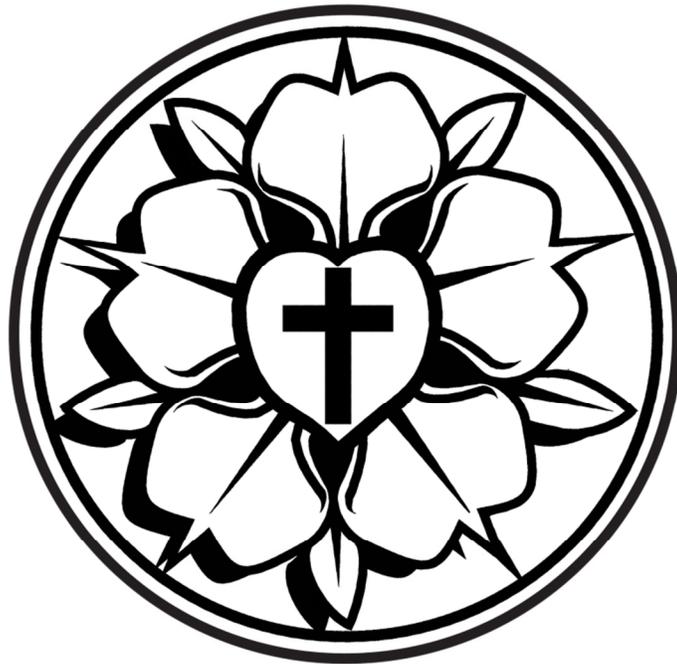


CONSTITUTION AND BYLAWS

GRACE EVANGELICAL LUTHERAN CHURCH



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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; I 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 (I 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 1. Name

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

Article 2. Purpose

- 2.1 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.

Mission Statement

- 2.2 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 3. Declaration of Creed

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

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

Article 4. Membership

- 4.1 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 and of this congregation, including the children who have not yet been confirmed.

4.2 Communicant Membership

4.2.1 *Conditions of Membership*—Membership in this congregation can be obtained and held by such as:

4.2.1a Are baptized.

4.2.1b Declare their acceptance of and adherence to the Declaration of Creed as contained in Article 3 of this Constitution (Hebrews 10:23).

4.2.1c Are familiar with Luther's Small Catechism and declare their acceptance thereof (I Peter 3:15).

4.2.1d Do not live in manifest works of the flesh (Galatians 5:22-25); and

4.2.1e Are not members of a secret or other organization conflicting with the Word of God (II Corinthians 6:14-18; Romans 16:17-18; Titus 3:10-11).

4.2.2 *Reception of Members*—Applicants for communicant membership presenting a Letter of Transfer from an Evangelical Lutheran congregation with the same synodical affiliation shall be accepted as communicant members.

Applicants for communicant membership affiliated with a Lutheran church of any synod shall give satisfactory evidence of their qualifications for membership in a pastoral interview. Other applicants shall receive adequate course instruction in the Chief Parts of the Christian Religion and shall declare their acceptance of the Doctrine of Holy Scriptures and the exposition of the same in the Lutheran Confession (see Article 3) in the presence of witnesses, whereupon they shall be received as members.

4.2.3 *Duties of Members*—It shall be the duty of every communicant member to:

4.2.3a Attend public worship diligently and to partake of Holy Communion frequently.

4.2.3b Send the children of school age to and be responsive toward Christian training, education and Catechetical instruction for themselves and their household.

4.2.3c Give according to their ability of their time, talents and treasure;

4.2.3d Submit and conform to the rules and regulations established by the congregation.

4.3 Voting Membership

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

4.4 Associate Membership

4.4.1 *Eligibility*—Associate membership in this congregation can be obtained and held by any person who:

4.4.1a Is a communicant member in good standing of a Christian congregation in fellowship with The Lutheran Church—Missouri Synod.

4.4.1b Adheres to Article 3 of this Constitution.

4.4.1c Is enrolled in, or is an immediate family member of a person enrolled in, a regional institution of higher learning.

4.4.2 *Reception of Associate Members*—An eligible person may receive associate membership upon recommendation by the Pastor and approval by the Board of Elders.

4.4.3 *Termination of Associate Members*

4.4.3a A person's associate membership shall automatically expire upon conclusion of that person's or family member's enrollment in a regional institution of higher learning.

4.4.3b A person's associate membership may be terminated upon recommendation by the Pastor and approval by the Board of Elders.

4.4.4 *Duties of Associate Members*—Associate members share the same duties of church members listed in Article 4, Sections 2-3 of this Constitution.

4.4.5 *Rights of Associate Members*—

4.4.5a Associate members may serve as ex-officio members of all boards and committees of this congregation except the Board of Elders.

4.4.5b Each associate member shall be under the spiritual care of the Pastor of this congregation, in consultation with the Pastor of his or her home congregation.

Article 5. Release and Withdrawal

- 5.1 Members desiring a release for the purpose of joining a congregation of the same synodical affiliation shall obtain a written Letter of Transfer from the Pastor, after approval of the Board of Elders.
- 5.2 Members who leave without a transfer and for a period of one (1) year have not fulfilled their duties per Article 4.2.3 and shall have thereby forfeited their membership.

Article 6. Church Discipline

- 6.1 It shall be the duty of the congregation to discipline an erring member in accordance with the various grades prescribed in Matthew 18:15-17. The disciplining of an erring member will be administered by the Board of Elders and the Pastor.
- 6.2 Persons unwilling to submit to this divine rule shall be adjudged as such, as having excommunicated themselves.
- 6.3 Manifest and impenitent sinners shall be excommunicated after fruitless admonition.
- 6.4 Excommunicated persons shall be re-instated into membership after repenting, asking forgiveness and professing their personal faith in the Lord, Jesus Christ, as their Savior.

Article 7. Property Rights of the Congregation

- 7.1 The congregation, represented by the Voters' Assembly, shall have the right to acquire, hold title to and manage such property as is necessary for the successful realization of its aims and stated purposes. Everything owned by the congregation, whether moveable or fixed, is the estate of the congregation.
- 7.2 Members who separate themselves from the congregation or who have their names stricken from the membership records by excommunication, self-exclusion or otherwise, forfeit all claims to the property of the congregation.

- 7.3 If, at any time, a separation or division on account of doctrine should take place in this congregation, which we pray that God may mercifully prevent, the property of the congregation and all the benefits connected therewith shall remain with those members who adhere to the confessional standard as set forth in Article 3 of this Constitution. The privilege and right of appeal, however, shall always be granted any dissenter or dissenters whether they constitute a minority or a majority of the membership. The appeal shall be placed before the District Committee on Appeals of which this congregation is a member. Should this Committee fail in its efforts to arrive at an amicable, God-pleasing solution, then the appeal shall be brought before the Synodical Committee on Appeals. The decision of this Committee shall be decisive and final.
- 7.4 In the event the congregation should totally disband, the property and all rights connected therewith shall be transferred to the Indiana District of The Lutheran Church—Missouri Synod.

Article 8. Authority and Organization of the Congregation

The Voters' Assembly shall have supreme authority and power to manage and administer all spiritual and material affairs of the congregation.

- 8.1 Any enactment or decision, whether it proceed from an individual or from a body within the congregation, shall be invalid unless authorized or sanctioned by the Voters' Assembly.
- 8.2 The Voters' Assembly shall have no authority to enact or decide anything contrary to the Word of God and the Symbols of the Church.

Article 9. Office of Pastor and Campus Ministry Director

The Voters' Assembly shall confer the office of Pastor and/or Campus Ministry Director upon such Pastors and/or Campus Ministry Directors or candidates only as:

- 9.1 Unreservedly pledge their acceptance of and adherence to the Declaration of Creed as contained in Article 3 of this Constitution.
- 9.2 Are members of the same Synod to which the congregation belongs and who have been endorsed by the Synod.
- 9.3 Have been properly and rightfully called by the congregation.

Article 10. Removal from Office

Any officer, Pastor, and/or Campus Ministry Director may be removed from office by ballot, by a two-thirds majority of the members of the Voters' Assembly present, in a Christian and lawful order, for one of the following causes:

- 10.1 Persistent adherence to false doctrine.
- 10.2 Scandalous life.
- 10.3 Inability to perform official duties or willful neglect of them.

Article 11. 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 3. This congregation shall, to the best of its ability, collaborate with such Synod and assist it in effecting all sound measures intended for the building up of the Kingdom of God.

Article 12. Societies

- 12.1 All societies within the congregation shall be under the control and supervision of the Voters' Assembly.
- 12.2 Only communicant members of the congregation or of a congregation of the same synodical affiliation shall be eligible for membership in such societies.

Article 13. Books and Forms

- 13.1 Approved Lutheran hymn books and Books of Forms only shall be used in public worship and in all official acts of the Pastor.
- 13.2 Any exceptions must be approved by the Board of Elders;
- 13.3 In addition to the Bible and Luther's Small Catechism, soundly orthodox books and literature, which conform to the Scripture and the Lutheran Confessions, shall be used for the purpose of religious instruction.

Article 14. Fiscal Year

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

Article 15. Amending the Constitution

- 15.1 Alterations or repeal of any alterable or repealable article or section of this Constitution and its Bylaws 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.
- 15.2 Article 3 of this Constitution and all other such articles as pertain to Scriptural doctrine and practice shall be unalterable or irrevocable.

BYLAWS

Bylaw 1. Meeting of the Voters' Assembly

- 1.1 Regular meetings of the Voters' Assembly shall be held four (4) times per year, at dates and times to be established by the Church Planning Council.
- 1.2 Special meetings of the Voters' Assembly may be called by order of the Church Planning Council or, in especially urgent cases, by the Pastor 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 one week prior to it, or in the monthly or mid-monthly newsletter.

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 President, First Vice-President, Second Vice President, Secretary, Treasurer, Financial Secretary, Chairman and Vice-Chairman of the Board of Discipleship and the following Board members:

Board	Elected	Elected and/or Appointed
Board of Elders	10	0
Board of Trustees	8	0
Board of Stewardship	Second Vice-President Treasurer Financial Secretary	3
Board of Christian Education	3	2
Board of Discipleship	Chairman Vice-Chairman	Unlimited

Board	Elected	Elected and/or Appointed
Board of Parish Service and Social Ministry	3	2
Board of Young Peoples' Work	3	2
Board of University Students and Young Adults	3	2
Board of Missions	3	2

3.2 Moreover, the elected members of each of the Boards must be members of the Voters' Assembly. Appointed members of the respective Boards may be selected from among the communicant members of the congregation. These appointments will be made by the President after approval of the Church Planning Council.

3.3 In the event of a vacancy in an elected and appointed office (except the Board of Elders), the President may appoint a member of the Voters' Assembly, after approval of the Church Planning Council, to any unfilled office. The term of the filled vacancy will be until the time of the next regular election. Any Board of Elders' vacancy will be filled by election during a Voters' Assembly meeting.

3.4 The President, First Vice-President, Second Vice-President, Treasurer and Financial Secretary shall be empowered to act as the agents of the congregation in those matters for which secular law has jurisdiction.

3.5 The chairman of the individual Boards, except the Board of Stewardship and the Board of Discipleship, will be selected by the members of that Board.

3.6 Ex-officio members of each of the Boards will include the Senior Pastor and the Campus Ministry Director.

Bylaw 4. Church Planning Council

4.1 The Church Planning Council shall be composed of the following: President, First and Second Vice-Presidents, Secretary, Treasurer, Financial Secretary and the chairmen, or their designee, of the various Boards. In addition, the Senior Pastor and Campus Ministry Director shall be ex-officio members of the Church Planning Council.

4.2 Each Board shall assure that they are represented by a member at Church Planning Council and Voters' Assembly meetings.

- 4.3 The Church Planning Council shall meet monthly. It shall prepare and publish an agenda prior to every regular meeting of the Voters' Assembly. It shall present recommendations and/or resolutions to the Voters' Assembly for consideration.
- 4.4 Special meetings of the Church Planning Council may be called whenever the Senior Pastor and/or President deem it necessary.
- 4.5 The Church Planning Council shall not be a policy-making body, except that it may, in circumstances of urgent necessity occurring before a regularly scheduled meeting of the Voters' Assembly, administer the affairs of the congregation subject to ratification by the Voters' Assembly at its next regular meeting.

Bylaw 5. Election of Officers

- 5.1 A nominating committee consisting of an Elder as chairman and two (2) members of the Voters' Assembly shall be appointed by the President. The Committee, in consultation with the Senior Pastor, will nominate two (2) candidates, if possible, for each elective office, the terms of whom will be vacant at the close of the calendar year.
- 5.2 The recommended slate of candidates will be presented to the Voters' Assembly at its last regular meeting of the calendar year. While nominations may also be made from the floor, only those for which the candidates have given consent will be accepted for consideration.
- 5.3 The term of every office, elected and appointed, will be two (2) years.
- 5.4 Elections shall be held by secret ballot. The criterion for election, whether by simple majority (two candidates) or plurality (more than two candidates), shall be established by the voters in advance of the balloting.

Bylaw 6. Terms and Duties of Officers—Functions, Powers and Organization of Administrative Boards

- 6.1 President and Vice Presidents
 - 6.1.1 The President shall:
 - 6.1.1a Preside at all meetings of the Voters' Assembly and the Church Planning Council.
 - 6.1.1b Make appointments as called for in the Bylaws.

- 6.1.1c Make additional appointments after approval of the Church Planning Council, as needed.
 - 6.1.1d Appoint a Call Committee, whenever needed, chaired by an Elder.
- 6.1.2 The First Vice-President shall:
- 6.1.2a In the absence of the President, perform the duties of this office.
 - 6.1.2b Make appointments as called for in Bylaw 11, after approval of the Church Planning Council.
 - 6.1.2c Maintain the Church Procedure Manual.
 - 6.1.2d The following boards shall report to the First Vice-President:
 - The Board of Elders
 - The Board of Education
 - The Board of Young People's Work
 - The Board of Discipleship
 - The Board of University Student and Young Adult Ministry
- 6.1.3 The Second Vice-President shall:
- 6.1.3a Chair the Board of Stewardship
 - 6.1.3b Appoint and supervise an individual to do the annual financial review of the Financial Secretary and Treasurer; present the financial review to the Voters' Assembly no later than its second regular scheduled meeting in the calendar year.
 - 6.1.3c The following Boards shall report to the Second Vice President:
 - The Board of Trustees
 - The Board of Stewardship
 - The Board of Parish Services and Social Ministry
 - The Board of Missions
- 6.1.4 In the event of a vacancy in the office of President, the First Vice-President shall succeed to the office. The incoming President shall appoint a successor to the office of the First Vice-President after approval of the Church Planning Council. Succession is limited to the completion of the term of office.

6.2 Secretary

6.2.1 The Secretary shall:

- 6.2.1a Keep accurate minutes of the meetings of the Voters' Assembly and the Church Planning Council for the permanent records of the congregation.
- 6.2.1b Keep a roster of the members of the Voters' Assembly and inform the President at the start of each Voters' Assembly meeting if a quorum exists.
- 6.2.1c Perform such other duties as assigned by the President and in keeping with the office.

6.3 Treasurer

6.3.1 The Treasurer shall:

- 6.3.1a Serve as the financial officer of the congregation.
- 6.3.1b Disburse the funds of the congregation in accordance with its resolutions and approved budgets as directed by the Voters' Assembly.
- 6.3.1c File all tax forms (federal, state, city, and county) by their due dates.
- 6.3.1d Invest all funds as directed by the Voters' Assembly.
- 6.3.1e Monitor the cash flow of the operational budget and make prudent decisions in disbursing funds.
- 6.3.1f Maintain the cash journals, general ledger, and all subsidiary ledgers.
- 6.3.1g Give complete financial reports at each Church Planning Council and Voters' Assembly meeting.
- 6.3.1h Provide other financial information as requested by the Voters' Assembly.
- 6.3.1i Keep informed of changes in tax reporting of financial information.
- 6.3.1j Maintain the treasurer's manual with updates provided by the District office.
- 6.3.1k Administer the designated funds and trusts as set forth by the Voters' Assembly.
- 6.3.1l Provide direction to the Financial Assistant in conjunction with the Financial Secretary.
- 6.3.1m Maintain accurate records of the receipts and disbursements of the congregation. These records shall be reviewed annually under the supervision of the Second Vice-President.

6.4 Financial Secretary

6.4.1 The Financial Secretary shall:

- 6.4.1a Oversee the counting of all service offerings and deposits to the bank account.
- 6.4.1b Report to the Treasurer, via the weekly offering form, the total breakdown of contributions for the week.
- 6.4.1c Oversee the posting of all contributions to individual member's contribution records and to resolve disputes in posting errors.
- 6.4.1d Report to the Church Planning Council and Voters' Assembly monthly and year-to-date total contributions received for various purposes.
- 6.4.1e Notify the Pastor, Church Planning Council and Voters' Assembly of any special contributions that might require a special acknowledgment to the donor.
- 6.4.1f Make sure donors receive proper substantiation for all gifts as noted in the Treasurer's Manual section 16.515.
- 6.4.1g Maintain all records for the various memorials and trusts.
- 6.4.1h Provide direction to the Financial Assistant in conjunction with the Treasurer.
- 6.4.1i The records of the Financial Secretary shall be reviewed annually under the supervision of the Second Vice-President.

6.5 Board of Elders

The Board of Elders shall consist of up to ten (10) members. No more than five (5) Elders shall be elected each year.

6.5.1 The Board of Elders shall:

- 6.5.1a Assist the Pastor in matters pertaining to the spiritual welfare of the congregation.
- 6.5.1b Consider complaints and grievances of members of the congregation and determine if Matthew 18:15-16 has been fully observed. They shall report to the congregation those who cannot be otherwise adjusted, in accordance with Matthew 18:17-18.
- 6.5.1c Encourage members who have been negligent in their attendance at services, in the use of the Sacraments and stewardship, to repent of their sinful ways and fully enjoy the means of grace in fellowship of Christ.

- 6.5.1d Members not responding to church discipline will be removed from the rolls upon decision of the Elders and reported to the Voters' Assembly.
- 6.5.1e See to it that all services are conducted in such a manner as to be consistent with the teachings and confessions of the Evangelical Lutheran Church.
- 6.5.1f Appoint and supervise ushers and the head usher.
- 6.5.1g Appoint and supervise choir directors, organist and pianist.
- 6.5.1h Hire and supervise, in conjunction with the Senior Pastor, the Pastor's secretary.

6.6 Board of Trustees

The Board of Trustees shall consist of eight (8) members. Four (4) Trustees shall be elected each year.

- 6.6.1 The Board of Trustees shall:
 - 6.6.1a Supervise and/or care for the physical properties of the congregation.
 - 6.6.1b Hire and supervise custodial care.
 - 6.6.1c Employ and supervise person(s) to assist them in performing their duties.
 - 6.6.1d Implement and administer the key policy and procedures. This policy is to be kept on file in the pastor's secretary's office.

6.7 Board of Stewardship

The Board of Stewardship shall consist of the Second Vice-President, Treasurer, Financial Secretary and three (3) additional members representative of the congregation-at-large, appointed by the President, after approval of the Church Planning Council. The Second Vice-President shall serve as chairman of the Board of Stewardship.

- 6.7.1 The Board of Stewardship shall:
 - 6.7.1a Encourage members to practice faithful stewardship in their in their contributions and in their offerings of time and talents to the work of the Lord.
 - 6.7.1b Present a tentative work program for the next Fiscal Year by the last regularly scheduled meeting of the Voters' Assembly.
 - 6.7.1c Direct the church's annual stewardship program.
 - 6.7.1d Hire and supervise the Financial Assistant.

6.8 Board of Christian Education

The Board of Christian Education shall consist of five (5) members. No more than three (3) members shall be elected each year.

6.8.1 The Board of Christian Education shall:

- 6.8.1a Plan the total education program of the congregation, determine policies, select teaching personnel, provide the necessary means and facilities to support them and direct and supervise the entire educational program.
- 6.8.1b Foster spiritual growth in the life of the individual Christian.
- 6.8.1c Strengthen the Christian home and help equip parents, children and young people for Christian family living.
- 6.8.1d Provide learning opportunities for all age levels: pre-school, elementary school, youth and adult.
- 6.8.1e Provide leadership education for teachers, officers and workers.
- 6.8.1f Appoint and supervise a Sunday School Superintendent and Assistant, a Vacation Bible School Chairperson and a church Librarian and Assistant.

6.9 Board of Parish Services and Social Ministry

The Board of Parish Services and Social Ministry shall consist of five (5) members. No more than three (3) members shall be elected each year.

6.9.1 The Board of Parish Services and Social Ministry shall:

- 6.9.1a Represent the congregation in community activities and serve as the liaison between Grace Evangelical Lutheran Church and the professional and community service agencies within the community.
- 6.9.1b Administer a financial and spiritual assistance program for families and/or individuals in times of emergency.
- 6.9.1c Appoint and supervise a Community Activities Coordinator who shall:
 - 6.9.1c.1 Be aware of and investigate community involvement activities.
 - 6.9.1c.2 Bring recommendations to the Board of Parish Services and Social Ministry for authority to participate.

6.10 Board of Young People's Work

The Board of Young People's Work shall consist of five (5) members. No more than three (3) members shall be elected each year.

6.10.1 The Board of Young People's Work shall:

- 6.10.1a Involve the young people of the congregation in the work
- 6.10.1b Provide for their spiritual growth and nurture.
- 6.10.1c Promote genuine Christian fellowship for the young people of the congregation.
- 6.10.1d Promote and facilitate attendance at the National Youth Gathering.
- 6.10.1e Appoint and supervise counselors for Lutheran Youth Fellowship (LYF) and Junior Lutheran Youth Fellowship (JLYF).

6.11 Board of Discipleship

The Board of Discipleship shall consist of a Chairman, Vice-Chairman and appointed members. The Chairman and Vice-Chairman will be elected on alternate years.

6.11.1 The Board of Discipleship shall:

- 6.11.1a Serve as the 'nerve center' for discipleship (evangelism) for the congregation.
- 6.11.1b Implement the congregation's efforts to bring the message of salvation to all within the congregation's reach.
- 6.11.1c Work in conjunction with the Pastor(s) to ensure all visitors are contacted on a timely basis.
- 6.11.1d Assimilate new members in the life and work of the congregation.
- 6.11.1e Promote informal, spontaneous witnessing as a way of life for all members.
- 6.11.1f Establish relationships with those who aren't members of Grace, but have ties to the congregation.
- 6.11.1g Involve as many members as possible in organized, systematic evangelistic undertakings.
- 6.11.1h Appoint and supervise the Director of sound, video and editing equipment.

6.12 University Student and Young Adult Ministry

The Board of University Student and Young Adult Ministry shall consist of five (5) members, three (3) elected and two (2) appointed. One (1) appointment will be from the young adult membership of Grace and the other a member of The Lutheran Church—Missouri Synod (LCMS) Ball State University student community in consultation with the Campus Ministry Director. No more than two (2) members shall be elected each year.

6.12.1 The Board of University Student and Young Adult Ministry shall:

6.12.1a Provide guidance to the Campus Ministry Director in planning and implementing ministry to the Ball State University community and the young adults of Grace congregation.

6.12.1b Foster involvement of young adults in the mission and ministry of Grace congregation whenever possible.

6.13 Board of Missions

The Board of Missions shall consist of five (5) members. No more than (3) members shall be elected each year.

6.13.1 The Board of Missions shall:

6.13.1a Coordinate missionary activities beyond the East Central Indiana area.

6.13.1b Coordinate an annual mission Sunday with the Senior Pastor and the Board of Elders.

6.13.1c Foster congregational awareness concerning mission activity and all opportunities at the circuit, district, and synodical levels and recommend to the Voters' Assembly where financial assistance should be given.

6.13.1d Provide prayer support for missionaries throughout the world.

6.13.1e Administer financial assistance to mission projects adopted by the Voters' Assembly.

6.13.1f Maintain correspondence with missionaries, as well as other mission projects, and provide reports to the congregation as needed.

Bylaw 7. Order of Business

The order of business for the regularly scheduled Voters' Assembly meeting shall include the following:

1. Begin with prayer/devotion
2. Approval of minutes of previous meeting
3. Admission of new members
4. Reports:
 - a. Pastor(s)
 - b. Treasurer
 - c. Financial Secretary

The Boards of:

 - d. Elders
 - e. Trustees
 - f. Stewardship
 - g. Christian Education
 - h. Parish Services and Social Ministry
 - i. Young People's Work
 - j. Discipleship
 - k. University Student and Young Adult Ministry
 - l. Missions
5. Old Business
6. New Business
7. Announcements
8. Adjourn with prayer/Benediction

Bylaw 8. 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 responsibility will be resolved by this constitution taking precedence.

Bylaw 9. Mission Responsibilities of the Campus Ministry Director

Campus ministry responsibilities will 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

will work in close cooperation with and under the supervision of the Senior Pastor. The Campus Ministry Director will 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 will also be involved in the mission and ministry of Grace congregation.

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

Bylaw 10. Indemnification

- 10.1 Indemnification. The church may indemnify any official of the church made a party to a proceeding because such individual is or was an official of the church against any liability and expenses incurred by such individual in connection with the proceeding; provided that it is determined in the specific case that such individual has met the standard of conduct for indemnification herein specified. The church may pay for or reimburse the reasonable expenses incurred by an official of the church in connection with any such proceeding in advance of final disposition thereof, in accordance with such procedures and conditions as the session may specify.
- 10.2 Definitions. For purposes of this session:
- 10.2.1 The term “official of the church” means an individual who is or was a minister, officer, board member, or employee of the church, and shall include any such person and any member who is or was serving at the request of the church, through any of its ministers, officers, Church Planning Council or Voters’ Assembly, as a member of an administrative unit of the church or as an officer, employee, or agent of any other entity.
- 10.2.2 The term “standard of conduct of indemnification” means:
- 10.2.2a The individual’s conduct was in good faith; and
- 10.2.2b The individual reasonably believed that the individual’s conduct was in the best interests of the church; and
- 10.2.2c In the case of any criminal proceeding, the individual either (a) had reasonable cause to believe the individual’s conduct was lawful or (b) had no reasonable cause to believe his or her conduct was unlawful.
- 10.2.3 The term “expenses” includes all direct and indirect costs (including without limitation counsel fees, retainers, court costs, transcripts, fees of experts, witness fees, travel expenses, duplicating costs, printing and binding costs, telephone charges, postage, delivery service fees, all other disbursements or out-of-pocket expenses) actually incurred in connection with the investigation, defense, settlement or appeal of a proceeding.

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

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

10.2.6 The term “proceeding” means any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative and whether formal or informal.

Bylaw 11. Miscellaneous

11.1 The following miscellaneous appointments shall be made by the First-Vice President after approval of the Church Planning Council:

11.1.1 Memorials Coordinator

The Memorials Coordinator shall:

- 11.1.1a Acknowledge memorials.
- 11.1.1b Be aware of the needs of the congregation as it relates to possible memorial opportunities and maintain an ongoing list.
- 11.1.1c Facilitate requests and/or ideas for memorials and/or memorial expenditures.
- 11.1.1d Investigate and bring recommendations to the appropriate Boards.

11.1.2 Nursery Coordinator

The Nursery Coordinator shall:

- 11.1.2a Recruit and schedule nursery attendants.
- 11.1.2b Insure the nursery facility is equipped and maintained.

11.1.3 Historian

The Historian shall:

- 11.1.3a Maintain church history and historical records.
- 11.1.3b Ensure safety and/or back-up of such records.

11.1.4 Athletics Coordinator

The Athletics Coordinator shall:

- 11.1.4a Be aware of and investigate athletic opportunities.
- 11.1.4b Bring recommendations to Church Planning Council and Voters' Assembly for authority to participate.
- 11.1.4c Appoint facilitator for each approved activity.

11.1.5 Congregational Care Coordinator

The Congregational Care Coordinator shall:

- 11.1.5a Be the contact person when the Pastor/Elders become aware of church members with illness or other needs, with the affected member's consent.
- 11.1.5b Contact the member in need and determine what type/level of support is needed.
- 11.1.5c Develop and maintain a list of members willing to help fill the needs as they arise (meals, transportation, visitation, etc.).
- 11.1.5d Coordinate care with members, Boards and Officers as appropriate to fill the need.
- 11.1.5e In conjunction with the Pastor, Elders and affected member, determine and maintain an appropriate level of confidentiality in providing service to the member.
- 11.1.5f Establish a committee of other members as they deem necessary.

11.2 The following officers shall have access to the Church Safety Deposit Box:

Congregation President
 Chairman of the Board of Trustees
 Congregational Secretary
 Congregational Treasurer
 A member of the congregation, appointed as necessary.

11.3 Church Procedure Manual will include, but is not limited to:

- 11.3.1 Job descriptions of all paid employees as supplied by the responsible board
- 11.3.2 The key policy
- 11.3.3 The Safety Deposit Box content policy