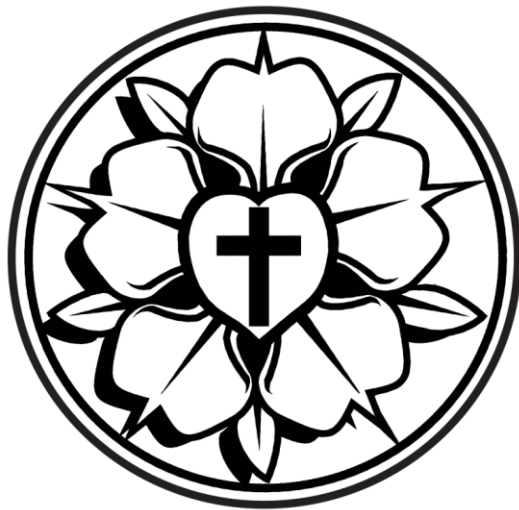


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CONSTITUTION AND BYLAWS

GRACE EVANGELICAL LUTHERAN CHURCH



24 610 North Reserve Street
25 Muncie, Indiana 47303-3830
26 765.282.2537
27 www.gracemuncielcms.com
28

1 CONSTITUTION OF GRACE EVANGELICAL LUTHERAN CHURCH
2 OF MUNCIE, DELAWARE COUNTY, INDIANA

3
4 The congregation was organized, and the original version of the constitution was
5 adopted February 6, 1938.

6
7 The Constitution of Grace Evangelical Lutheran Church was amended and adopted by
8 the congregation on the following dates:

- 9
10 October 7, 1951
11 January 10, 1984
12 January 14, 1986
13 September 10, 1991
14 September 8, 1998
15 October 2, 2007
16 February 8, 2013

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**CONSTITUTION OF
GRACE EVANGELICAL LUTHERAN CHURCH
MUNCIE, INDIANA**

Preamble

Whereas Christians should practice fellowship with all those who profess the true doctrine (Acts 2:24; Hebrews 10:24-25), and

Whereas they should endeavor to keep the unity of faith (Ephesians 4:3-6; 1 Corinthians 1:10), and

Whereas as a body they should administer the Office of the Keys (John 20:21-23; Matthew 18:17-20), and

Whereas in such a body all things should be done decently and in order (1 Corinthians 14:40); therefore,

We, the undersigned, herewith adopt the following Constitution and its Bylaws according to which all the affairs of this congregation, both spiritual and material, shall be conducted.

CONSTITUTION

Article I. Name

The name of this congregation shall be Grace Evangelical Lutheran Church, Inc., Muncie, Indiana.

Article II. Purpose and Mission

The purpose of this body shall be that of a religious organization, established and maintained not for monetary profit, but for disseminating the Gospel of Jesus Christ according to the confessional standard of the Evangelical Lutheran Church as set forth in the Declaration of Creed.

As men, women, and children united in faith and worship by the Word of God, Grace Evangelical Lutheran Church exists to make disciples of all within our congregation's reach, giving clear witness of our Savior's love and forgiveness for all who believe in Him, through our worship, education opportunities, and service to our Lord.

Article III. Declaration of Creed

This congregation as a body and all its members as individuals accept the following without reservation:

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

Article IV. Membership

Baptized Membership

Baptized members are all who have been baptized in the name of the Triune God and who are under the spiritual care of the Pastor(s) and of this congregation, including the children who have not yet been confirmed.

Communicant Membership

Conditions of Communicant Membership—Communicant membership in this congregation can be obtained and held by such as meet these conditions:

- Are baptized;

- 1 • Declare their acceptance of and adherence to the Declaration of Creed as contained
- 2 in Article III of this Constitution (Hebrews 10:23);
- 3 • Are familiar with Luther’s Small Catechism and declare their acceptance thereof (1
- 4 Peter 3:15);
- 5 • Do not live in manifest works of the flesh (Galatians 5:22–25); and
- 6 • Are not members of a lodge, society, or other organization in conflict with the Word
- 7 of God by its religious teachings and practices (2 Corinthians 6:14–18; Romans 16:17–
- 8 18; Titus 3:10–11) and/or secrecy (Matthew 10:27; John 3:20–21).

9 *Reception of Members*—Applicants for communicant membership from an Evangelical
 10 Lutheran congregation with the same synodical affiliation shall present a Letter of Transfer
 11 from said congregation.

12 Applicants for communicant membership from a Lutheran church of any affiliation shall
 13 give satisfactory evidence of their qualifications for membership in an interview with the
 14 Pastor(s) and the Elders. Other applicants shall receive adequate course instruction in Luther’s
 15 Small Catechism and shall declare their acceptance of the Doctrine of Holy Scriptures and the
 16 exposition of the same in the Lutheran Confessions (see Article III) in the presence of witnesses,
 17 whereupon they shall be received as members.

18 *Duties of Members*—These are the duties of every communicant member:

- 19 • Attend public worship diligently and partake of Holy Communion frequently;
- 20 • Send the children of school age to and be responsive toward Christian training,
- 21 education, and Catechetical instruction for themselves and their household;
- 22 • Give according to their ability of their time, talents, and treasure; and
- 23 • Submit and conform to the rules and regulations established by the congregation.

24 **Voting Membership**

25 Only confirmed members who are of Indiana’s legal voting age, have been accepted by
 26 the Voters Assembly, and have read and signed the Constitution and Bylaws of the
 27 congregation shall be entitled to vote and to hold office. However, female members may not be
 28 elected or appointed to serve in the office of President, Vice President, or Elder.
 29

30 **Associate Membership**

31 *Eligibility*—Associate membership in this congregation can be obtained and held by any
 32 person who meets these requirements:

- 33 • Is a communicant member in good standing of a Christian congregation in
- 34 fellowship with The Lutheran Church—Missouri Synod;
- 35 • Adheres to Article III of this Constitution; and
- 36 • Is enrolled in, or is an immediate family member of a person enrolled in, a regional
- 37 institution of higher learning.

38 *Reception of Associate Members*—An eligible person may receive associate membership
 39 upon recommendation by the Pastor(s) and approval by the Elders.

40 *Termination of Associate Members*—A person’s associate membership shall automatically
 41 expire upon conclusion of that person’s or family member’s enrollment in a regional institution
 42

1 of higher learning. Or a person's associate membership may be terminated upon
2 recommendation by the Pastor(s) and approval by the Elders.

3 *Duties of Associate Members*—Associate members share the same duties of members listed
4 in Article IV of this Constitution.

5 *Rights of Associate Members*—Associate members may serve as unofficial members of all
6 committees of this congregation. Each associate member shall be under the spiritual care of the
7 Pastor(s) of this congregation, in consultation with the Pastor(s) of his or her home
8 congregation.

9
10 **Article V. Release and Withdrawal**

11
12 Members desiring a release for the purpose of joining a congregation of the same
13 synodical affiliation shall obtain a written Letter of Transfer from the Pastor(s) after approval by
14 the Elders. Members who leave without a transfer and who, for a period of one (1) year, have
15 not fulfilled their duties per Article IV shall have thereby forfeited their membership.

16
17 **Article VI. Church Discipline**

18
19 It shall be the duty of the congregation to discipline an erring member in accordance
20 with the various grades prescribed in Matthew 18:15–17. The disciplining of an erring member
21 shall be administered by the Pastor(s) and the Elders.

22 Persons unwilling to submit to this divine rule shall be adjudged as such, as having self-
23 excluded.

24 Manifest and impenitent sinners, after fruitless admonition, shall be excommunicated.

25 Excommunicated and self-excluded persons shall be reinstated into membership after
26 repenting and asking forgiveness and professing their personal faith in the Lord, Jesus Christ,
27 as their Savior.

28
29 **Article VII. Property Rights of the Congregation**

30
31 The congregation, represented by the Voters Assembly, shall have the right to acquire,
32 hold title to, and manage such property as is necessary for the successful realization of its aims
33 and stated purposes. Everything owned by the congregation, whether movable or fixed, is the
34 estate of the congregation.

35 Members who separate themselves from the congregation or who have their names
36 stricken from the membership records by excommunication, self-exclusion, or otherwise forfeit
37 all claims to the property of the congregation.

38 If, at any time, a separation or division on account of doctrine should take place in this
39 congregation—which we pray that God may mercifully prevent!—the property of the
40 congregation and all the benefits connected therewith shall remain with those members who
41 adhere to the Declaration of Creed in Article III of this Constitution.

42 The privilege and right of appeal, however, shall always be granted any dissenter or
43 dissenters whether they constitute a minority or a majority of the membership. The appeal shall

1 be placed before the district of which this congregation is a member. Should this district fail in
 2 its efforts to arrive at an amicable, God-pleasing solution, then the appeal shall be brought
 3 before the synod of which this congregation is a member. The decision of synod shall be
 4 decisive and final.

5 In the event the congregation should totally disband, the property and all rights
 6 connected therewith shall be transferred to the Indiana District of The Lutheran Church—
 7 Missouri Synod.

8 **Article VIII. Authority and Organization of the Congregation**

10 The Voters Assembly shall have supreme authority as granted by our gracious God to
 11 manage and administer all spiritual and material affairs of the congregation. Any enactment or
 12 decision regarding said administration shall be invalid unless authorized or sanctioned by the
 13 Voters Assembly.

14 The Voters Assembly shall have no authority to enact or decide anything contrary to the
 15 Word of God and the Symbols of the Church as set forth in Article III of this Constitution.

17 **Article IX. Called Church Workers**

18 The Voters Assembly of this congregation shall have the exclusive right to Call ordained
 19 and commissioned church workers.

20 The Pastoral office shall be conferred only upon ordained ministers who are members of
 21 The Lutheran Church—Missouri Synod, candidates for the Pastoral ministry who have satisfied
 22 the qualifications and requirements for assignment of first calls by Synod, or ordained ministers
 23 who are members in good standing of church bodies that have been formally recognized to be
 24 in altar and pulpit fellowship with the Synod when agreements for such calls are in place.

25 Only those men shall serve in the Office of the Ministry who are properly qualified (see
 26 1 Timothy 3:1-7; Titus 1:5-9), ordained, and rightly called (Augsburg Confession XIV).

27 The Pastor(s) and commissioned church workers shall be unequivocally pledged to the
 28 Declaration of Creed as contained in Article III of this Constitution before assuming office in
 29 this congregation.

30 When a vacancy occurs in an office of an ordained or commissioned church worker, the
 31 congregation shall notify the circuit visitor and district president to receive assistance and
 32 counsel in filling the vacancy. The congregation shall refrain from issuing a temporary Call to
 33 an ordained or commissioned church worker during a vacancy.

34 **Article X. Removal from Office**

35 Any officer, Pastor(s), or Called Church Worker may be removed from office by ballot,
 36 by a two-thirds majority of the members of the Voters Assembly present, in a Christian and
 37 lawful order, for only the following causes:

- 38 • Persistent adherence to false doctrine;
- 39 • Scandalous life; and/or

- Inability to perform official duties or willful neglect of them.

Article XI. Synodical Affiliation

This congregation shall be affiliated with The Lutheran Church—Missouri Synod so long as the confessions and constitution of said synod are in accord with the confessions and constitution of this congregation, as laid down in Article III. This congregation shall, to the best of its ability, collaborate with such synod and assist it in affecting all sound measures intended for the building up of the kingdom of God.

Article XII. Organizations

All organizations within the congregation shall be under the supervision of the Voters Assembly.

Only communicant members of the congregation or of a congregation of the same synodical affiliation shall be eligible for membership in such organizations.

Article XIII. Books and Forms

Synod-approved Lutheran hymn books and Books or Forms only shall be used in public worship and in all official acts of the Pastor(s).

Any exceptions must be approved by the Elders.

In addition to the Bible and Luther's Small Catechism, only soundly orthodox books and literature, which conform to the Scriptures and the Symbolical Books, shall be used for the purpose of religious instruction.

Article XIV. Fiscal Year

The fiscal year of the congregation shall begin on January 1 of each year and end on the following December 31.

Article XV. Amending the Constitution

Alteration or repeal of any alterable or repealable article or section of this Constitution shall require a two-thirds majority of the members of the Voters Assembly present in a regular meeting of the Voters Assembly, after prior notice of constitutional change of at least two weeks in advance of Voters Assembly meeting.

Article III of this Constitution and all other such articles as they pertain to Scriptural doctrine and practice shall be unalterable or irrevocable.

BYLAWS

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Bylaw 1. Meeting of the Voters Assembly

- 1.1 Regular meetings of the Voters Assembly shall be held two (2) times per year, at dates and times to be established by the Church Council.
- 1.2 Additional meetings of the Voters Assembly may be called by the Church Council or, in special cases, by the Pastor(s) and/or President of the congregation.
- 1.3 Every meeting of the Voters Assembly shall be announced by word, or in the bulletin at a Sunday service at least two (2) weeks prior to it.
- 1.4 All meetings of the Voters Assembly shall be conducted according to Robert's Rules of Order inasmuch as this applies and does not conflict with the law of Christian love or discourage free and open discussion.

Commented [PM1]: The idea of the constitution committee is that fewer regular meetings of the Voters Assembly were necessary; however, provision is made for making it easier to call "additional" meetings, as needed (no longer only as emergency).

Commented [PM2]: Shortened name of Church Planning Council to simply Church Council (alternately, it could be referred to as the Parish Council).

Commented [PM3]: If more additional meetings are called, it was deemed wise to give more notice before calling the Voters Assembly. Also, specific additional media for publication were eliminated.

Commented [PM4]: Robert's Rules of Order for both Voters Assembly and Church Council.

Bylaw 2. Quorum

Twenty-five percent (25%) of the number of individual voters attending Voters Assembly in the previous calendar year shall constitute a quorum at any duly announced meeting of the Voters Assembly.

Bylaw 3. Officers

- 3.1 The elected officers of the congregation shall be the following:
 - President;
 - Vice President;
 - Secretary;
 - Treasurer;
 - Trustee;
 - Christian Education;
 - Human Care;
 - Missions;
 - Discipleship;
 - Four (4) to six (6) Elders; and
 - Two (2) at-large Church Council members.
- 3.2 The appointed officers of the congregation shall be the following:
 - Christian Education Assistant,
 - Treasurer Assistant, and
 - Trustee Assistant.
- 3.3 Moreover, the elected and appointed officers must be members of the Voters Assembly. Appointed officers shall be appointed by the President with approval of the Church Council.

Commented [PM5]: By changing the preposition from "after" to "with," the president makes appointments in coordination and collaboration of the Church Council instead of being under the authority of the Church Council. The president, like the individual officers, is under the authority of the Voters Assembly.

1 3.4 In the event of a vacancy in an elected and appointed office (except Elders), the
2 President may appoint a member of the Voters Assembly, with approval of the
3 Church Council, to any unfilled office. The term of the filled vacancy shall be
4 until the time of the next regular election. Any Elders' vacancy shall be filled by
5 election during a Voters Assembly meeting.

Commented [PM6]: The language of "board(s)" has been removed here and throughout the bylaws.

6 3.5 The President, Vice President, Treasurer, and Trustee shall comprise the
7 executive committee of the Church Council. The executive committee shall be
8 empowered to act as the agents of the congregation in those matters for which
9 secular law has jurisdiction and shall be empowered to act on behalf of the
10 congregation in cases of emergency regarding the physical properties of the
11 congregation (e.g. boiler going out, building fire, flooding, etc.). All actions of the
12 executive committee are subject to ratification and approval by the Voters
13 Assembly (in accord with Article VIII of the Constitution).

14 3.6 The Head Elder shall be elected by his fellow elders.

15 3.7 The Pastor(s) may attend any meeting of the officers and those serving in their
16 areas of ministry (including committee meetings). Likewise, the President may
17 attend any meeting of the officers and those serving in their areas of ministry
18 (including committee meetings), excepting a meeting of the Elders.

Commented [PM7]: The intention is to make it clear that both the Pastor(s) and the President can attend any meeting in the congregation, with notable exceptions. This, however, does not make the Pastor(s) or President a voting member of any group.

20 **Bylaw 4. Church Council**

21 4.1 Church Council shall be composed of the elected officers of the congregation,
22 including two (2) at-large members but also only one (1) Elder representing the
23 Elders as a group. In addition, Pastor(s) and all Called Church workers shall be
24 ex-officio members of the Church Council.

Commented [PM8]: This new Church Council reflects those elected in Bylaw 3. Moreover, by changing "Campus Ministry Director" to "all Called Church workers" (as referred to in Constitution Article 9), provision is made to accommodate possible future staff configurations. "Ex-officio" means that they are part of the Church Council by virtue of their office and that they still have the right to vote (although, this will likely not be exercised).

25 4.2 *Authority and Responsibilities of the Church Council* are as follows:

26 4.2.1 Church Council is a policy-making body and is responsible for the
27 administration of the day-to-day affairs of the congregation (e.g., financial
28 affairs, building maintenance, adoption of marriage policy, stewardship
29 programs, promotion of church activities, and the like);

Commented [PM9]: The authority and responsibilities of the Church Council are expanded beyond those of the current Church Planning Council. The proposed changes include, most notably, that the Church Council will now be able to make policies and is responsible for the administration of the day-to-day affairs of the congregation.

30 4.2.2 The members of the executive committee of the Church Council (see
31 Bylaw 3.5) shall have the authority to administer all property belonging
32 to the congregation, make contracts, accept and receive grants and
33 bequests, sign documents, appear in court, review the constitution and
34 bylaws, report to the congregation when appropriate, and take other such
35 action as may be authorized by the Voters Assembly;

Commented [PM10]: Examples of the day-to-day affairs of the congregation provide a scope of activities. "And the like" indications that this listing is not exhaustive of the responsibilities.

36 4.2.3 It shall assist the congregation's various officers and the coordination of
37 the congregation's activities;

Commented [PM11]: Executive Committee: President, Vice-President, Treasurer, and Trustee.

38 4.2.4 It shall meet monthly;

- 1 4.2.5 It shall prepare and publish an agenda one (1) week prior to every
- 2 meeting of the Voters Assembly;
- 3 4.2.6 It shall present recommendations and/or resolutions to the Voters
- 4 Assembly for consideration;
- 5 4.2.7 All policies, new or amended, adopted shall be publicized to the
- 6 congregation;
- 7 4.2.8 All actions of the Church Council are subject to ratification and approval
- 8 by the Voters Assembly (in accord with Article VIII of the Constitution);
- 9 4.2.9 Led by the President, encourage members to practice faithful stewardship
- 10 in their contributions and in their offerings of time and talents to the
- 11 work of the Lord (e.g. stewardship letter, direct time-and-talent survey);
- 12 4.2.10 Led by the Treasurer, present a budget for the next Fiscal Year by the last
- 13 regularly scheduled meeting of the Voters Assembly; and
- 14 4.2.11 Led by the Vice President, direct the church’s annual stewardship
- 15 program.
- 16 4.3 Additional meetings of the Church Council may be called whenever the Pastor(s)
- 17 and/or President deem it necessary.
- 18 4.4 All meetings of the Church Council shall be conducted according to Robert’s
- 19 Rules of Order inasmuch as this applies and does not conflict with the law of
- 20 Christian love or discourage free and open discussion.
- 21
- 22 **Bylaw 5. Election of Officers**
- 23 5.1 A nominating committee consisting of an Elder as chairman and two (2)
- 24 members of the Voters Assembly shall be appointed by the President and shall
- 25 serve until the close of the calendar year. The Committee, in consultation with
- 26 the Pastor(s), shall nominate two (2) candidates, if possible, for each elective
- 27 office.
- 28 5.2 The recommended slate of candidates shall be presented to the Voters Assembly
- 29 at its last regular meeting of the calendar year. While nominations may also be
- 30 made from the floor, only those for which the candidates have given consent
- 31 shall be accepted for consideration.
- 32 5.3 The term of every office, elected and appointed, shall be two (2) years.
- 33 5.4 In the case of a contested election, the elections shall be held by secret ballot. The
- 34 criterion for election shall be established by the Voters Assembly in advance of
- 35 the balloting.
- 36
- 37

Commented [PM12]: If the Church Council adopts a policy, it immediately goes into effect; however, it is deemed necessary that the congregation be informed of any new or amended policy in order to evaluate and either approve or rescind at the next Voters Assembly.

Commented [PM13]: The Voters Assembly is the supreme authority of the congregation; therefore, it’s authority shall not be abridged by any individual or group. This limitation on the Church Council was previously in Bylaw 4.5.

Commented [PM14]: This clause added to earlier sentence for clarity purposes. The nominating committee is not a standing committee but serves only to the end of the calendar year.

Commented [PM15]: This clause’s removal is suggested to provide clarity without being directive to the Voters Assembly. Likewise, “voters” is changed to “Voters Assembly” to be more precise.

1 **Bylaw 6. Terms and Duties of Officers**

2 President and Vice President

3 6.1 The President shall:

4 6.1.1 Preside at all meetings of the Voters Assembly and the Church Council;

5 6.1.2 Prepare an agenda for each meeting of the Church Council;

6 6.1.3 Serve as a member of the executive committee of the Church Council and,
7 thereby, as a legal agent of the congregation;

8 6.1.4 Make appointments as called for in the Bylaws;

9 6.1.5 Make additional appointments with approval of the Church Council, as
10 needed;

11 6.1.6 Appoint a Call Committee, whenever needed, chaired by an Elder; and

12 6.1.7 With assistance from the Church Council, encourage members to practice
13 faithful stewardship in their in their contributions and in their offerings
14 of time and talents to the work of the Lord.

15 6.2 The Vice President shall:

16 6.2.1 In the absence of the President, perform the duties of the office of
17 President;

18 6.2.2 Serve as a member of the executive committee of the Church Council and,
19 thereby, as a legal agent of the congregation;

20 6.2.3 With assistance from the Church Council, direct the church's annual
21 stewardship program; and

22 6.2.4 Appoint and supervise an individual to do the annual financial review of
23 the Treasurer; present the financial review to the Voters Assembly no
24 later than its second regular scheduled meeting in the calendar year.

25 6.3 In the event of a vacancy in the office of President, the Vice President shall
26 succeed to the office. The incoming President shall appoint a successor to the
27 office of the Vice President with approval of the Church Council. Succession is
28 limited to the completion of the term of office.

29 Secretary

30 6.4 The Secretary shall:

31 6.4.1 Publish an agenda prior to any meeting of the Voters Assembly and
32 Church Council;

33 6.4.2 Keep accurate minutes of the meetings of the Voters Assembly and the
34 Church Council for the permanent records of the congregation;

Commented [PM16]: Whereas the Church Council prepares the agenda for the Voters Assembly, the President is responsible for preparing the agenda for the Church Council and its meetings.

- 1 6.4.3 Keep a roster of the members of the Voters Assembly and inform the
 2 President at the start of each Voters Assembly meeting if a quorum exists;
- 3 6.4.4 Perform such other duties as assigned by the President and in keeping
 4 with the office; and
- 5 6.4.5 Maintain the Church Policies and Procedure Manual.
- 6 Treasurer
- 7 6.5 The Treasurer shall:
- 8 6.5.1 Serve as the financial officer of the congregation;
- 9 6.5.2 Serve as a member of the executive committee of the Church Council and,
 10 thereby, as a legal agent of the congregation;
- 11 6.5.3 Disburse the funds of the congregation in accordance with its resolutions
 12 and approved budgets as directed by the Voters Assembly and Church
 13 Council;
- 14 6.5.4 File all tax forms (federal, state, city, and county) by their due dates;
- 15 6.5.5 Invest all funds as approved by the Voters Assembly;
- 16 6.5.6 Monitor the cash flow of the operational budget and make prudent
 17 decisions in disbursing funds;
- 18 6.5.7 Maintain the cash journals, general ledger, and all subsidiary ledgers;
- 19 6.5.8 Give complete financial reports at each Church Council and Voters
 20 Assembly meetings;
- 21 6.5.9 Provide other financial information as requested by the Voters Assembly
 22 and Church Council;
- 23 6.5.10 Keep informed of changes in tax reporting of financial information;
- 24 6.5.11 Provide direction to the Treasurer Assistant;
- 25 6.5.12 Maintain accurate records of the receipts and disbursements of the
 26 congregation (these records shall be reviewed annually under the
 27 supervision of the Vice President);
- 28 6.5.13 With assistance from the Church Council, present a budget for the next
 29 Fiscal Year by the last regularly scheduled meeting of the Voters
 30 Assembly;
- 31 6.5.14 Oversee the counting of all service offerings and deposits to the bank
 32 account;
- 33 6.5.15 Oversee the posting of all contributions to individual member's
 34 contribution records and to resolve disputes in posting errors;

Commented [PM17]: "Directed" changed to "approved." This reflects a more realistic approach and avoids micro-managing.

Commented [PM18]: This adjustment eliminates who the Financial Assistant ought to listen to. No longer the Treasurer and the Financial Secretary and the Board of Stewardship as a whole, but just the Treasurer.

Position of Financial Secretary eliminated and duties given to Treasurer and the Treasurer Assistant.

- 1 6.5.16 Notify the Pastor(s), Church Council, and Voters Assembly of any special
2 contributions that might require a special acknowledgment to the donor;
3 6.5.17 Make sure donors receive proper substantiation for all gifts as noted in
4 the Treasurer's Manual; and
5 6.5.18 Maintain all records for the various memorials and trusts.

6 Elders

7 6.6 The Elders shall:

8 6.6.1 Assist the Pastor(s) in matters pertaining to the spiritual welfare of the
9 congregation and its members;

10 6.6.2 Assist the Pastor(s) in working reconciliation among and between the
11 members of the congregation, in accordance with Matthew 18:15-18;

12 6.6.3 Assist the Pastor(s) in encouraging members who have been negligent in
13 their attendance at services and in the use of the Sacraments and
14 stewardship, to repent of their sinful ways, and to enjoy fully the means
15 of grace in the fellowship of Christ;

16 6.6.4 Members not responding to church discipline shall be removed from the
17 rolls upon decision of the Elders; and any such removals shall be reported
18 to the Voters Assembly;

19 6.6.5 See to it that all services are conducted in such a manner as to be
20 consistent with the teachings and confessions of the Evangelical Lutheran
21 Church;

22 6.6.6 Appoint and supervise ushers and the head usher;

23 6.6.7 Appoint and supervise choir directors, organist, and pianist; and

24 6.6.8 Hire and supervise, in conjunction with the Pastor(s), the Pastor's
25 Secretary.

26 Trustee

27 6.7 The Trustee shall:

28 6.7.1 Supervise and/or care for the physical properties of the congregation;

29 6.7.2 Serve as a member of the executive committee of the Church Council and,
30 thereby, as a legal agent of the congregation;

31 6.7.3 Provide direction to the Trustee Assistant;

32 6.7.4 Recruit and supervise volunteers to assist the trustee in his or her duties;

33 6.7.5 Hire and supervise custodial care;

34 6.7.6 Employ and supervise person(s) to assist the trustee in performing his or
35 her duties;

Commented [PM19]: Instead of simply being a check to see if a member ought to be excommunicated, the elders will assist in working reconciliation between members of the congregation.

Commented [PM20]: The new appointed position of Trustee Assistant will be under the direct supervision of the Trustee.

1 6.7.7 Implement and administer the key policy and procedures (this policy is
2 to be kept on file in the office of the Pastor's Secretary); and

3 6.7.8 Maintenance and use of sound, video, and editing equipment.

Commented [PM21]: A version of this duty was previously under Discipleship.

4
5 **Christian Education**

Commented [PM22]: Previously, Christian Education was set up more like a School Board.

6 6.8 The Christian Education officer shall:

7 6.8.1 Assist the Pastor(s) in the education and training of the congregation's
8 youth;

9 6.8.2 Direct and supervise the pre-K through 8th-grade educational program;

10 6.8.3 Select teachers and volunteers, and provide the necessary training and
11 materials to support them;

12 6.8.4 Help equip parents with Christian education materials for the home; and

13 6.8.5 Organize additional educational opportunities (e.g. Vacation Bible
14 School, Children Christmas Program).

15 **Human Care**

16 6.9 The Human Care officer shall:

17 6.9.1 Represent the congregation in community activities and serve as the
18 liaison between Grace Evangelical Lutheran Church and the professional
19 and community service agencies within the community;

20 6.9.2 Administer a financial and spiritual assistance program for families
21 and/or individuals in times of need;

Commented [PM23]: "Emergency" changed to "need," which is a broader term, allowing for more flexibility.

22 6.9.3 Be aware of and investigate community involvement activities; and

23 6.9.4 Bring recommendations to the Church Council for authority to
24 participate.

25 **Discipleship**

Commented [PM24]: Much of the previous Board of Discipleship was moved to other elected officers. Discipleship now deals with the assimilation of new members as well as the general involvement of members in the life and work of the congregation.

26 6.10 The Discipleship officer shall:

27 6.10.1 Assist in assimilating new members in the life and work of the
28 congregation;

29 6.10.2 In conjunction with the church office, ensure all guests are contacted on a
30 timely basis;

31 6.10.3 Propose and help organize teaching opportunities for members on how to
32 live as Christians in their vocations (i.e., marriage training, financial
33 giving, community service, witness, etc.); and

34 6.10.4 Propose and help organize congregational events and activities to
35 strengthen relationships within the congregation and among the

community (e.g. new members meals, Advent and Lenten convenience meals, game nights, fall festival).

Missions

6.11 The Missions officer shall:

6.11.1 Coordinate missionary activities to the Ball State University community, East Central Indiana, and the world;

6.11.2 Coordinate an annual mission Sunday with the Pastor(s);

6.11.3 Foster congregational awareness concerning mission activity and all opportunities at the circuit, district, and synod levels and recommend to the Church Council where financial assistance should be given;

6.11.4 Provide prayer support for missionaries throughout the world; and

6.11.5 Maintain correspondence with missionaries, as well as other mission projects, and provide reports to the congregation, as needed.

Bylaw 7. Word and Sacrament Ministry to the Ball State University Community

An agreement was entered into in 1976 by Grace congregation and the Indiana District Mission Board that brought together the campus ministry at Ball State University as a mission responsibility of Grace Evangelical Lutheran Church, Muncie, Indiana. In 1989, the campus-worshiping congregation was incorporated into the worshiping body of Grace congregation. Since Grace congregation has responsibility for administration of Word and Sacrament ministry to the students at Ball State University, any conflicts between the constitution of this congregation and the carrying out of campus ministry shall be resolved by this constitution taking precedence.

Bylaw 8. Mission Responsibilities of the Campus Ministry Director

Campus ministry responsibilities shall be carried out through cooperative efforts by the Senior Pastor of Grace and the Campus Ministry Director. The Campus Ministry Director may be an associate Pastor, an assistant Pastor, a vicar, or a deaconess. The Campus Ministry Director shall work in close cooperation with and under the supervision of the Senior Pastor. The Campus Ministry Director shall have prime responsibility for working with the Ball State University community in planning and implementing mission endeavors as relate to campus ministry. The Campus Ministry Director shall also be involved in the mission and ministry of Grace congregation.

The Campus Ministry Director shall work in conjunction with the Indiana District Mission Board as expected of District Campus Ministries.

Commented [PM25]: Missions deals with the spread of the Gospel to those outside the church, including witness, campus ministry, missions, and outreach. It now includes local evangelism.

Commented [PM26]: Language from our bulletin.

Commented [PM27]: The Order of Business bylaw was removed. President is now explicitly responsible for setting the agenda for meetings of the Church Council. Church Council is explicitly responsible for setting the agenda for meetings of the Voters Assembly.

Commented [PM28]: Board of University Students and Young Adults eliminated and all campus ministry is under the Pastor(s) and the Campus Ministry Director.

Commented [PM29]: Re: bylaws 7 and 8. Something like this is required as a result of our arrangement with the Indiana District.

1 **Bylaw 9. Indemnification**

2 Indemnification. The church may indemnify any official of the church made a party to a
 3 proceeding because such individual is or was an official of the church against any liability and
 4 expenses incurred by such individual in connection with the proceeding; provided that it is
 5 determined in the specific case that such individual has met the standard of conduct for
 6 indemnification herein specified. The church may pay for or reimburse the reasonable expenses
 7 incurred by an official of the church in connection with any such proceeding in advance of final
 8 disposition thereof, in accordance with such procedures and conditions as the session may
 9 specify.

10 9.1 Definitions. For purposes of this session:

11 9.1.1 The term “official of the church” means an individual who is or was a
 12 minister, officer, or employee of the church, and shall include any such
 13 person and any member who is or was serving at the request of the
 14 church, through any of its ministers, officers, Church Council, or Voters
 15 Assembly as a member of an administrative unit of the church or as an
 16 officer, employee, or agent of any other entity.

17 9.1.2 The term “standard of conduct of indemnification” means:

18 9.1.2.1 The individual’s conduct was in good faith; and

19 9.1.2.2 The individual reasonably believed that the individual’s conduct
 20 was in the best interests of the church; and

21 9.1.2.3 In the case of any criminal proceeding, the individual either (a)
 22 had reasonable cause to believe the individual’s conduct was
 23 lawful or (b) had no reasonable cause to believe his or her conduct
 24 was unlawful.

25 9.1.3 The term “expenses” includes all direct and indirect costs (including
 26 without limitation counsel fees, retainers, court costs, transcripts, fees of
 27 experts, witness fees, travel expenses, duplicating costs, printing and
 28 binding costs, telephone charges, postage, delivery service fees, all other
 29 disbursements, or out-of-pocket expenses) actually incurred in connection
 30 with the investigation, defense, settlement, or appeal of a proceeding.

31 9.1.4 The term “liability” means any judgment, settlement, penalty, fine, excise
 32 tax (including an excise tax assessed with respect to an employee benefit
 33 plan) incurred with respect to a proceeding.

34 9.1.5 The term “party” includes an individual who was, is, or is threatened to
 35 be, made a named defendant or respondent in a proceeding.

36 9.1.6 The term “proceeding” means any threatened, pending, or completed
 37 action, suit or proceeding, whether civil, criminal, administrative, or
 38 investigative and whether formal or informal.
 39

Commented [PM30]: Probably required by church liability insurance—don’t touch!

1 **Bylaw 10. Auxiliary Organizations**

2 All auxiliary organizations (e.g. Ladies Aid, Men’s Club, Youth Group, etc.) shall exist
3 with approval of the Voters Assembly.

4 The purpose and objectives of any auxiliary organization shall be in harmony with the
5 purpose and objectives of the congregation.

6 Auxiliary organizations shall have the right to govern themselves, including
7 establishment of officers and bylaws of the auxiliary organization.
8

9 **Bylaw 11. Amending the Bylaws**

10 Alteration or repeal of any bylaw shall require a simple majority of the members of the
11 Voters Assembly present in a regular meeting of the Voters Assembly, after prior notice of
12 bylaw change of at least two (2) weeks in advance of the Voters Assembly meeting.
13
14

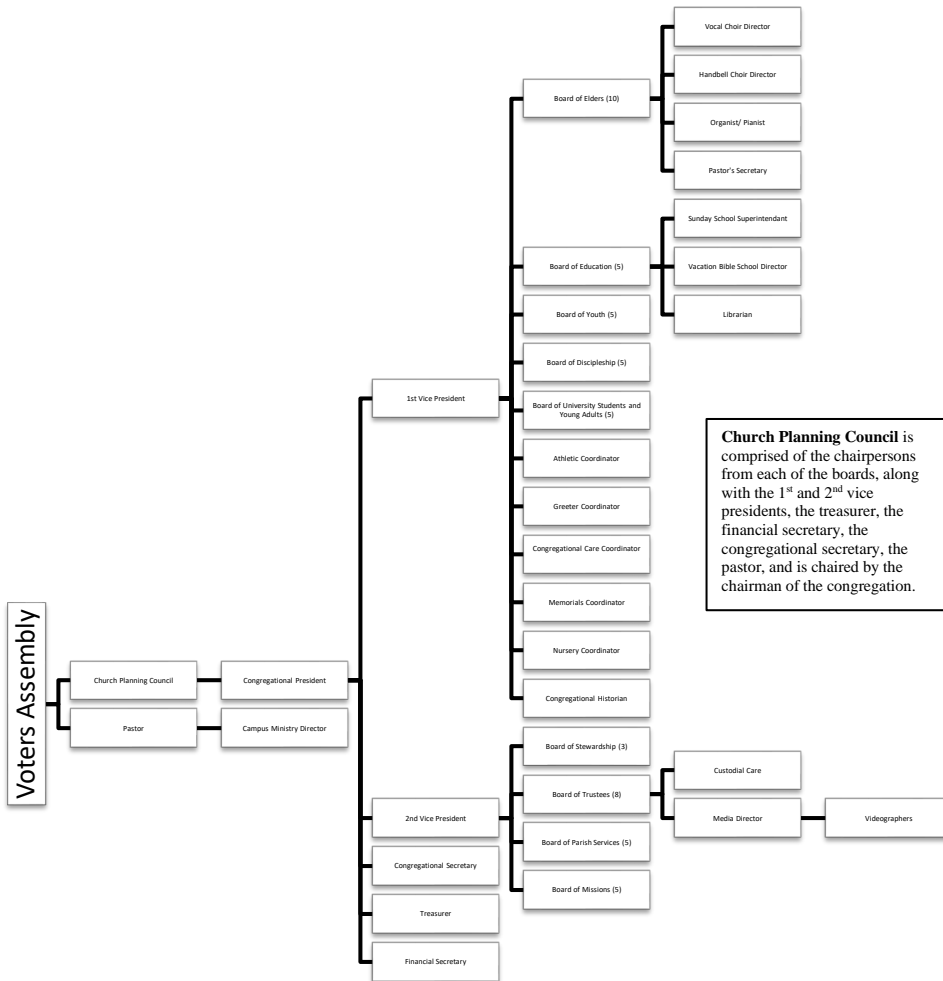
Commented [PM31]: This bylaw is suggested to cover all auxiliary groups that exist or may be formed within the congregation, meaning that all these groups are subject to the authority to the congregation.

Commented [PM32]: Any group of this nature (i.e., Youth Group) will be considered an auxiliary of the congregation, much like the LWML, Ladies Aid, Altar Guild, or Kitchen. Auxiliaries still are under the authority of the Voters Assembly but are given authority to elect their own officers (if desirable).

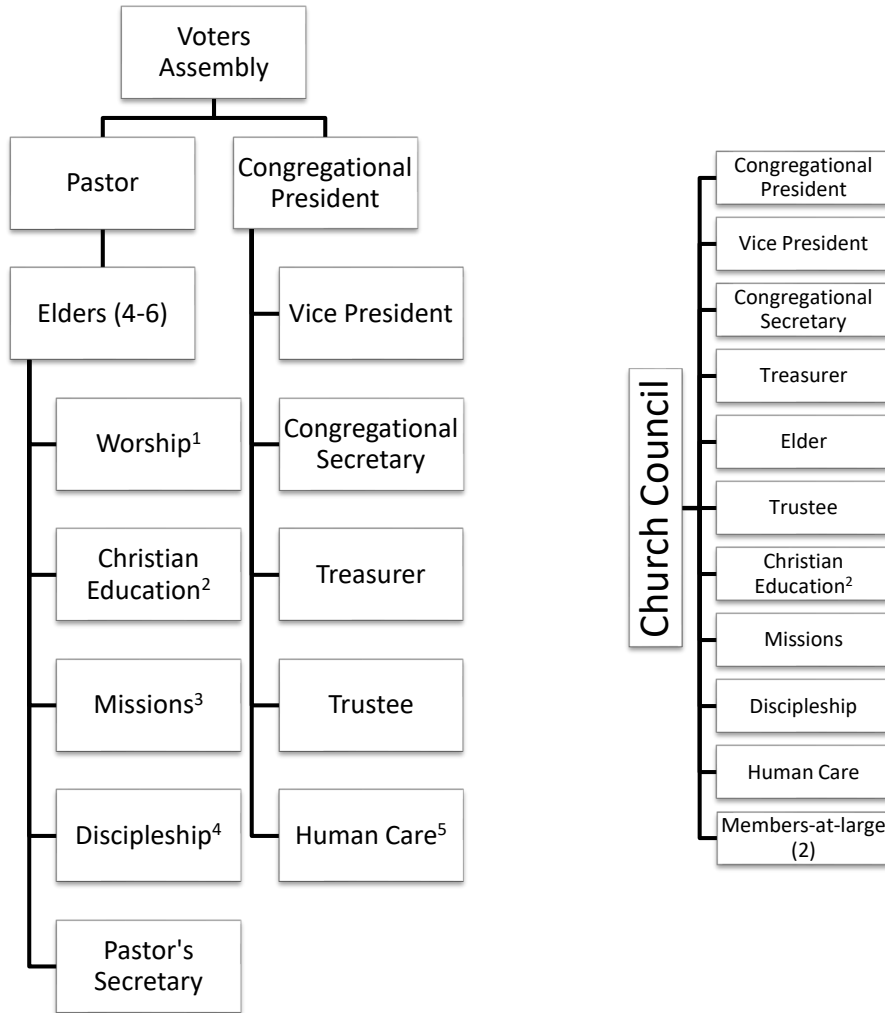
Commented [PM33]: The process of amending the bylaws was removed from the Constitution because the Bylaws are a separate document and ought to govern themselves. As a result, provision for amending bylaws is necessary to include. The bylaws, though, will require only a simple majority to amend, allowing for easier adjustment as needs arise.

Commented [PM34]: The Miscellaneous bylaw (which covered Memorials Coordinator, Nursery Coordinator, Historian, Athletics Coordinator, Congregational Care Coordinator, Safety Deposit Box policy, and Church Procedure Manual) moved to the Church Procedural (and Policy) Manual.

- 1 Grace Evangelical Lutheran Church in Muncie, Indiana
- 2 Congregational Form
- 3 Current (since January 1, 2010)



1 Proposed (May 18, 2021)



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¹Worship includes Music, Organist, Altar Guild, and Memorials.
²Christian Education is chaired by the Sunday School Superintendent and includes all Bible studies, Sunday School, Confirmation classes, new member instruction, Vacation Bible School, and the Children's Christmas Program
³Missions deals with the spread of the Gospel to those outside the church, including witness, campus ministry, missions, and outreach.
⁴Discipleship deals with the assimilation of new members as well as the general involvement of members in the life and work of the congregation.
⁵Human Care deals with the care of our neighbor in his or her body, including parish services, care coordinating, Community Assistance Day, and congregational meals.

Approved by Voters Assembly --/--