

CONSTITUTION

SAINT MICHAEL EVANGELICAL LUTHERAN CHURCH

FORT WAYNE, INDIANA

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November 18, 1996

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Fort Wayne, Indiana

PREAMBLE

The Word of God requires that a Christian Congregation shall conform to His Divine Word in Doctrine and practice (Psalm 119: 105; Matthew 28: 18-20; Galations 1: 6-8; 2 Timothy 4: 15) and that all things be done decently and in order (1 Corinthians 14: 40). Therefore, we, the members of Saint Michael Evangelical Lutheran Church, accept and subscribe to the following Constitution and By-Laws, in accordance with which all spiritual and material affairs of our Congregation shall be governed.

ARTICLE I -- NAME

The name of this Congregation shall be Saint Michael Evangelical Lutheran Church, Fort Wayne, Indiana.

ARTICLE II -- PURPOSE

The purpose of this Congregation shall be the preservation and extension of the Kingdom of God by conducting regular worship services, administering the Sacraments, providing pastoral care for its members, conducting an energetic missionary program, giving religious instruction to youth and adults, supporting Christian charity, and fostering Christian fellowship.

ARTICLE III – CONFESSIONAL STANDARDS

This Congregation and all its members as individuals accept without reservation:

1. The Canonical Books of the Old and New Testament as the Written Word of God and the only rule of faith and of practice.
2. All symbolic books of the Lutheran Church as a true and unadulterated statement and exposition of the Word of God. These symbolic books are:

The Three Ecumenical Creeds: The Apostolic Creed, The Nicene Creed,
The Athanasian Creed;

The Unaltered Augsburg Confession;

The Apology of the Augsburg Confession;

The Smalcald Articles;

The Large Catechism of Luther;

The Small Catechism of Luther; and

The Formula of Concord.

ARTICLE IV -- MEMBERSHIP

The membership of this Congregation includes the following:

A. Baptized Membership

1. Baptized members are all persons baptized in the name of the Triune God, who are under the spiritual care of this Congregation, including children who have not yet been confirmed.
2. Baptized members are received through the Sacrament of Holy Baptism, through transfer, or through consent of one or both parents or guardians where children have been baptized in another Christian Congregation.
3. Baptized members shall conform their lives to their baptismal vow.
4. Baptized members who have not been received as communicant members shall have their membership terminated for the same reasons that communicant membership is terminated insofar as these reasons are applicable.

B. Communicant Membership

1. Communicant members are those baptized members who have been confirmed in the Lutheran faith, accept the Confessional Standards of Article III of this Constitution, are familiar at least with the contents of Luther's Small Catechism, and are not members of organizations whose principles and conduct conflict with the Word of God.
2. Communicant members are received through the rite of confirmation; by transfer from a sister Congregation; upon confession of faith or by reaffirmation of faith; provided they conform to the requirements for membership in this Congregation. Their reception shall be approved by the Church Council.
3. Communicant members shall conform their entire lives to the rule of God's Word and to that end make diligent use of the means of grace, exercise faithful stewardship of God's gifts, and impart and accept fraternal admonition as the need for such admonition becomes apparent.

C. Termination of Membership

1. Communicant members in good standing may be transferred by the pastor to a sister Congregation immediately upon their request. Such transfer shall be reported to the Church Council for approval at its next meeting. Members who move out of the community and thereby become inactive shall be encouraged to transfer their membership to the sister Congregation nearest to them.

2. Communicant members who join Congregations outside of our fellowship thereby terminate their membership. Their names shall be removed from the membership list by resolution of the Church Council.
3. Communicant members whose whereabouts are unknown and whose addresses cannot be established shall have their names removed by resolution of the Church Council.
4. Communicant membership shall be terminated by action of the Voters Assembly following certification by the Board of Elders that the standards and procedures outlined by Scripture for Christian admonition and ex-communication have been followed and that the member still persists in unrepentant, open and willful disobedience of God's clear law.

D. Voting Membership

The rights and responsibilities of voting membership shall be granted to those communicant members who have attained the age of 18 years, and who have signed this Constitution and By-Laws to signify thereby their willingness to comply with and adhere to all the provisions thereof.

ARTICLE V -- THE OFFICE OF PASTOR

The pastoral office of this Congregation shall be conferred upon such ministers and candidates only as profess and adhere to the Confessional Standards set forth in Article III of this Constitution and who are well qualified for their work. Pastors shall, in the call extended to and accepted by them, be pledged to these Confessional Standards.

ARTICLE VI -- POWERS OF THE CONGREGATION

A. General

The Congregation as a body, through the Voters Assembly (consisting of all eligible voting members), shall have supreme power to administer and manage all the Congregation's external and internal affairs. The establishment and conduct of all auxiliary organizations and societies within the Congregation shall at all times be subject to the approval and supervision of the Congregation. The Congregation however, shall not be empowered to decide anything contrary to the Word of God and the Confessional Standards (Article III), and any such decision shall be null and void.

B. Decision

Matters of doctrine shall be decided by the Word of God; other matters shall be decided by the Voters Assembly by a majority vote, unless otherwise specified by this Constitution and By-Laws.

C. The Right of Calling

1. The right of calling pastors shall be vested in the Voters Assembly of the Congregation and shall never be delegated to a smaller body or to an individual of the Congregation.
2. The right of calling and removing parochial school teachers for the interparish school shall be delegated to the Interparish School Board of Emmanuel-St. Michael School.

D. Removal from Office

Any pastor may be removed from office by the Voters Assembly by a two-thirds majority secret ballot vote, in Christian and lawful order for one of the following causes: persistent adherence to false doctrine; scandalous life; inability to perform official duties, or neglect of such duties.

ARTICLE VII -- OFFICERS-DIRECTORS-BOARDS-COMMITTEES

The officers and directors of this Congregation shall be such officers and directors as the By-Laws of the Constitution may prescribe.

Congregational officers, directors, boards, or committees, whether elected or appointed, shall have no authority beyond that which has been conferred upon them, and whatever authority may have been delegated them may at any time be altered or revoked.

ARTICLE VIII - PROPERTY RIGHTS

If at any time a division should take place on account of doctrine, all real and personal property of the Congregation and all benefits connected therewith shall remain with those communicant members who continue to adhere in confession and practice to Article III of this Constitution. If division takes place for any other reason, all real and personal property shall remain with a two-thirds majority of the eligible voting members. In the event the Congregation should totally disband, all real and personal property and all rights connected therewith shall be transferred to that District of the Lutheran Church-Missouri Synod of which the Congregation has been a member at the time of disbanding.

ARTICLE IX -- DOCTRINAL CONFORMITY

Only such hymns, prayers, and liturgies shall be used in the public service of the Congregation and in all ministerial acts as conform to the Confessional Standards of Article III. Likewise, in all classes for instruction in Christian doctrine, all teaching and teaching aids shall be used to conform to these Standards.

ARTICLE X -- SYNODICAL MEMBERSHIP

This Congregation shall hold membership in the Lutheran Church-Missouri Synod. It shall send its pastor and delegates to the District Convention of Synod and to the general Synod when so delegated.

It shall be the duty of the Congregation and its individual members to support the work of Synod, since they thereby support their own Christ appointed work.

ARTICLE XI -- BY-LAWS

This Congregation may adopt such By-Laws as may be required for the accomplishments of its purpose.

ARTICLE XII -- CHANGING THE CONSTITUTION

A. Unalterable Articles

Articles II, Purpose, III, Confessional Standards, V, The Office of Pastor and IX, Doctrinal Conformity of this Constitution shall not be subject to change or repeal.

B. Amendments

Amendments to this Constitution may be adopted at a Voters Assembly, provided:

1. That they do not conflict with the provisions laid down in Article III or with any other Article that pertains to a Scriptural doctrine and practice.
2. That the proposed amendment has been submitted in writing at a previous meeting of the Voters Assembly and published and announced at least two weeks prior to the meeting at which the proposed amendment will be acted upon.
3. The affirmative vote of a two-thirds of the eligible voting membership present at the Voters Assembly shall be required for the adoption of an amendment to this Constitution.

BY-LAWS
ST. MICHAEL EVANGELICAL LUTHERAN CHURCH
FORT WAYNE, INDIANA

AMENDED AND APPROVED BY VOTERS ASSEMBLY
NOVEMBER 21, 2021

November 21, 2021

**BY-LAWS
OF
SAINT MICHAEL EVANGELICAL LUTHERAN CHURCH**

Fort Wayne, Indiana

**ARTICLE I
VOTERS ASSEMBLY**

A. Meetings

1. Regular meetings of the Voters Assembly shall be held in April and November at such time as decided upon and announced by the Church Council. The Church Council shall give at least seven (7) days written notice of Voters Assembly meetings, specifying date and time. The November Voters Assembly meeting shall be considered the annual meeting.
2. Special meetings of the Voters Assembly may be called by the Church Council, President or Vice-President of the Congregation. Voting members shall be given at least seven (7) days written notice of the date, time, place and nature of business of Special Voters Assembly meetings.

B. Voting Membership

Any communicant member of this Congregation who is at least eighteen (18) years old and has declared acceptance of this Constitution and its By-Laws by signing it shall be entitled to vote at any Regular or Special meeting of the Voters Assembly.

C. Quorum

1. The voters present at a properly called Regular or Special meeting of the Voters Assembly shall constitute a quorum to conduct business. A majority vote of those voters present shall be necessary to decide questions before the Voters Assembly unless other than a majority vote is specified in the Constitution or these By-Laws.
2. To decide on matters (a) effecting a change in the Constitution, (b) calling of pastors, (c) all non-budgeted expenditures of more than \$4,500.00 and (d) matters relating to the buying or selling of real property, a majority of all eligible voting members shall be required for a quorum. In the absence of a majority of all eligible voting members being present at such meeting, those voting members present may fix the date for an adjourned meeting for which at least two (2) weeks prior notice shall be given, except in the case of calling of pastors, in which event, the voting members present may fix the date for an adjourned meeting for which at least six (6) days prior notice shall be given. For purposes of providing notice of an adjourned meeting, the prior notice is satisfied by any combination of posting the date, time, and location of the adjourned meeting on the Congregation's website, in an email to all voting members of the Congregation at their last known email addresses, and by mailing notice of the adjourned meeting to all voting members of the Congregation at their last known mailing address.- The eligible voting members present at the adjourned meeting shall constitute a quorum.

3. An affirmative vote of two-thirds (2/3) of the voting members present at any meeting referred to in paragraph 2 above is required to decide on matters (a), (c), and (d) above. The calling of a pastor shall be decided by secret ballots. A two-thirds (2/3) majority of all ballots cast at any meeting referred to in paragraph 2 above shall be required on matter (b) above.

D. Order of Business

The meetings of the Voters Assembly and Church Council shall be conducted in accordance with the Constitution and these By-Laws, and shall proceed as follows:

1. Opening Devotion
2. Reading of Minutes from the prior meeting
3. Recording of attendance
4. Report of the Pastor
 - a. New Members
 - b. Granting Letters of Transfer
 - c. Current Congregation communicant and baptized membership
 - d. Other matters
5. Reports of Officers and Boards
6. Reports of Committees
7. Unfinished Business
8. New Business
9. Announcements
10. Adjournment

Questions of parliamentary procedure not covered by the Constitution and these By-Laws shall be resolved according to Robert's Rules of Order.

ARTICLE II
PROCEDURE IN THE CALLING OF PASTORS

A. Nominations

With the prior written approval of the English District, Lutheran Church-Missouri Synod, a list of qualified candidates for the Office of Pastor shall be prepared by a Call Committee consisting of the Board of Elders and President of the Congregation. Any eligible voter may recommend additions to the list.

B. Calling

The list of candidates for the Office of Pastor shall be publicly announced to the congregation on two successive Sundays and by mail at least one week before a properly called Voters Assembly meeting at which the call is to be extended. Such announcement shall include a personal and professional background of each candidates. The calling shall proceed by secret ballot. A two-thirds (2/3) majority of all ballots cast shall be required to call a pastor. The call shall, if possible, be made unanimous.

ARTICLE III OFFICERS

The officers of this congregation shall be as follows:

The President

The Vice-President

The Recording Secretary

The Treasurer

The Financial Secretary

The Chairpersons of the Boards of the Congregation

The President and Financial Secretary shall serve as legal representatives of the Congregation and are authorized to sign all legal documents binding the Congregation when directed to do so by the Church Council or Voters Assembly. Only male members of the Congregation shall be eligible to hold the offices of President, Vice-President and chair the Board of Elders.

ARTICLE IV
NOMINATION AND ELECTION OF OFFICERS AND BOARDS

A. Elective Officers

The elective officers of this congregation shall be as follows:

The President

The Vice-President

The Recording Secretary

The Treasurer

The Financial Secretary

Board of Elders and a minimum of six (6) members

Board of Trustees and a minimum of six (6) members

The Chairperson of the Board of Stewardship

The Chairperson of the Board of Worship

The Chairperson of the Board of Evangelism

The Chairperson of the Board of Education

The Chairperson of the Board of Human Care

B. Procedure in Nomination and Election

1. A Nominating Committee consisting of the Pastor(s), Vice-President of the Congregation, Chairperson of the Board of Stewardship, and the Chairman of the Board of Elders shall select persons from the Congregational membership who have been communicant members of the Congregation for at least six (6) month, are at least eighteen (18) years old, and are otherwise qualified to perform the duties of the office to which they are nominated. The Vice-President of the Congregation shall serve as Chairman of the Nomination Committee.
2. No person shall be nominated without their consent, nor shall any person be nominated for more than one office. Candidates shall be announced to the Congregational membership one month prior to the election. Additional nominations may be made from the floor at the time of election. Only male members of the Congregation shall be nominated for the offices of President, Vice-President, and Chair of the Board of Elders. Only male members of the Congregation shall be nominated to serve as Elders of the Congregation.
3. Elections shall be held in April at the Voters Assembly meeting and elected officers and board members shall take office the following July 1st. Election to office shall be by majority vote of those persons present and eligible to vote at the April Voters Assembly.

4. In case of a vacancy in an elective office, the President of the Congregation, after consulting with the Board of Stewardship, shall appoint a successor to fill the unexpired term. The person appointed shall take office immediately.
5. In the event there is no candidate for an elective office, the President, after consulting with the Board of Stewardship, shall appoint a person to fill such office.

C. Terms of Office

The President, Vice-President, and Recording Secretary shall be elected for a term of one year. The Treasurer shall be elected for a term of two years. The Financial Secretary shall be elected for a term of three years, and with the approval of the President of the Congregation, shall appoint two (2) Assistant Financial Secretaries who shall serve concurrently. Members of all elected boards shall serve for a term of two years. The terms of board members shall be arranged so that an equal number, if possible, is elected every year.

ARTICLE V
THE CHURCH COUNCIL

A. Composition

1. The Church Council shall consist of the following:
 - The President
 - The Vice-President
 - The Pastor(s)
 - The Recording Secretary
 - The Treasurer
 - The Financial Secretary
 - The Chairpersons of all Boards of the Congregation
2. Members of the Church Council shall also serve as members of the Board of Directors of Saint Michael Evangelical Lutheran Church, Inc.
3. The President of the Congregation shall act as Chairman of the Church Council and the Vice-President of the Congregation shall act as Vice-Chairman of the Church Council, and shall act as Chairman in the absence of the President.
4. The Church Council shall meet on the second Tuesday of each month, or at such time and date as decided upon by a majority of the members present at a regular meeting. The management and the supervision of the affairs of the Congregation shall be vested in the Church Council. The Church Council shall act for and in behalf of the Congregation in all matters except those specifically reserved for the Voters Assembly, which include:
 - a. Election of officers and board members;
 - b. Ratification of the operating budget;
 - c. Changes to the Congregation's Constitution and By-Laws;
 - d. Matters affecting the relationship between pastor(s) and Congregation; and
 - e. The buying or selling of real property and any other matters that the Church Council may consider necessary of Voters approval.
5. Actions of the Church Council shall be considered authoritative and binding insofar as they do not conflict with any provisions of the Constitution and these By -Laws. The Church Council shall not be authorized to approve expenditures in excess of the annual operating budget.
6. The Chairman of the Church Council shall call special meetings of the Church Council at the request of any three (3) Council members.
7. Notice of all Church Council meetings shall be given to all members thereof. Church Council meetings shall be conducted in accordance with these By-Laws and Robert's Rule of Order.
8. Any Congregational member may attend a Church Council meeting.

ARTICLE VI
DUTIES OF OFFICERS AND BOARDS

A. President

1. He shall preside at all meetings of the Voters Assembly and the Church Council.
2. He shall appoint persons to fill vacant elected officers of the Congregation after consulting with the Chairperson of the Board of Stewardship.
3. He shall appoint committee chairpersons and committee members as may be required. Such appointments shall be made after consulting with the Chairperson of the Board of Stewardship.
4. He shall appoint delegates to various organizations with the approval of the Church Council.
5. He shall assist all boards and committees of the Congregation in an advisory capacity.
6. He shall affix his signature as legal representative of the Congregation to the documents of the Congregation when authorized by the Church Council or Voters Assembly.
7. He shall serve as a director on the Board of Directors of Saint Michael Lutheran Church Foundation, Inc.
8. He shall serve on the Call Committee for the calling of a pastor.

B. Vice-President

1. He shall perform the duties of the President in the President's absence, disability, or at the President's request.
2. He shall serve as Chairman of the Congregation's Officer and Board Member Nomination Committee.
3. He shall be an ex-officio member of all Congregation boards and committees.
4. He shall observe the functioning of all officers and board members of the Congregation. In case an officer or board member fails to perform their duties, or are unable to do so, he shall consult with and counsel such officer or board member and report any nonperformance of duties to the Church Council and recommend appropriate action to be taken.
5. He shall serve as a director on the Board of Directors of Saint Michael Lutheran Church Foundation, Inc.
6. He shall serve as Chairman of the Finance Committee.

C. Recording Secretary

1. The Recording Secretary shall maintain an accurate record of the proceedings of all meetings of the Voters Assembly and the Church Council. Such records shall be maintained in a permanent file.
2. The Recording Secretary shall record the names of all persons attending Voters Assembly and Church Council meetings.
3. The Recording Secretary shall answer and initiate all official correspondence of the Voters Assembly and Church Council.
4. The Recording Secretary shall preserve in a permanent file all correspondence as may be deemed necessary for business or historical records.
5. The Recording Secretary shall notify the Congregation of Voters Assembly meetings.
6. The Recording Secretary shall maintain a roster of the Congregation's eligible voting members.

D. Treasurer

1. The Treasurer shall pay all fixed salaries of employees of the Congregation and pay all budgeted recurring monthly and annual expenses of the Congregation.
2. The Treasurer shall pay all non-budgeted expenses as approved by the Church Council and Voters Assembly.
3. The Treasurer shall keep a record of all expenditures.
4. The Treasurer shall make monthly reports to the Church Council and shall give a report at regularly scheduled Voters Assembly meetings.
5. The treasurer shall be a member of the Finance Committee.
6. The Treasurer shall serve as a director on the Board of Directors of Saint Michael Lutheran Church Foundation, Inc.
7. The Treasurer shall coordinate financial matters of the Congregation with the Financial Secretary.

E. Financial Secretary

1. The Financial Secretary shall receive and keep an accurate record of all monies of the Congregation.
2. The Financial Secretary shall count and deposit congregational monies and inform the Treasurer as to its distribution.
3. The Financial Secretary shall prepare and distribute quarterly formal acknowledgments of all monetary contributions received from Congregational members.

4. The Financial Secretary shall forward quarterly reports of non-contributors to the Board of Elders and the Board of Stewardship for disposition.
5. The Financial Secretary shall make monthly reports to the Church Council and to the Voters Assembly at regularly scheduled Voters Assembly meetings.
6. The Financial Secretary shall affix his/her signature as legal representative of the Congregation (along with the President) to the legal documents of the Congregation when authorized by the Church Council or Voters Assembly.
7. The Financial Secretary shall post monthly on the Church bulletin board the financial statement of the Congregation.
8. The Financial Secretary shall serve as a director on the Board of Directors of Saint Michael Lutheran Church Foundation, Inc.
9. The Financial Secretary shall serve as a member of the Finance Committee.
10. The appointed Assistant Financial Secretaries shall share all of the duties and responsibilities of the Financial Secretary as listed in paragraphs 1, 2, 3, 4, 5 and 7 of this section.
11. The Financial Secretary shall coordinate financial matters of the Congregation with the Treasurer.

F. The Board of Elders

1. The Board of Elders shall counsel and assist the Pastor(s) in the spiritual welfare of the Congregation.
2. The Board of Elders shall serve on the Call Committee for the calling of a pastor.
3. The Chairman of the Board of Elders shall serve on the Nominating Committee for the nomination of officers of the Congregation.
4. The Board of Elders shall be responsible for the functioning of the pastoral office in absence of the Pastor(s) during his incapacity to fulfill his duties, or during the time of a vacancy.
5. The Board of Elders shall make every effort to induce members who have been negligent in their attendance of services, in the use of the Sacraments, the financial support of the church, and other Christian duties, to mend their ways and fully enjoy the rights and privileges of their membership.
6. The Board of Elders shall maintain communicant records by name of communicant and report quarterly to the Church Council the number of Congregation members taking communion for the previous quarter.
7. The Board of Elders shall report monthly to the Church Council on the number of inactive members of the Congregation and shall recommend appropriate action to be taken with respect to such members.

8. The Board of Elders shall recommend to the Church Council all salary schedules The Board of Elders shall consider and act upon all applications for membership as well as all transfers as presented by the Pastor, reporting same to the Church Council for approval. All removals and excommunications shall be presented to the Voters Assembly for final disposition.
9. The Board of Elders shall hold regular meetings and report monthly to the Church Council.
10. The Board of Elders shall, at their first meeting of the year, elect a Chairman.
11. The Chairman of the Board of Elders shall serve as a director on the Board of Directors of Saint Michael Lutheran Church Foundation, Inc.
12. The Board of Elders shall be an example of Christian faith and life.
13. The Board of Elders shall consist of non-homosexual male members of the Congregation.
14. The Stephen Ministry Committee shall report to the Board of Elders on a quarterly basis.

G. The Board of Education

1. In addition to the Chairperson, the Board of Education shall consist of:
 - a. The Sunday School Superintendent
 - b. The Pre-School Director
 - c. Chairpersons of Junior and Senior Youth Committees
 - d. The Nursery Roll Representative
 - e. The Vacation Bible School Director
 - f. The Church Library Representative
 - g. Emmanuel/Saint Michael School Teachers who are members of Saint Michael Congregation.
2. The duties of the Chairperson of the Board of Education are as follows:
 - a. With the approval of the Church Council, appoint required members of the Emmanuel/Saint Michael Interparish School (ESM) Board to serve for a term of three (3) years;
 - b. Appoint members to the Saint Michael Parish Board of Education as indicated in 1. above;
 - c. Chair, schedule, and hold regular meetings of the Board to carry out the duties of the Board;
 - d. Report monthly to the Church Council and the Voters Assembly at regularly scheduled meetings on action of the ESM and Parish Boards; and
 - e. Attend ESM School Board meetings and serve on the Personnel Committee of that Board.
3. The duties of the Saint Michael Parish Board are as follows:
 - a. Supervise all educational activities by planning with and supporting the work of all appointees and their staff;

- b. Identify, enlist and train education leaders;
 - c. Elect a secretary to keep minutes of all meetings;
 - d. Prepare and act on a set of yearly goals that provide educational opportunities for all adults, young people, and children;
 - e. Prepare an educational budget estimate for submission and inclusion in the Saint Michael budget by September of each year.
 - f. Promote attendance and involvement of all members of the Congregation in education classes and activities;
 - g. Arrange for adequate space and dependable equipment for use in a variety of educational classes and activities;
 - h. Make available in all the educational settings of the Parish, Bible-based, gospel-oriented, Christ-centered curricular materials appropriate for each age level; and;
 - i. Make available and promote programs for marriage, parent and family life education.
4. The duties of the members of the ESM Interparish School Board shall be in accordance with the ESM School Constitution and By -Laws.

H. The Interparish School Board

- 1. The Interparish School Board shall promote, supervise, and administer the affairs of the Emmanuel/Saint Michael Lutheran School.
- 2. The duties and membership of the Interparish School Board shall be in accordance with the Board's Constitution and By-Laws.

I. The Board of Trustees

- 1. The Board of Trustees shall provide for the proper maintenance and repair of the Congregation's properties and shall assure that the properties and insurable activities of the Congregation are adequately covered by insurance.
- 2. The Board of Trustees shall:
 - a. Make regular inspections of the Congregation's properties and equipment and recommend to the Church Council needed repairs, improvements, or replacements;
 - b. Make an annual inspection of the church parsonage;
 - c. Carry out all directions of the Church Council and Voters Assembly as to purchases, repairs and replacements of church property and equipment;
 - d. Engage adequate custodial help and provide supervision to such custodial help;

- e. Prepare for the custodial help a detailed work list of the required daily, weekly, monthly, and annually maintenance of the properties and equipment of the Congregation;
 - f. Annually review and recommend salaries for custodial help;
 - g. Determine and establish with the approval of the Church Council regulations governing the use of Congregation properties and equipment;
 - h. Coordinate the use of Congregation properties with other boards and committees of the Congregation;
 - i. Make and issue keys for the Congregation properties and maintain a list of keys issued;
 - j. Supervise, control and recommend adequate storage facilities for all Congregation properties, equipment, supplies, legal documents, and the orderly maintenance of the same;
 - k. Provide for a fire-proof safe in the church office and/or a safe deposit box for the safe storage of legal documents, valuable paper, etc.;
 - l. Annually check the adequacy of all types of insurance for Congregation properties, equipment, and activities and negotiate insurance contracts;
 - m. Enlist work crews for special repair, improvements, cleaning, painting, decorating, landscaping and other projects.
 - n. Obtain legal advice as necessary for the wise consideration of contracts and deeds relating to the Congregation's properties and equipment;
 - o. Negotiate service contracts for the organ, office machines, and the like;
 - p. Establish all policies and fees for the rental and use of the Congregation's properties and equipment; and
 - q. Prepare an annual budget for submission to the Church Council by September of each year.
- 3. The Board of Trustees shall submit all requests for non-budgeted purchases to the Church Council for approval.
 - 4. The Board of Trustees shall maintain a properties book containing an accurate record of all property, real and personal, of the Congregation.
 - 5. The Board of Trustees shall hold regular meetings and report monthly to the Church Council.
 - 6. The Board of Trustees shall, at their first meeting of the year, elect a Chairperson.

J. The Board of Worship

- 1. The Board of Worship shall consist of the elected Chairperson and a minimum of four (4) members appointed by the Chairperson with the approval of the President of the Congregation. The Chairperson shall appoint members of the Board within thirty (30) days after election of office.

2. The Board of Worship shall recruit and train acolytes and publish an annual acolyte schedule.
3. The Board of Worship shall provide for organists, choir directors, and guest pastors.
4. The Board of Worship shall provide and maintain hymnals, bulletins and other devotional materials.
5. The Board of Worship shall provide and maintain musical instruments.
6. The Board of Worship shall provide for all music supplies as required by the organist and choir director.
7. The Board of Worship shall provide for all supplies required by the Pastor(s) in the conduct of devotional services.
8. The Board of Worship shall be responsible for the orderly conduct of all public services, and for the activities of any auxiliary organizations participating in or contributing to worship services.
9. The Board of Worship shall appoint a Chairperson of the Ushers Committee and shall supervise the proper functioning of the committee.
10. The Board of Worship shall prepare in advance a monthly schedule of services to be submitted to the Church Council for approval.
11. The Board of Worship shall supervise the effective service of the choirs.
12. The Board of Worship shall prepare and submit to the Church Council an annual budget by September of each year.
13. The Board of Worship shall hold regular meetings and report monthly to the Church Council.
14. The Director of Music shall report to the Board of Worship.

K. The Board of Evangelism

1. The Board of Evangelism shall consist of the elected Chairperson and a minimum of four (4) members appointed by the Chairperson with the approval of the President of the Congregation. The Chairperson shall appoint members of the Board within thirty (30) days after election to office.
2. The Board of Evangelism shall actively solicit participants for Bible study classes conducted by the Pastor(s) and members of the Congregation.
3. The Board of Evangelism shall actively solicit new members for the Congregation.
4. The Board of Evangelism shall actively participate in the mission program of the Congregation.
5. The Board of Evangelism shall hold regular meetings and report monthly to the Church Council.
6. The Board of Evangelism shall prepare and submit an annual budget to the Church Council by September of each year.

L. The Board of Stewardship

1. The Board of Stewardship shall consist of the elected Chairperson and a minimum of four (4) members appointed by the Chairperson with the approval of the President of the Congregation. The Chairperson shall appoint members of the Board within thirty (30) days after election to office.
2. The Board of Stewardship shall actively solicit time and talent from all Congregation members for service to the Congregation.
3. The Board of Stewardship shall maintain a complete record of all communicant members with regard to talent information.
4. The Board of Stewardship shall recommend to the President of the Congregation the names of candidates to fill appointive offices in the Congregation.
5. The Board of Stewardship shall organize and promote all financial campaigns of the Congregation.
6. The Chairperson of the Board of Stewardship shall be a member of the Finance Committee.
7. The Board of Stewardship, after consulting with the Financial Secretary and the Pastor(s) shall notify the Board of Elders whenever it appears a Congregation member is not supporting the Congregation's endeavors.
8. The Board of Stewardship shall be responsible for the distribution of contribution envelopes to Congregation members.
9. The Board of Stewardship shall hold regular meetings and report monthly to the Church Council.

10. The Board of Stewardship shall prepare and submit to the Church Council an annual budget by September of each year.

M. The Board of Human Care

1. The Board of Human Care shall consist of the elected Chairperson and six (6) members nominated by the Chairperson and appointed by the President of the Congregation. The President shall appoint members within thirty (30) days after election of the Board Chairperson.
2. The Board of Human Care is responsible for providing assistance both within the family of the Congregation and as an outreach into the general community.
3. In addition to other committees that may be designated to report to the Board of Human Care, the Board of Human Care shall consist of two standing (2) committees:
 - a. The Social Welfare Committee consisting of three (3) members.
 - b. The Helping Hands Committee consisting of three (3) members.
4. The Board of Human Care is the Congregation's provider of physical care in support of the spiritual welfare of our members, and the Board is the initial focus to involve our members in any hands-on outreach opportunities for ministry in our local community.
5. The Chairperson of the Board of Human Care shall report to the Church Council on a monthly basis. The Chairperson may also call Committee meetings.
6. The Committees of the Board of Human Care shall prepare and submit to the Board Chairperson their annual budget requests by the first Monday of September. The Chairperson of the Board of Human Care shall prepare and submit to the Church Council the Board's annual budget by September of each year.

N. General

1. All Boards shall keep written meeting minutes and submit a copy of such minutes to the Pastors' secretary.
2. All boards shall submit requests for non-budgeted purchases to the Church Council for approval.
3. The Voters Assembly, at a properly called meeting and by a majority vote of those eligible voters present at such meeting, may request the resignation of any elected or appointed officer or elected or appointed Board member from his or her position for one of the following causes: Persistent adherence to false doctrine; scandalous life; inability to perform official duties, or neglect of such duties.
 - a. In the event said elected or appointed officer or elected or appointed Board member declines to resign, he or she shall be removed from the office by a majority secret ballot vote of those eligible voters present at a subsequent Voters Assembly meeting.

4. The Congregation shall hold membership in the Lutheran Church-Missouri Synod provided said Synod shall strictly adhere to the Confessional Standards of Article III of the Constitution.
5. The Congregation may, at a properly called regular or special Voters Assembly meeting, call a person to serve the Congregation as Director of Christian Education at a salary determined by the Voters Assembly.
 - a. The Director of Christian Education shall have, as a minimum, a Bachelor's Degree and a Teacher's Certificate from a Synod School.
 - b. The calling of a Director of Christian Education shall be by a 2/3 vote of those members present at a Voters Assembly meeting.
 - c. The Director of Christian Education shall have a detailed job description prepared by the Pastor(s), Board of Elders, and Board of Education.
 - d. The Director of Christian Education shall report to the Board of Elders with day-to-day activities supervised by the Pastor(s).
 - e. The Director of Christian Education may be discharged by the Congregation at a properly called regular or special Voters Assembly meeting. Such discharge shall be by a 2/3 vote of members present at the meeting.

ARTICLE VII
DUTIES OF THE PASTOR, ASSOCIATE/ASSISTANT PASTOR
-- REMOVAL FROM OFFICE-SPECIAL CONDITION --

A. Duties

The Pastor(s) shall:

1. Preach the Word of God in its truth and purity and in accordance with the Confessional Standards of Article III of the Constitution.
2. Administer the Holy Sacraments and the Office of the Keys according to Christ's instructions and in agreement with the Lutheran Confessions and the regulations and customs of the Lutheran Church-Missouri Synod.
3. Instruct the Catechumens according to Luther's Small Catechism and in accordance with the Lutheran Confessions.
4. Perform all special acts of his office, e.g. marriages, burials, etc., according to the forms which are consistent with the Lutheran Church-Missouri Synod. Marriages between same sex persons shall not be performed.
5. Privately correct and admonish the members of the Congregation according to the Word of God and their individual needs.
6. Supervise Christian education activities of the Congregation.
7. Regularly schedule and conduct Bible study classes and schedule and conduct instruction classes for converts.
8. Visit the sick and infirm of the Congregation in hospitals and in member homes.
9. Insure that every member of the Congregation is visited at least one time every two years.
10. Set an example to the Congregation in a blameless life.
11. Keep a careful record of the baptisms, confirmations, communions, marriages, deaths, transfer, new members, and inactive members and publish this record semi-annually. Such records shall be and remain the permanent property of the Congregation.
12. Be an ex-officio member of all Boards and Committees.
13. Report monthly to the Church Council and report to the members at Voters Assembly meetings.
14. The Pastor shall serve as a director on the Board of Directors of Saint Michael Lutheran Church Foundation, Inc.
15. The Pastor(s) shall be expected to perform all duties as specified in their Call by the Congregation.

B. Removal from Office

1. The Voters Assembly, at a properly called meeting and by a majority vote of those eligible voters present at such meeting, may request the resignation of any pastor for one of the following causes: persistent adherence to false doctrine; scandalous life; inability to perform official duties, or neglect of such duties.
2. In the event said pastor declines to resign, he shall be removed from office by a two-thirds (2/3) secret ballot vote. The two-thirds (2/3) vote required shall be computed on the basis of two-thirds (2/3) of all eligible voting members in the Congregation. The vote for removal from office shall be taken at a Voters Assembly meeting subsequent to the meeting requesting resignation.

C. Special Condition

Only synodically certified, non-homosexual, male ministers shall hold the Office of Pastor(s) of this Congregation.

D. Duties of an Associate/Assistant Pastor

1. Duties shall consist of such items in Article VII Section A. items 1 through 13 of these By-Laws and as shall be determined by the Church Council in consultation with the Pastor.
2. The Associate/Assistant Pastor shall be expected to perform all duties as specified in his Call by the Congregation.
3. Duties may include those of Youth Director or of Pastoral supervision of the Youth Director as directed by the Church Council.
4. The Associate/Assistant Pastor shall be subject to supervision of the Pastor.

E. Removal From Office and Special Condition

1. Article VII. Section B shall apply to the Office of Associate/Assistant Pastor.
2. Article VII. Section C shall apply to the Office of Associate/Assistant Pastor.

ARTICLE VIII COMMITTEES

A. Establishment

1. The Church Council and/or Voters Assembly shall be empowered to establish such committees as may be required.
2. Unless otherwise specified in these By-Laws, the President of the Congregation, after consulting with the Board of Stewardship, shall appoint committee chairpersons and members.

B. Standing Committees

1. Finance Committee

- a. The Vice-President of the Congregation shall serve as Chairman of the Finance Committee.
- b. In addition to the Chairman, the Finance Committee shall consist of the Treasurer, Financial Secretary, Chairman of the Board of Elder's, Chairperson of the Board of Trustees, and Chairperson of the Board of Stewardship.
- c. The Finance Committee shall prepare the annual budget for submission to the Church Council by October of each year.
- d. The Finance Committee shall periodically review the procedures used by the Financial Secretary in receiving, counting, and depositing all moneys received.
- e. If directed by the Church Council, the Finance Committee shall provide for the bonding of the Financial Secretary and Treasurer of the Congregation.
- f. The Finance Committee shall prepare a financial report of a non-profit organization as annually required by the State of Indiana.
- g. The Finance Committee shall receive an annual financial report from all auxiliary organizations of the Congregation.
- h. The Finance Committee shall hold regular meetings and report monthly to the Church Council.

2. Auditing Committee

- a. The Auditing Committee shall consist of a Chairperson appointed by the President of the Congregation and a minimum of three (3) persons selected by the Chairperson. The Chairperson and Committee members shall serve for a term of two (2) years.
- b. The Auditing Committee shall audit the reports of the Financial Secretary and the Treasurer annually, or as directed by the Church Council.
- c. The Auditing Committee shall audit the financial records of any other Congregation funds as directed by the Church Council.

- d. The Auditing Committee shall submit an annual report to the Church Council and Voters Assembly.

3. Social Welfare Committee

- a. The Social Welfare Committee shall consist of three (3) members nominated by the Chairperson of the Board of Human Care and appointed by the President of the Congregation.
- b. The Social Welfare Committee shall aid those members of the Congregation or local community who require assistance and are brought to its attention.
- c. The Social Welfare Committee shall call to the attention of the Chairperson of the Board of Human Care the need for charity and the need for financial support beyond the Committee's budget. The Social Welfare Committee shall also transmit to the Helping Hands Committee any timely need for physical help and support beyond the Committee's abilities.
- d. The Social Welfare Committee shall be responsible for the disbursing of any funds for assistance purposes. The amount of funds disbursed shall be reported quarterly to the Chairperson of the Board of Human Care.
- e. The Social Welfare Committee shall prepare an annual budget and submit the same to the Chairperson of the Board of Human Welfare by the first Monday of September.
- f. The Social Welfare Committee shall hold meetings as needed and report at least quarterly to the Chairperson of the Board of Human Welfare.
- g. All personal assistance rendered by the Social Welfare Committee shall be held in confidence. The general nature of such assistance shall be reported to the Board of Elders on a quarterly basis.

4. Helping Hands Committee

- a. The Helping Hands Committee shall consist of three (3) members nominated by the Chairperson of the Board of Human Care and appointed by the President of the Congregation. The Committee members may recruit as many members of the Congregation as desired and needed to do the work of the Committee.
- b. The Helping Hands Committee is to help enrich the Congregation through publication of volunteer opportunities for service within the Congregation and within the local community. The Committee is to discover opportunities for Christlike service and recruit Congregation members to help.
- c. The Helping Hands Committee shall be made aware of all fund raising activities within the Congregation and shall render such assistance as is requested in these efforts.
- d. The Helping Hands Committee shall prepare an annual budget and submit the same to the Chairperson of the Board of Human Care by the first Monday in September.

- e. The Helping Hands Committee shall hold meetings as needed and shall report at least quarterly to the Chairperson of the Board of Human Care of all activities and monies expended.

5. Ushers Committee

- a. The Chairperson of the Ushers Committee shall be appointed by the Board of Worship for a term of one (1) year.
- b. The Chairperson shall select communicant members to serve as committee members and ushers.
- c. The Chairperson of the Ushers Committee shall publish an annual roster of ushers for public services of the Congregation.
- d. Ushers shall maintain good order at public services and perform such other services as required.
- e. Ushers shall receive the plate offering, special offering, and record Church attendance and Communion attendance.
- f. Ushers shall greet and welcome all members and visitors.
- g. The Chairperson of the Ushers Committee shall provide for training of the appointed ushers.

6. Fellowship Committee

- a. The Fellowship committee shall consist of a Chairperson appointed by the President of the Congregation and a minimum of three (3) members selected by the Chairperson.
- b. The Fellowship Committee shall provide for the integration of new members and their families into the Congregation through periodic fellowship nights, dinners, rallies and the like.
- c. The Fellowship Committee shall plan, supervise, and implement recurring yearly events which will focus attention on the major aspects of the Congregation's work (i.e. Saint Michael's Day).
- d. The Fellowship Committee shall adopt or adapt materials and ideas from various sources which will bring Congregation members into personal contact in groups such as "family nights", "fun fairs", "fellowship groups", plays and the like.
- e. The Fellowship Committee shall hold regular meetings and report quarterly to the Board of Evangelism.
- f. The Fellowship Committee shall prepare and submit an annual budget to the Board of Evangelism by September of each year.

7. Personnel Committee

- a. The Personnel Committee shall consist of a Chairperson appointed by the President of the Congregation, and the Chairperson of the Board of Education, Chairperson of the Board of Worship, a Trustee, the Treasurer of the Congregation and an Elder.
 - b. The Personnel Committee is the supervisory committee for all employees (except called workers) of Saint Michael Lutheran Church. This would include custodians, office secretaries, choir directors, organist, youth directors and other paid staff. This Committee shall not be responsible for the hiring and removal from office of called workers.
 - c. The Duties of this Committee shall be:
 - 1) to establish working conditions and put into writing guidelines for all paid employees which would cover salaries, hours, vacations and fringe benefits, etc.;
 - 2) to hear and take action or make recommendations for any grievance that an employee may have;
 - 3) to regularly review and discuss with the employee their work and work load, including called workers (except for teachers in their Interparish School duties which are evaluated by the Interparish School Board);
 - 4) to annually make recommendations to the Finance Committee for remuneration in the following year's budget;
 - 5) to interview and hire when a new vacancy exists on the staff (this does not include called workers);
 - 6) to discipline or remove from office an employee in a Christian manner, if this should become necessary; and
 - 7) to keep a record of employment or time in the ministry and set guidelines for recognition of such service for all employees and called workers including Interparish School teachers.
 - d. This committee shall meet when necessary, but not less than four (4) times a year.
 - e. The Chairperson of the Personnel Committee shall report to the Church Council one (1) time per calendar quarter.
8. Stephen Ministry Committee
- a. The purpose of the Stephen Ministry Committee is to provide a lay caring ministry for Congregation members and others who are in a crisis situation and would benefit from long term care.
 - b. The Stephen Ministry Committee shall only consist of those members of the Congregation who have received training and are commissioned as a Stephen Minister.
 - c. The Stephen Ministry Committee shall also educate the Congregation as to the work of a Stephen Minister.

- d. The Stephen Ministry Committee shall annually elect a Chairperson.
- e. The Stephen Ministry Committee shall report quarterly to the Board of Elders and prepare an annual budget for submission to the Board of Elders by September 30th of each year.

ARTICLE IX AUXILIARY ORGANIZATIONS

A. Establishment

Organizations which supplement and/or reinforce Christian fellowship and service within the Congregation are permitted and encouraged. Establishment and continuance of such organizations shall be subject to the approval of the Church Council.

B. Financial Support

Auxiliary organization shall be financially self-supporting.

C. Reporting Authority

1. The Altar Guild shall report to the Chairperson of the Board of Worship at least quarterly.
2. The Women's Guild shall report to the Chairperson of the Board of Evangelism at least quarterly.
3. The Elite Group shall report semi-annually to the Chairman of the Board of Elders on their activities.
4. The Community Impact Committee shall report quarterly to the Chairperson of the Board of Human Care on their activities.
5. All other auxiliary organizations shall report on their activities at least semi-annually to the Church Council.

ARTICLE X DELEGATES

- A. Delegates shall be appointed by the President and approved by the Church Council for a term of two (2) years to the organizations listed below. Appointments shall be made in such manner that their terms shall not expire concurrently. The number of delegates to the listed organizations shall be as authorized by the organizations:
1. Concordia High School
 2. Lutheran Association of Elementary Education
 3. Concordia Seminary
 4. The Lutheran Foundation, Inc.
 5. Lutheran Layman's League
 6. Lutheran Social Services
 7. Greater Fort Wayne Association of Lutheran Churches
 8. District and National Conventions
 9. Other delegates as required
- B. The Church Council shall be authorized to expend monies to assist with delegate expenses.

ARTICLE XI
SAINT MICHAEL LUTHERAN CHURCH FOUNDATION, INC.

Nothing in these By-Laws or the Constitution of the Congregation shall prohibit the continuance or establishment of a non-profit corporation known as Saint Michael Lutheran Church Foundation, Inc.

A. Purpose

The purpose of Saint Michael Lutheran Church Foundation, Inc. is to receive, administer, and disburse monetary and other gifts for charitable and religious purposes such as mission projects, financial assistance to students preparing for service in the Lutheran Church-Missouri Synod and other worthy endeavors.

B. Financial Support

Saint Michael Lutheran Church Foundation, Inc. shall be supported by voluntary contributions such as cash, real estate, securities, life insurance, trust and will bequests.

C. Membership

All communicant members of the congregation shall automatically be members of Saint Michael Lutheran Church Foundation, Inc.

D. Board of Directors

The Pastor, President, Vice-President, Treasurer, Financial Secretary, Chairman of the Board of Elders, and Chairperson of the Finance Committee shall be directors of Saint Michael Lutheran Church Foundation, Inc. and shall comprise the Board of Directors to conduct all business of the foundation.

E. By-Laws

Saint Michael Lutheran Church Foundation, Inc. shall be governed by its By-Laws.

ARTICLE XII AMENDMENTS

A. Alterations and Repeal

A proposed alteration or repeal of any Article or section of these By-Laws shall be submitted in writing to a regular or special meeting of the Voters Assembly. In order to effect an alteration or repeal of these By-Laws, a vote of two-thirds (2/3) of the eligible voting members present in favor of such alteration or repeal shall be required.

B. Unalterable Articles

1. Any Article or section of an Article that pertains to scriptural doctrine and practice shall be considered unalterable and irrepealable.
2. Article VI, Section N., Paragraph 4 shall be considered unalterable and irrepealable.
3. Article VII, Section C. shall be considered unalterable and irrepealable.

ARTICLE XIII
OFFICE AND DUTIES OF YOUTH DIRECTOR

A. Office

The Office of Youth Director is responsible for ministering to the senior and junior youth of the Congregation and to the young single members of the Congregation.

B. Duties

1. The Youth Director shall assist youth counselors and youth group officers in planning programs, activities, devotions, etc. He/She shall assist Youth Bible Class leaders in selection of materials.
2. The Youth Director shall train all new Youth Counselors.
3. The Youth Director shall call on inactive youth and train Youth Counselors to assist in encouraging all youth to actively participate in youth activities.
4. The Youth Director is responsible to the Board of Education on matters of youth policy, activities, and programs. The spiritual growth programs of the groups should be developed in conjunction with the Pastor(s). The goal is to help youth discover their spiritual gifts and use them.
5. The Youth Director shall be present at the Board of Education's monthly meeting. He/She shall assist in the preparation of the budget for the youth programs.
6. The Youth Director should submit a monthly report to the Pastor(s) and Board of Education. It should include attendance figures of youth, counselors and parents involved (name, spiritual activities and themes, progress of any projects, and problems or ideas, and types of social activities).
7. The Youth Director shall be available to advise the Young Singles Group in carrying out their function.
8. The Youth Counselors are appointed by the Chairperson of the Board of Education with the help of the Youth Director and Pastor(s).
9. The Youth Director shall oversee the printing of the monthly Youth Newsletter.
10. The Youth Director shall continue to advance professionally through reading, conference attendance, and participation in educational opportunities in his/her field.
11. The Youth Director shall review all subscriptions of youth material and recommend renewal or discontinuance of any materials. He/She shall also recommend any resource materials that he/she feels will be useful and enhance the church library.
12. Any official Youth Policy statements should be first cleared with the Board of Education.
13. Any extended trips or major activities should be cleared with the Board of Education, i.e.: ski trips, canoe trips, Cedar Point trips, etc.

14. The Youth Director should work with the Board of Worship and the Pastor(s) in the area of involving the youth in the worship activities of the Congregation.
15. The Youth Director and his/her family should attend Saint Michael worship services.
16. Attendance at youth events by either the Youth Director and/or Youth Counselors is mandatory and is essential to building a trusting relationship with the youth.

C. Reporting

1. The Youth Director shall report to and be subject to supervision of the Pastor(s) in day-to-day activities.
2. The Chairperson of the Board of Education and the members of the Board shall have the authority to hire or discharge the Youth Director. The Pastor(s) and Personnel Committee shall be consulted in the hiring and discharging of the Youth Director.

