOR

(Cf. Article IX of the Constitution)

1. When the congregation has voted to call a pastor, it shall issue a Letter of Call to the pastor-elect, in a form approved by the Evangelical Lutheran Church in America, or its successor. It shall be signed by the chairperson and the secretary of the meeting at which the Call was voted, and shall be attested by the signature of the bishop of the synod. A call to a member of the clergy to be an assistant pastor shall be issued only with the concurrence of the pastor of the congregation and in accordance with the provisions of this paragraph.
2. The Call shall normally be for an indefinite time. A Call is issued to an assistant pastor may be for a definite time.
3. If a pastor receives a Call to another ministry, the pastor shall consult the Church Council, or, if desired, the congregation, before reaching a decision. The pastor shall announce a decision as quickly as possible, normally within three weeks. The pastor shall notify the bishop of the synod. When a Call has been accepted, the pastor's ministry in this congregation shall be terminated as soon as feasible, normally within a month.

Part V - MEETINGS OF THE CONGREGATION

(Cf. Article X of the Constitution)

1. Announcement of the time and place of the annual meeting of the congregation shall be made at two public services immediately preceding the meeting, said services to be at least a week apart; and in such publications as the congregation or the pastor periodically issue, or by written notice to the voting members mailed not less than ten days in advance of the meeting.
2. The current rosters of voting, confirmed, baptized, associate, and restricted members shall be available at each meeting of the congregation.
3. The annual meeting shall receive reports from all the organizations of the congregation. Such reports, including a financial statement, shall be submitted in writing to the pastor not less than ten days before such a meeting.
4. The annual meeting of the congregation shall elect a nominating committee of five members. The pastor shall serve as convener and as advisory member. The term of office of the members of the nominating committee shall be one year. The nominating committee shall nominate one or more candidates for each office to be filled and shall secure the consent of each candidate.

The list of nominees shall be announced to the congregation in conjunction with the announcements of the meeting of the congregation at which the elections are to take place.

In addition to the candidates submitted by the nominating committee, additional nominations may be made from the floor.

The Church Council shall fill vacancies on the nominating committee.

5. Unless otherwise ordered, parliamentary procedures shall be in accordance with Robert's Rules of Order.

Part VI - OFFICERS AND BOARDS

(Cf. Article XI of Constitution)

A. Eligibility and Duties of officers

1. only a voting member of the congregation, who has attained the age of 18, shall be eligible to serve as an officer.
2. The president shall preside at the meetings of the Church Council and of the congregation.
3. The president-elect shall preside at the meetings of the Church Council and of the congregation in the absence of the president.
4. The secretary shall keep the minutes of the Church Council and of the congregation and have custody of the archives of the congregation.
5. The treasurer shall have custody of all funds of the congregation and shall receive and disburse such funds in accordance with the decision of the congregation or of the Board of Trustees.
6. The financial secretary shall maintain records of all contributions and make regular reports to the Church Council and to the members as required by the Church Council.
7. The officers of the congregation - President, President-elect, Secretary, Treasurer, and Financial Secretary - together with the Pastor shall constitute the "Executive Committee". The Executive Committee shall be a standing committee with only those duties as shall be requested of it by the congregation or church council.

B. Membership and Meetings of the Boards

In addition to the provisions of the constitution the following shall govern membership on the Board of Deacons, the Board of Trustee, and the Board of Education and the conduct of their meetings:

1. Only a voting member of the congregation shall be eligible for membership on the boards of the congregation.
2. A member of a board who is absent from two consecutive regular meetings shall be consulted by the president of the congregation; if a member is absent from three consecutive regular meetings without valid excuse, the board may declare the office vacant.
3. A quorum for any regular or special meeting of a board shall be one-half of the membership of the board.
4. A special meeting of a board may be called by the pastor, the president, or the chairperson of the board. Notice of such meeting shall be given not less than five days prior to the meeting and announced at a public service if one is held during that period.

C. Duties and Responsibilities of the Board of Deacons

In addition to the duties and responsibilities provided in the constitution, the Board of Deacons shall:

1. Elect from its own membership a chairperson and a secretary.
2. Conduct regular meetings not less than once each month at such time and place as the board may determine.

3. Develop a program of evangelism.
4. Consider matters relating to the %, worship of the congregation and make recommendations to the annual meetings.
5. Initiate and implement witness and service in the community
6. Be responsible for Youth Activities.

D. Duties and Responsibilities of the Board of Trustees

In addition to the duties and responsibilities provided in the constitution, the Board of Trustees shall:

1. Elect from its own membership a chairperson and a secretary.
2. Conduct regular meetings not less than once each month at such time and place as the board may determine.
3. Receive reports regularly from the treasurer to ascertain that the expenditures are within the budget approved by the congregation. Any expenditures in excess of the total voted budget must be approved by the congregation.
4. Prepare a budget for review by the Church Council which shall make a recommendation for submission to the annual meeting of the congregation.
5. Assure itself that the treasurer and others who have access to the funds of the congregation are adequately bonded.
6. Appoint annually an auditing committee of three which shall audit the fiscal records of the congregation and report its finding in writing to the annual meeting. Such audits shall include examinations of existing insurance coverage.
7. Be responsible for the buildings and premises of the congregation so that their use is normally limited to the functions of the congregation. Should groups or individuals not associated with the congregation desire to use such property, application shall be made to the Board of Trustees for its approval or with the acting pastor for his/her approval.
8. Report its activities to the annual meeting of the congregation and at such other times as the congregation may decide.

E. Duties and Responsibilities of the Board of Education

In addition to the duties and responsibilities provided in the constitution, the Board of Education shall:

1. Elect from its own membership a chairperson and a secretary.
2. Conduct regular meetings not less than once each month at such time and place as the board may determine.
3. Develop an effective teaching ministry which includes the training of teachers and leaders, and provide opportunity for study by every member of the congregation through its teaching agencies.
4. Nominate candidates for Sunday church school superintendent to the Church Council.
5. Report its activities to the annual meeting of the congregation and

at such other times as the congregation may decide.

F. Meetings of the Church Council

In addition to the provisions of the constitution, the following shall govern the Church Council in the conduct of its meetings:

1. A quorum for any regular or special meeting shall be one-half of the membership.
2. A member of the Church Council who is absent from two consecutive regular meetings shall be consulted by the president of the congregation; if a member is absent from three consecutive regular meetings without valid excuse, the Church Council may declare the office vacant.
3. A special meeting may be called by the pastor, the president, or any three members of the Church Council. Notice of such meeting shall be given not less than five days prior to the meeting and announced at a public service if one is held during that period.

G. Duties and Responsibilities of the Church Council

In addition to the duties and responsibilities provided in the constitution, the Church Council shall:

1. Conduct regular meetings not less than once each quarter, at such time and place as the Church Council may determine.
2. Secure necessary staff other than pastor(s) such as administrative assistant, Christian day school teacher, business administrator, church musician, parish education director, parish secretary, parish worker or youth worker, intern, custodian, etc., and fix and review annually their salaries.
3. Review annually the salary of the pastor(s) and make adjustments from time to time within the limits of the budget approved by the congregation.
4. Review the budget prepared by the Board of Trustees and submit it to the annual meeting of the congregation with its recommendations.
5. Elect, upon nomination by the Board of Education, a superintendent of the Sunday church school.
6. Exercise discipline in accordance with the provisions of this constitution and its bylaws.
7. Report its activities to the annual meeting of the congregation and at such other times as the congregation may decide.
8. If a vacancy occurs on a board of the congregation, the Church Council shall fill the vacancy until the next meeting of the congregation. Should the unexpired term be one year or less it shall not be considered in determining eligibility for succession.
9. Have authority between meetings of the congregation to choose delegates to any group or meeting in which the congregation is entitled to representation.

Part VII - ENDOWMENT COMMITTEE

1. An Endowment Fund, whose purpose, governance, and operational procedures shall be defined by special resolution adopted by the congregation, shall be established. This resolution shall be attached to the Congregational Bylaws.
2. When in the opinion of the Committee, circumstances are so dire and of such an emergency nature that the future of the congregation is at stake, and that the only recourse seems to be the use of the Fund principal, the committee, may, upon a two-thirds majority vote, recorded such authorizing action to the congregation.
3. Changes in the procedures of dispersal of this fund shall be as follows. A proposed amendment to these procedures shall be:
 - A. read at a public service of the congregation or mailed to voting members not less than thirty days before the legally called meeting at which it is to be considered;
 - B. approved without change at the legally called meeting following its announcement, by a majority vote of those present and voting;
 - C. ratified without further change at the next annual meeting, by a two-thirds vote of those present and voting.

Part VIII - PARISH RECORDS

The records of the congregation shall be and remain the property of the congregation. The pastor shall be responsible for the maintenance of the records, except as otherwise provided herein. Upon the termination of a pastor's service to the congregation, the records shall have been brought up to date prior to departure. The records shall consist of:

1. The roster of baptized, confirmed, voting, associate, and restricted members;
2. The ministerial acts performed by the pastor;
3. The minutes and reports of the synod and the handbook of the Evangelical Lutheran Church in America, or its successor.
4. The minutes of the meetings of the congregation and the Church Council, for which the secretary of the congregation shall be responsible;
5. The financial records of the congregation, for which the treasurer of the congregation shall be responsible

The pastor shall report to the general secretary of the Evangelical Lutheran Church in America or its successor such statistics as may be requested and shall annually report to the congregation a summary of ministerial acts.

Should the congregation be dissolved, the official records of the congregation shall be deposited in the archives of the Evangelical Lutheran Church in America or its successor.

B. Resolution to implement the endowment fund

Whereas, Christian stewardship involves the faithful management of all the gifts. God has given to humankind--time, talents, the created world and money, including accumulated, inherited and appreciated resources; and

Whereas, Christians can give to the work of the church through bequests in wills, charitable remainder and other trusts, charitable gift annuities, assignment of life insurance, and transfers of property (cash, stocks, bonds, real

estate); and No Distribution shall be made from the Endowment Fund until the value exceeds \$50,000, after which 80% of the interest income from the fund will be distributed according to the bylaws and 20% of the interest income will be reinvested and added to the principle. Should the fair market value of the Endowment Fund decline to less than \$50,000 no distribution shall be made.

Whereas, it is the desire of the congregation to encourage, receive and administer these gifts in a manner consistent with the loyalty and devotion to their lord expressed by the grantors and in accord with the policies of this congregation:

Therefore be it resolved, that this congregation, in meeting assembled on January 17, 1993 approve and establish on the records of the church a new and separate fund to be known as the endowment fund (hereafter called the fund) of Renner Lutheran church, Renner, SD undesignated funds of \$25,000.00 or more shall go to the endowment fund.

Be it further resolved, that the purpose of this fund is to enhance the mission outreach of Renner Lutheran church apart from the general operation of the congregation; that no portion of the income generated by the fund shall be used for the annual operating budget of the congregation, that, except where authorized otherwise in the terms of the gift, all principal amounts will be retained and only the income expended;

Be it further resolved, that the endowment fund committee (hereinafter called the committee) shall be the custodian of the fund;

Be it further resolved, that the following plan of operation set forth the administration and management of the fund.

PLAN OF OPERATION

1. The committee

The committee shall consist of five members, all of whom shall be voting members of Renner Lutheran church. Except as herein limited, the term of each member shall be three (3) years. Upon adoption of this resolution by the congregation, it shall elect five (5) members to the committee: two (2) for a term of three (3) years; two (2) for a term of two (2) years; and one (1) for a term of one (1) year. However, the original endowment fund committee shall nominate the new committee for the first year. Thereafter, at each annual meeting, the congregation shall elect the necessary number for a term of three (3) years. no member shall serve more than two consecutive three (3) year terms. After a lapse of one (1) year, former committee members may be re-elected. The senior pastor and the president of the church council shall be advisory members of the committee. The church council of the congregation shall nominate for the committee and report at the annual congregational meeting in the same manner as for other offices and committees. In the event of a vacancy on the committee, the church council shall appoint a member to fill the vacancy until the next annual meeting of the congregation, at which time the congregation shall elect a member to fulfill the term of the vacancy.

The committee shall meet at least quarterly, or more frequently as deemed by it in the best interest of the fund.

A quorum shall consist of three (3) members. a majority present and voting shall carry any motion or resolution.

The committee shall elect from its membership a chairperson, financial secretary and recording secretary. the chairperson, or member designated by the

chairperson, shall preside at all committee meetings.

The recording secretary shall maintain complete and accurate minutes of all meetings of the committee and supply a copy thereof to each member of the committee. Each member shall keep a complete copy of minutes to be delivered to his or her successor. the secretary shall also supply a copy of the minutes to the church council.

The financial secretary shall assist the congregation's treasurer in maintaining complete and accurate books of accounts for the fund and shall sign checks and all other necessary documents on behalf of the congregation in furtherance of the purposes of the fund. the books shall be audited annually by a certified public accountant or other appropriate person who is not a member of the committee.

The committee shall report on a quarterly basis to the church council and, at each annual or special meeting of the congregation, shall render a full and complete audited account of the administration of the fund during the preceding year.

The committee may request other members of the congregation to serve as advisory members and, at the expense of the endowment fund income, may provide for such professional counseling on investments or legal matters as it deems to be in the best interest of the fund.

Members of the committee shall not be liable for any losses, which may be incurred upon the investments of the assets of the fund except to the extent such losses shall have been caused by bad faith or gross negligence. No member shall be personally liable as long as he/she acts in good faith and with ordinary prudence. each member shall be liable only for his/her own willful misconduct or omissions, and shall not be liable for the acts or omissions of any other member. no member shall engage in any self dealing or transactions with the fund in which the member has direct or indirect financial interest and shall at all times refrain from any conduct in which his/her personal interests would conflict with the interest of the fund.

All assets are to be held in the name of the Renner Lutheran endowment fund.

Recommendations to hold, sell, exchange, rent, lease, transfer, convert, invest, reinvest, and in all other respects to manage and control the assets of the fund, including stocks, bonds, debentures, mortgages, notes, or other securities, as in their judgment and discretion they deem wise and prudent, are to be made by the committee for approval by the church council, with subsequent execution by the delegated member of the committee.

2. Distribution of income

The committee shall determine what is principal and income according to accepted accounting procedures.

Income from the fund shall be distributed annually and such other times as deemed necessary and/or feasible to accomplish the following purposes:

- a. 25% church contents improvement fund (board of deacons)
(ex: organ, cushions, carpet, library, hymn books, etc.)
- b. 50% building fund (board of trustees)
(ex: land acquisition, building additions and expansion, remodeling but not up-keep or maintenance such as painting)

- c. 15% education fund (board of education)
(ex: scholarships, camperships, member retreats, Sunday school, and grants)
- d. 10% special needs fund (executive board)
(ex: ie.world relief, world hunger, local needy, food pantry, the banquet, etc.)

3. Amending the resolution

Be it further resolved, that any amendment to this resolution, which will change, alter or amend the purpose for which the fund is established shall be adopted by a two-thirds (2/3) vote of the members present at an annual meeting of the congregation or at a special meeting called specifically for the purpose of amending this resolution.

4. Disposition or transfer of fund

Be it further resolved, that in the event Renner Lutheran church ceases to exist either through merger or dissolution, disposition or transfer of the fund shall be at the discretion of the church council in conformity with the approved congregational constitution and in consultation with the bishop of the synod to which this congregation belongs at such time. Consultation with the evangelical Lutheran church in America may be desirable for continuation of endowment fund obligations.

5. Adoption of resolution

This resolution, recommended by the church council and accepted by the congregation at a legally called congregational meeting, is hereby adopted.