

**The Constitution of ZION EVANGELICAL LUTHERAN CHURCH
of MONDOVI, WISCONSIN (North Wisconsin District, LCMS)**

**OUR MISSION
STATEMENT**

To give honor and glory to the Triune God and to proclaim the Gospel of Jesus to all.

ARTICLE I - NAME

The name of this congregation shall be Zion Evangelical Lutheran Church of Mondovi, Inc., located in Mondovi, Wisconsin, a religious society organized under Chapter 187 of the Wisconsin statutes.

**ARTICLE II –
AFFILIATION**

This congregation shall be affiliated with The Lutheran Church – Missouri Synod.

ARTICLE III – PURPOSE

The purpose of this congregation shall be:

- A.) To serve its members and to build the kingdom of God by the preaching of the Word of God, by the administration of the sacraments, by the religious instruction of the youth and adults according to the confessional standards of the Lutheran Church (Article IV of this constitution).
- B.) To share the Gospel of Jesus Christ with the unchurched in the community.
- C.) To spread the Kingdom of God in all the world by adequately supporting the work of the District and Synod (Matthew 28:19-20).
- D.) To foster Christian fellowship (Acts 2:42) and love.
- E.) This congregation shall be carried on without purpose of gain for its members and any profits or other accretions to the organization shall be used in promoting its objectives.

ARTICLE IV – CONFESSION

This congregation acknowledges and accepts:

- A.) All the canonical books of the Old and New Testaments as the revealed Word of God, verbally inspired and as the only rule of faith and life.



B.) The confessional Writings of the Lutheran Church, contained in the Book of Concord.

1. These Confessional Writings are the Apostles, Nicene, and Athanasian Creeds, the Unaltered Augsburg confession, the Apology to the Augsburg Confession, the Smalcald Articles, Luther's Large and Small Catechisms, and the Formula of Concord;
2. All doctrines and practices of the congregation and of the organizations within the congregation are to conform with the above norms of doctrine. According to this norm of doctrine, all doctrinal controversies which may arise in this congregation shall be decided and adjudicated.

ARTICLE V – MEMBERSHIP

The membership of this congregation consists of the following:

- A.) Baptized Membership. Baptized membership includes all members who have been baptized.
- B.) Communicant Membership. The communicant membership consists of who:
 1. Are baptized.
 2. Accept all the canonical books of the Old and New Testaments of the Bible as the only divine rule and standard for faith and life.
 3. Are familiar with Luther's Small catechism and have declared their acceptance of it.
 4. Are not members, affiliates, or supporters of secret societies or other organizations conflicting the Word of God.
- C.) Voting Membership. The voting membership shall consist of all communicant members:
 1. Have reached the age of 18 years.
 2. Have read the Constitution and Bylaws.
 3. Have been accepted by the Voter's Assembly.
 4. Have signed the Constitution and the Bylaws.

ARTICLE VI – DUTIES OF MEMBERS

It shall be the duty of every member of this congregation to :

- A.) Make faithful and diligent use of the Word of God and the Sacraments:
 1. By attendance at divine services.
 2. By partaking of the Lord's Supper, if a communicant.
 3. By Bible Study.
 4. By the use of such educational agencies as are provided by the congregation.

- B.) Lead a Christian life and not to live in manifest works of the flesh (Galatians 5:19-21).
- C.) Contribute regularly and faithfully, as God has prospered him/her, toward the building of Christ's Kingdom in the congregation and in all the world through District and Synod (1Corinthians 16:2).
- D.) Devote his/her time and talents to the extension and maintenance of the Kingdom of God.
- E.) Voting members should regularly attend meetings of the Voters' Assembly.

ARTICLE VII – POWERS OF THE CONGREGATION

- A.) General Powers. The congregation as a body, through the Voter's Assembly, shall have the supreme power to administer and manage all its temporal affairs. The establishment and conduct of all organizations with the congregation, such as Sunday School, youth societies, Ladies Society, choir, etc., 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 Confessions of the Lutheran Church (Article IV of this constitution) and any such decision shall be null and void.
- B.) Right of Calling. The right of calling ordained or commissioned ministers shall be vested in the Voters' Assembly and shall not be delegated otherwise.
- C.) Decisions. Matters of doctrine and conscience shall be decided by the Word of God (Article IV of this constitution); other matters shall be decided by the Voters' Assembly by a majority vote of members present unless otherwise specified by the Constitution or Bylaws.
- D.) Property Rights.
 1. All rights to the property of the congregation are vested in the congregation. Should dissension and strife arise which the congregation cannot bring to a peaceful conclusion, it shall seek the advice and assistance of The Lutheran Church – Missouri Synod. If division cannot be avoided, the property of the congregation and all benefits therewith connected shall remain with the majority of those members who continue to adhere to the Confessions mentioned in Article IV of this constitution.
 2. In the event the congregation should dissolve, the property and all rights connected therewith shall be transferred to the North Wisconsin District of The Lutheran Church – Missouri Synod.

ARTICLE VIII – THE OFFICE OF PASTOR

The office of Pastor in this congregation shall be conferred upon such ministers and candidates who profess and adhere to the confessional standards set forth in Article IV of this constitution and have been declared eligible by The Lutheran Church - Missouri Synod. Pastors shall, in the call extended to and accepted by them, be pledged to this confessional standard.

ARTICLE IX – OFFICERS

- A.) General. The officers of the Congregation shall be such officers, boards, or committees as the Bylaws of this Congregation may prescribe. Women are not eligible to be elected to the office of President, Vice-President or Elder.
- B.) Authority of Officer. Congregation officers or committees, whether elected or appointed by the Voters' Assembly, shall have no authority beyond that which has been conferred upon them. Whatever authority may have been delegated to them may at any time be altered or revoked by the Voter's Assembly.
- C.) Removal from Office. Any officer or pastor may be removed from office by the congregation in Christian and lawful order, for one of the following reasons:
 - 1. Persistent adherence to false doctrine.
 - 2. Scandalous life.
 - 3. Willful neglect of official duties.
 - 4. Inability to perform official duties.

ARTICLE X – DOCTRINAL LITERATURE. Only such hymns, prayers and liturgies shall be used in the Services of the congregation and in all Ministerial Acts as conform to the Confessional Standard of Article IV of this constitution. Likewise, in all classes for instruction in Christian Doctrine, only such books shall be used as conform to this standard.

ARTICLE XI – AMENDMENTS. Amendments to this Constitution and bylaws and changes in the Articles of Incorporation may be adopted at a regular or special meeting of Voters' Assembly provided:

- A.) That they do not conflict with the provisions laid down in Article IV of the constitution or any other article that pertains to Scriptural doctrine and practice, and Article VII D of this constitution.
- B.) That the proposed Amendment(s) has/have been submitted in writing at a meeting of the Voter's Assembly.
- C.) An affirmative vote of two-thirds of the voting membership present at the next Voters' Assembly.

ARTICLE XII – BYLAWS. This congregation shall adopt such bylaws as may be required for the accomplishment of its purpose.

BYLAWS

Bylaw 1 – MEMBERSHIP

A.) Admission into Membership.

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 of this congregation, including the children who have not yet been confirmed.
2. Communicant Membership.
 - a. By Confirmation.
 - b. By letter of transfer from a congregation of The Lutheran Church – Missouri Synod. The prospective member may be received by the pastor whose action is to be approved in a subsequent meeting of the Voters' Assembly.
 - c. By application to the pastor or an elder, with satisfactory evidence of qualifications for communicant membership. This action is to be approved in a subsequent meeting of the Voters' Assembly.
3. Voting Membership. Eligible communicant members may be received as voting members upon application for such privilege receiving and reading the constitution, and approval at a regular Voters' Assembly. The new member shall then sign the constitution. They shall not, however, have the right to vote at the meeting in which they are accepted into membership.

B.) Duties of Membership. Members of the congregation 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 many gifts and talents, impart and accept fraternal admonition as the need of such admonition becomes apparent, and be readily available for service in the Kingdom of Christ within and beyond the congregation.

C.) Termination of Membership. (Baptized and Communicant)

1. Transfer. Members desiring to join a congregation of The Lutheran Church – Missouri Synod shall present their request of transfer to the pastor to whom authorization is given to issue a transfer. Such transfer of membership shall be reported to the Voter's Assembly.
2. Joining other churches.
 - a. In cases where communicant members wish to join another congregation outside our own fellowship, they shall secure a release from the Pastor in the name of the congregation.
 - b. In cases where communicant members have joined a congregation outside our own fellowship, they shall be considered to have terminated their membership
 - c. In both cases, their names shall be removed from the membership list and reported to the Voters' Assembly.
3. Whereabouts Unknown – If a member moves away or leaves this congregation without applying for release or transfer, and no contact with

him/her can be established within a year, his/her name shall be removed from the membership list by the Voter's Assembly.

4. Excommunication. Any member who conducts himself/herself in an unchristian manner shall be admonished according to Matthew 18:15-20. If after proper admonition, he/she refuses to amend his/her sinful life, he/she shall be considered for excommunication. A unanimous vote shall be required by a Voter's Assembly for excommunication of a member. When such excommunicated person repents and seeks forgiveness of God and the congregation membership shall be reinstated.
5. Self Exclusion – any member wishing to be excluded from membership.
6. A person whose membership has been terminated has forfeited the privileges of membership.

Bylaw 2 – MEETINGS

- A.) Regular meetings of the Voters' Assembly shall be held during each of the calendar quarters, the exact time and place, if not otherwise appointed and fixed by the congregation, shall be decided by the Church Council.
 1. The annual meeting shall be the first meeting of the calendar year.
 2. The fourth quarterly meeting shall include the election of officers, and setting next year's budget.
- B.) Regular meetings of the Voter's Assembly shall be announced by word and in the church bulletin the Sunday prior to the week of the meeting and the Sunday of the week of the meeting or by a mailing to all members postmarked five business days before the meeting. The voting members present at a legally called meeting constitute a quorum. In all matters, not already decided by the Word of God, the majority rules, except in the case of amendments and changes specified in Article XI of this Constitution.
- C.) Special meetings of the Voters' Assembly may be called by the President of the congregation, the Board of Elders, or the Pastor after consultation with the Church Council. Any four communicant members may request a special meeting of the Voters' Assembly through the Church Council. Special meetings shall be announced the same as regular meetings.
- D.) The agenda of a Special Voters' Assembly shall be announced with the meeting notice and it shall be the only subject that can be decided upon at that special meeting.
- E.) All meetings shall be conducted under Robert's Rules of Order (Revised).

Bylaw 3 – CALLING A PASTOR

- A.) In case of a pastoral vacancy, the congregation, through the Congregational President should immediately notify the Circuit Counselor and District President that they may assist in filling the vacancy.
- B.) A Call Committee shall be established by the Church Council for the purpose of developing a list of candidates. The Committee shall consist of the Congregational President, the Chairman of the Board of Elders (or his appointee from the Board of Elders), and five other voting members of the congregation appointed by the Church Council. The Committee shall consider names of candidates from the members of the congregation.
- C.) At a properly convened Voter's Assembly names of candidates for the office of pastor shall be submitted for consideration. Any member is entitled to make nominations.
- D.) The election of a pastor from the list of candidates chosen by the congregation shall be by paper ballot. The candidate receiving the majority of the votes cast shall be considered elected. Then a motion shall be made to send the Call to the Pastor elect.

Bylaw 4 – CHURCH COUNCIL. The Church Council shall be composed of the President of the congregation, the Vice-President, the Recording Secretary, the Treasurer, the Financial Secretary, six Elders, and three Trustees. The pastor shall be an ex officio member of the Church Council. It shall be the duty of the Church Council to meet regularly, to consider and discuss all matters pertaining to the spiritual and material welfare of the congregation. The Church Council shall act in matters committed to it by the Voter's Assembly, and in cases of emergency between Voter's Assembly meetings.

Bylaw 5 – ELECTION OF CHURCH COUNCIL. Election of the church council shall take place the fourth quarterly meeting of the year.

The church council will serve as the nominating committee. The nominating committee shall submit a slate of members containing at least one name for each position to the congregation the Sunday prior to the week of the elections and the Sunday of the week of the election, or by mailing to all voting members postmarked five business days prior to the election. Additional nominations may be made from the floor.

Voting for council members shall be by ballot. Each position shall be elected by a majority vote. Voting shall continue until a clear majority has been established after candidates receiving the lowest number of votes have been eliminated.

Elected members shall assume their respective duties on January 1st of the next year. Council members shall be elected for two years and may hold office for four consecutive terms. At the end of that time, they must be out of their respective office for one year before they are eligible for re-elections to that office.

The president, financial secretary, three elders and two trustees shall be elected to assume their duties on even numbered years. The vice president, recording secretary, treasurer, three elders and one trustee shall be elected to assume their duties on odd numbered years.

If any position becomes vacant during the course of a term the Church Council shall appoint a successor to fill that position until the term expires.

Bylaw 6-DUTIES OF OFFICERS AND BOARDS

A.) President. The President shall:

1. Preside at all meetings of the Voter's Assembly and of the Church Council
2. Conduct all meetings in an orderly and Christian manner.
3. Be responsible for the proper function of all officers, boards and committees.
4. Be an ex-officio member of all committees and boards.
5. Be responsible to the congregation for carrying out all resolutions passed by the Voters' Assembly.
6. Serve as the official spokesperson of the congregation.
7. Together with the Secretary, the President shall sign and date the minutes after they have been approved.
8. Be responsible for orienting the incoming president to his duties and the surrendering of all permanent plans and documents.

B.) Vice-President. The Vice President shall:

1. Perform the duties of the president in his absence.
2. In the event of a vacancy in the office of President, shall succeed to the office of President of the remainder of the term.
3. Carry out the duties as assigned by the President.

C.) Recording Secretary. The Recording Secretary shall:

1. Keep accurate minutes of the meetings of the Voters Assembly and of the Council.
2. Submit minutes for approval at the next Voters' Assembly or Church Council meeting.
3. File the approved and signed minutes with the permanent records of the congregation.
4. Maintain an accurate list of all voting members and of all officers, boards, and committees.
5. Perform such other duties as may be assigned to the Secretary from time to time by the Voters' Assembly or the Church Council.

D.) Treasurer. The Treasurer shall:

1. Promptly pay all the bills and salaries authorized by the Voters' Assembly and approved by the appropriate chair or the President.
2. Keep accurate records of receipts and disbursements of the congregation in books which shall be and remain the property of the congregation and which shall be submitted for quarterly audit.
3. Submit a report at each Council and Voter's Assembly showing actual receipts and expenditures.

E.) Financial Secretary. The Financial Secretary shall:

1. Record all individual offerings and contributions, special collections, bequests, gifts, and memorials in the official record book of the congregation.
2. Furnish at least an annual statement of all giving to each member.
3. Direct the Finance Committee.
4. Sit on the Special Funds Committee.

F.) Board of Elders. The Board of Elders shall:

1. Consists of six (6) elected members. They shall select a chairman and secretary; and shall keep a record of all meetings and decisions made by them at said meetings.
2. Be an example of Christian living.
3. Assist the Pastor in all matters pertaining to the spiritual welfare of the congregation, having particular concern over doctrinal matters and matters pertaining to the godly walk of life on the part the Pastor, officers, and members of the congregation, and being careful to observe that our Lord's instruction in Matthew 18:15-18 be applied in church discipline according to Christian love and for the salvation of the erring soul.
4. Help the Pastor arrange pulpit supply special services, and guest speakers.
5. Insure that worship services are conducted orderly and decently.
6. Assign an Elder to serve on the following committees: Evangelism, Christian Education, Stewardship, Youth, Christian Service and Usher. The assignments are subject to ratification by the Church Council.
7. Be responsible for the welfare of the Pastor, other called workers along with their families, the organist and the administrative assistant to the pastor.
8. Provide a copy of this constitution to all communicant members and encourage eligible members to become voting members.

G.) Board of Trustees. The Board of Trustees shall:

1. Consist of three elected members. They shall select a chairman and secretary, and shall keep a record of all meetings and decisions made by them at said meetings.
2. Be the legal representatives of the congregation. When authorized by the congregation, may sell, mortgage, lease, or otherwise convey and dispose of the property of the congregation, sign legal documents, make contracts, secure loans and represent the congregation in court when necessary.
3. Be custodians of the congregational properties including all valuable papers such as deeds, documents, insurance policies, certificates of incorporation, etc.
4. In an emergency perform all acts necessary for the preservation, maintenance, protection of congregational property.
5. Be authorized to make necessary expenditures not to exceed \$1000 per project. The Trustees may make expenditures up to \$2000 with approval of the Church council. For expenditures over \$2000 approval by the Voters' Assembly is required.
6. Have the Authority to outline physical projects and submit them to the voters.
7. Supervise all hired and volunteer workers involved in the maintenance and operations of the church properties, annually review their performance and salaries and submit recommendations for the budget.

Bylaw 7 Committees. The following standing committees shall be appointed by the Church Council: Evangelism, Christian Education, Stewardship, Youth, Christian Service, Usher, Audit, Finance, Special Funds and Planning. All appointments are subject to review by the Church Council at any time. Unless otherwise noted, the Church Council shall determine the size of each committee. The Church council shall approve an administrative Manual for each committee where appropriate. Each committee shall elect a chair and secretary from its own members. Each committee shall prepare an annual report and shall annually submit budget request to the stewardship committee.

A.) Evangelism Committee. The Evangelism Committee shall:

1. Plan, promote and carry out an evangelism program in the congregation and the community.
2. Enlist aid in visiting prospective members.
3. Assist the Pastor in training laity to bring the unchurched to the Pastor's instructional classes.
4. Welcome visitors at divine services and church functions.
5. Endeavor to publicize the Gospel and the activities of the congregation.
6. Integrate new members into the life and work of the church.

B.) Christian Education Committee. The Christian Education Committee shall:

1. Oversee a program of Christian education for all ages.
2. Recommend to the Board of Elders a Sunday School superintendent(s).
3. Work for the strengthening of the Christian home.
4. Enroll all children in Sunday School.
5. Encourage our adult members to participate in a life of Bible Study.
6. Provide leadership education for teachers, officers, and workers.

C.) Stewardship Committee. The Stewardship Committee shall:

1. Discover the talents of the membership and enlist them to share a greater amount of their time in the congregational program.
2. Instruct members in the art of proportionate giving to the local parish, district and synod.
3. Supervise the raising of all funds within the congregation.
4. Sponsor stewardship talks, discussions, conferences, movies, etc. in the congregation and its organizations.
5. Create and supervise a scholarship assistance fund for professional church workers.
6. Aid in planning mission Sundays.
7. Prepare the annual budget for submission to the Church Council.

D.) Finance Committee.

1. The Finance Committee shall consist of eight members, plus the financial Secretary and the Treasurer.
2. The Finance committee shall count and deposit all church offerings under the supervision of the Financial Secretary (or designee).

E.) Youth Committee. The Youth Committee Shall:

1. Develop programs of interest in which to involve the youth of our congregation.
2. Encourage young people to attend church, Sunday classes, choir and youth ministry programs.
3. Recruit counselors for each youth organization.

- F.) Christian Service committee. The Christian Service Committee shall extend the “helping hand” in Christ’s name to fellow Christians and to everyone in need of help as we are able. They shall investigate requests for help and provide assistance in the name of the congregation as it financially feasible.
- G.) Usher Committee. The Usher Committee shall enlist, train, and supervise ushers for all worship services.
- H.) Audit committee. The Audit Committee shall conduct a quarterly audit of the church treasurer’s books and conduct an annual financial audit of all church organizations.
- I.) Planning Committee. The Planning Committee shall:
1. Consist of all board and committee chairperson, the pastor, the president of the congregation and the presidents of all auxiliary organizations.
 2. Meet at least once a year to plan the parish program, draw up the church calendar, and establish meeting dates for various groups and present a program at the Annual Voter’s Meeting.
- J.) Special Funds Committee. The Special Funds Committee shall:
1. Consist of the Financial Secretary, the Vice President and three members appointed by the Church Council.
 2. Compile, publish and update a list of eligible funds to which monies may be donated.
 3. Administer special funds as outline in the church approved administrative manual.
 4. Administer the endowment fund as outlined in the church council approved administrative manual. Any attempt to alter the principal, except for operation and maintenance of the fund, must be done according to Article XI of the constitution.
 5. All gifts received shall be deposited/recorded within the regular congregational accounting system.
 6. The Voter’s Assembly, through the church council maintains ultimate authority over all special funds.

