

THE CONSTITUTION OF OUR SAVIOR LUTHERAN CHURCH CHEYENNE, WYOMING

PREAMBLE

The Word of God requires that a Christian congregation shall conform to the Divine Word in doctrine and practice (Ps. 119: 1 05; Matt. 28: 18-20; Gal. 1 :5-8; 2 Tim. 4: 1-4) and that all things be done decently and in order (I Cor. 14:40). Therefore, we the members of Our Savior Lutheran Church, adopt, accept and subscribe to the following Constitution and Bylaws, in governing and considering all spiritual and material affairs of our Congregation.

ARTICLE 1: NAME

The name of this Congregation shall be Our Savior Lutheran Church located at Cheyenne, Wyoming.

ARTICLE 2: MISSION

The mission and purpose of this Congregation shall be to give honor and glory to the Triune God, to carry out His will, to proclaim the Gospel of Jesus Christ to all the world, to manifest the unity of our faith, to foster Christian fellowship and love, by preaching and sharing the Word of God, by the administration of the Sacraments, by the religious instruction of all members, both adult and youth, according to the confessional standard of the Evangelical Lutheran Church.

ARTICLE 3: CONFSSIONAL STANDARDS

This Congregation acknowledges, accepts and confesses without reservation whatsoever:

- 3.1 The Holy Scriptures of all canonical books of the Old and New Testaments as the revealed and written Word of God, verbally inspired, as the only rule and norm of faith and practice.
- 3.2. All the Symbolical Books and the Confessional writings of the Evangelical Lutheran Church, contained in the Book of Concord, dated 1580, to be the true, unadulterated statement and genuine exposition of the Word of God. These Books and Confessional Writings are: the three Ecumenical Creeds

(Apostles', Nicene and Athanasian); the Unaltered Augsburg Confession; the Apology of the Augsburg Confession; the Smalcald Articles; Treatise on the Power and Primacy of the Pope; Luther's Small Catechism; Luther's Large Catechism; and both the Epitome and Solid Declaration of the Formula of Concord.

ARTICLE 4: MEMBERSHIP

The membership of this Congregation shall include the following:

4.1 BAPTIZED MEMBERSHIP.

Baptized members are all persons under pastoral care within this congregation who have been baptized in the name of the Triune God, including the children of the members, who have not yet been confirmed or received into communicant membership.

4.2 COMMUNICANT MEMBERSHIP.

Communicant members include all persons that meet the following requirements:

4.2.1 Are Baptized members;

4.2.2 Those who accept all the Confessional Standards established in Article 3 of this Constitution as the only divine rule and standard of faith and life;

4.2.3 Those familiar with the contents of Luther's Small Catechism, declare their acceptance thereof and have been confirmed or instructed and examined in the Lutheran faith;

4.2.4 Those who attend divine services faithfully;

4.2.5 Those who determine to lead Christian lives and do not live in manifest works of the flesh (Gal. 5:19-20);

4.2.6 Those who partake of the Lord's Supper frequently after their reception into membership;

4.2.7 Those who contribute gifts and talents, regularly and faithfully, as God has blessed them, toward the mission and purpose of this Congregation;

4.2.8 Those who accept Christian counsel and admonishment, when appropriate and seek to correct behavior;

4.2.9 Those who are not members, affiliates or supporters of organizations that conflict with the Word of God.

4.2.10 Those who satisfy applicable Bylaws.

4.3 VOTING MEMBERSHIP.

All Communicant members who have reached the age of 18 years and who understand and agree to abide by the Constitution and Bylaws of this congregation, shall be entitled to vote. Each Voting Member shall register the intent to be eligible to vote on a central registry.

4.4 TERMINATION OF MEMBERSHIP.

Termination of membership shall comply with applicable bylaws.

ARTICLE 5: CALLED WORKERS

5.1 QUALIFICATIONS OF WORKERS.

The pastoral office of this congregation, as well as that of a commissioned minister shall be conferred only upon those persons who profess and adhere to the Confessional Standards established in Article 3, of this Constitution, who are qualified for their called position, and who are endorsed by and are members of the Lutheran Church - Missouri Synod. Ordained ministers and commissioned ministers shall, in the call extended to and accepted by them, be pledged to this confessional standard.

5.2 RIGHT OF CALLING.

The right of calling any ordained minister (herein also “pastor”) and commissioned minister (herein also “other called auxiliary worker”) shall be vested in the Congregation through the Voting Members and shall never be delegated to a smaller body or to an individual.

5.3 VACANCY.

5.3.1 When a pastor or other called auxiliary worker is to be called, any Voting Member of the Congregation shall have the opportunity and privilege of making nominations. The Congregation shall notify the District President of the vacancy seeking consultation and recommendations. The Board of Elders shall serve as a review committee, compiling information. When a teacher is to be called, the Board of Parish Education shall also be involved. The names of all nominees shall be submitted to the District President for comment and additional evaluation.

5.4 ELECTION.

A slate consisting of all candidates shall be presented by the Board of Elders to the Voting Members and shall be accepted by acclamation. The Board of Elders may also recommend a list of up to five (5) candidates from the slate of all candidates to the Voting Members. The candidates shall then be voted upon by written majority ballot of the Voting Members. Voting by ballot shall continue until one (1) candidate receives a majority of the votes being cast by the Voting Members in attendance. The vote shall be made unanimous. The call shall be sent to the pastor or other called auxiliary worker and shall be signed by the chairman of the Board of Elders and president.

5.5 REMOVAL.

5.5.1 The right of removing or deposing any pastor or other called auxiliary worker shall be vested in the congregation through the Voting Members and shall never be delegated to a smaller body or to an individual.

5.5.2 Any pastor or other called auxiliary worker may be removed from office in a Christian, lawful and orderly manner by a two-thirds (2/3) majority vote being cast by the Voting Members in attendance at any special congregational meeting

called for that purpose, for any of the following causes: 1) Persistent adherence to or teaching false doctrine; 2) Scandalous life or offensive conduct; 3) Deliberate unfaithfulness in the performance of official duties; 4) Neglect of, or inability to perform, the duties of office; and/or 5) Recurrent domineering in office.

ARTICLE 6: POWERS OF THE CONGREGATION

6.1 GENERAL.

The Congregation as a body, through the Voting Members, shall have supreme power to administer and manage all its external and internal affairs. The establishment and conduct of all organizations and societies within the Congregation, such as parochial school, Sunday School, youth societies, all organizations and the like, shall at all times be subject to the overall authority and general oversight of the Voting Members.

6.2 DECISIONS.

The Congregation shall not decide anything contrary to the Word of God or contrary to the Confessional Standards set forth in Article 3. Any such decision shall be null and void. Matters of doctrine and conscience shall be decided by the Word of God. All matters shall be decided by the Voting Members, by majority vote at a congregational meeting, unless otherwise specified by the Constitution or bylaws.

6.3 MEETINGS.

6.3.1 Regular Meetings. A regular congregational meeting of the Voting Members shall be held at least two (2) times a year, to be held in the Spring and Fall.

6.3.2 Special Meetings. Special congregational meetings may be called at any time by the pastor, by a majority of the Church Council or by written request of twenty (20) Voting Members. Special congregational meetings shall be convened to determine, but not limited to, the following issues: Amending the Constitution or Bylaws; erection of buildings, purchase or sale of real property; calling or removal of a pastor or other called auxiliary worker; removal of a congregational officer.

6.3.3 Announcement. Every regular congregational meeting shall be announced,

both verbally and by written bulletin notice, no later than at a regular worship service prior to the meeting. Every special congregational meeting shall be announced both verbally and by written bulletin notice beginning at a regular worship service at least two (2) Sundays prior to the meeting. An emergency special congregational meeting may be convened and the required announcement waived, if the pastor, a majority of the Church Council and twenty (20) Voting Members who are not members of the Church Council, call such meeting, upon verbal announcement to the congregation at a regular worship service prior to the meeting.

6.3.4 Quorum. All Voting Members present at a properly called regular or special congregational meeting shall constitute a quorum to conduct business.

ARTICLE 7: OFFICERS AND BOARDS

7.1 GENERAL.

The officers of the congregation shall be those officers, boards or committees as established and adopted in the Bylaws of the congregation.

7.2 POWERS.

Congregational officers, boards or committees, whether elected or appointed by the Voting Members or Church Council shall have no authority beyond that which has been specifically conferred upon them, and whatever power may have been conferred upon them may at any time be altered or revoked by the conferring entity, the Voting Members or Church Council.

7.3 REMOVAL.

Any elected or appointed officer may be removed from office in a Christian, lawful and orderly manner by a two-thirds (2/3) majority vote being cast by the Voting Members in attendance at any special congregational meeting called for that purpose, if elected by the Voting Members, in attendance at any special congregational meeting called for that purpose; or by a two-thirds (2/3) majority vote of the Church Council, if appointed by the Church Council. Removal shall be based upon: 1) Persistent adherence to false doctrine; 2) scandalous life; 3) willful neglect of the duties of office; or 4) inability to perform the duties of office.

ARTICLE 8: DIVISION

If at any time a separation of the Congregation should occur, the property of the Congregation and all related benefits shall remain with those Voting Members who continue to acknowledge, accept and confess without reservation, the Confessional Standards established in Article 3. In the event the Congregation should totally disband, the property and all rights connected therewith shall be transferred to the Wyoming District of the Lutheran Church-Missouri Synod.

ARTICLE 9: DOCTRINAL LITERATURE

All hymns, prayers and liturgies used in the public services of the Congregation, all ministerial acts and all materials utilized in classes for instruction in Christian Doctrine shall conform to the Confessional Standards established in Article 3.

ARTICLE 10: SYNODICAL MEMBERSHIP

10.1 The Congregation shall hold membership in the Lutheran Church-Missouri Synod, as long as the Synod conforms to the Confessional Standards established in Article 3. It shall send any pastor and a lay delegate to the District Convention of Synod.

10.2 It shall be the duty of the Congregation and its individual members to support the work of Lutheran Church-Missouri Synod since they thereby support their own Christ - appointed work.

ARTICLE 11: BYLAWS

The Congregation may adopt such bylaws as may be required for the accomplishment of its purpose.

ARTICLE 12: AMENDMENTS

12.1 AMENDMENTS TO CONSTITUTION.

Amendments to this Constitution may be adopted at a regular or special congregational meeting, provided:

12.1.1 That it does not conflict with the Confessional Standards established in Article 3 or with any Article that pertains to Scriptural Doctrine and practice.

12.1.2 Proposed Constitutional amendments have been submitted in writing and available for review by the Voting Members, no less than forty five (45) days prior to a congregational meeting considering the item.

12.1.3 Adoption of Constitutional amendments require the affirmative vote of a simple majority of the Voting Members present at the congregational meeting considering the item.

12.1.4 All final revisions to this Constitution adopted by the voting members of this Congregation shall be submitted to the District President in conformity with requirements of the Lutheran Church – Missouri Synod.

12.1.5 The Bylaws may be amended by complying with procedures established in the Bylaws.

BYLAWS
OF OUR SAVIOR LUTHERAN CHURCH
CHEYENNE, WYOMING

ARTICLE 1. ADMISSION TO MEMBERSHIP

1.1 COMMUNICANT MEMBERSHIP

1.1.1 Confirmation. Because Confirmation itself is a reception into church membership, all those Confirmed are communicant members.

1.1.2 Transfer. Persons presenting a communicant letter of transfer from a congregation in church fellowship, provided they conform in all requirements of membership in this Congregation, shall be received by the Pastor. This action shall be noticed at a subsequent congregational meeting.

1.1.3 Profession of Faith. Other persons shall submit their application to the Pastor. If satisfactory evidence of qualification for communicant membership is affirmed by the Pastor and at least one Elder, the person shall be received as a member. This action shall be recorded in a subsequent congregational meeting.

1.2 VOTING MEMBERSHIP

1.2.1 Voting Members are those persons described in the Constitution, Article 4.3.

1.2.2 Voting Members shall strive to attend congregational meetings. Only those Voting Members in attendance at a congregational meeting may vote during the meeting. No proxy voting is recognized. Voting Members shall prayerfully consider nomination for office, committee appointment, etc., and shall generally participate in the business and other activities of the Congregation.

1.3 TERMINATION OF MEMBERSHIP

1.3.1 Membership shall be removed or terminated by transfer to a sister congregation, by joining a congregation outside the fellowship of the Lutheran Church - Missouri Synod, by majority vote of those present at a congregational meeting because the whereabouts are unknown and cannot be established, by excommunication or self-exclusion, or upon death.

1.3.2 Communicant members who conduct themselves in a manner contrary to the Word of God shall be admonished according to Matthew 18: 15-20 and according to adopted congregational guidelines, for the purpose of repentance and restoring fellowship. If a properly admonished member remains impenitent and continues in the offensive conduct, they may be excommunicated. A unanimous vote of those in attendance at a congregational meeting is required to excommunicate a member.

1.3.3 TRANSFER TO OTHER CONGREGATION. Communicant members desiring to join a congregation in church fellowship shall present their request for transfer to the pastor, to whom authorization is granted to issue such transfers. Such transfers of membership shall be ratified by the Voting Members at a subsequent congregational meeting.

1.3.4. JOINING OTHER CHURCHES. In cases where communicant members have joined other congregations outside our own fellowship, they shall, upon recommendation of the pastor and Board of Elders, be considered as having terminated their membership. Their names shall be removed from the membership list by a majority vote of Voting Members in attendance at a congregational meeting considering the matter.

1.3.5 WHEREABOUTS UNKNOWN. The names of members whose whereabouts are unknown and cannot be established, shall be removed from the membership list by a majority vote of Voting Members in attendance at a congregational meeting considering the matter.

1.3.6 EXCOMMUNICATION AND SELF-EXCLUSION. Any member who conduct themselves in an unchristian manner shall be admonished according to Matt. 18:15-20. If they refuse to amend their sinful life after proper admonition, they shall be excommunicated. If the member refuses to attend the congregational meeting to discuss their case, they have thereby excluded themselves.

1.3.7 STATUS. A person whose membership has been terminated has forfeited all rights of a member of this Congregation and all claims upon the property of the Congregation, or upon any part thereof, so long as membership remains terminated.

1.3.8 REQUEST FOR RELEASE. Any member may seek that the Pastor grant a peaceful release from membership in the Congregation upon request.

ARTICLE 2. CALLING OR REMOVING PASTORS AND OTHER CALLED AUXILIARY WORKERS

Calling or removal of any ordained minister (herein also “Pastor”) and commissioned minister (herein also “other called auxiliary worker”) shall comply with Article 5 of the Constitution and all other applicable Bylaws, as amended.

ARTICLE 3. ELECTION OF CONGREGATIONAL OFFICERS

3.1 NOMINATION

A nominating committee consisting of two (2) Voting Members and a Pastor, shall be appointed by the Church Council, who shall present a slate of candidates at the Fall congregational meeting. Every candidate shall be notified and approve of the nomination for office.

3.2 ELECTION

The annual election shall be by written ballot. The officers-elect shall assume their

respective duties at the beginning of the fiscal year.

3.3 VACANCY

In the event of a vacancy in any office, the Church Council shall appoint a successor to serve until the next annual election. Officers shall be elected for the terms specified in these Bylaws and shall hold office until their successors shall have been elected and qualified.

ARTICLE 4. OFFICERS

The elected officers of the Congregation shall be a President, President-Elect and Secretary.

4.1 PRESIDENT AND PRESIDENT-ELECT

The President shall first serve in the office of President-Elect immediately prior to serving as President. The President shall preside at all congregational meetings and Church Council meetings. In the absence or inability of the President, the President-Elect shall perform the duties of the President. In the event of a vacancy in the office of President, the President-Elect shall assume the office for the remainder of the unexpired term.

4.2 SECRETARY

The Secretary shall be responsible for recording and transcribing minutes of all congregational meetings and Church Council meetings. All minutes shall be made available to Voting Members.

4.3 DUTIES AND TERMS OF OFFICERS

Every officer term shall be for one (1) fiscal year, unless otherwise provided for herein or properly removed as provided for in the Constitution. An officer may serve on a board, but may not serve as a chairperson of the board.

ARTICLE 5. CHURCH COUNCIL

5.1 MEMBERSHIP

The Church Council shall consist of eleven (11) members, including the President, President-Elect, Secretary, two (2) Elders and the chairperson of each board established in Bylaw Article 6. Non-voting, ex-officio members of the Church Council shall include all Pastor(s) and other called auxiliary workers, Treasurer and Financial Secretary.

5.2 DUTIES

5.2.1 The Church Council shall have the authority over the general welfare of the Congregation, as authorized by the Voting Members and to act on matters pertaining to the day-to-day operations of the Congregation. All actions of the Church Council shall be reported at the next congregational meeting.

5.2.2 The Church Council shall annually review and determine the wages paid to called workers and salaried staff of the Congregation. This review includes the adequacy and equity of wages which shall be done prior to the determination of the total financial requirements of the Congregation for the ensuing year.

5.2.3 The Church Council shall annually appoint a Treasurer and may appoint an Assistant Treasurer, who shall administer an accurate recording system for the receipts and disbursements of the Congregation. The recording instruments shall be and remain the property of the Congregation. The records shall be reviewed annually and a report shall be submitted to the Congregation. The Treasurer shall submit a report at each congregational meeting and Church Council meeting. The report shall show actual receipts and disbursements compared with budget amounts. An audit of the Congregation's financial records may be conducted by an outside certified accounting professional.

5.2.4 The Church Council shall annually appoint a Financial Secretary and may appoint an Assistant Financial Secretary, who shall receive and record by appropriate means for such purpose, and deposit in the Congregation's designated depository, all Congregational monies, including receipts, offerings, contributions, special collections, loans, subsidies, and bequests of any kind. A report of all

receipts shall be submitted to the Treasurer at regular weekly intervals. The Financial Secretary shall prepare and submit a report at each congregational meeting and Church Council meeting. The Church Council shall appoint assistants to the Financial Secretary, who shall count weekly offerings. All offerings shall be counted in the presence of at least two (2) unrelated persons, including the Financial Secretary or approved assistants.

5.3 MEETINGS

5.3.1 The Church Council shall meet a minimum of four (4) times yearly to discuss and act on all matters pertaining to the general welfare of the Congregation, matters presented by the various boards and matters pertaining to the day-to-day operations of the Congregation.

5.3.2 A special meeting of the Church Council may be called by a Pastor, President, or by any five (5) members of the Church Council, upon twenty-four (24) hour notice to all Church Council members.

5.3.3 A simple majority of Church Council voting members shall constitute a quorum to conduct business at both a regular or special meeting.

ARTICLE 6. BOARDS.

The Chairperson of each board shall represent that board as a member of the Church Council. Each board shall select their own chairperson annually. Each board shall be responsible for overseeing and performing all of the duties assigned to it. Each board is expected to enlist the services of any Voting Member of the Congregation to assist with the performance of assigned duties.

6.1 BOARD OF ELDERS

The Board of Elders shall consist of at least one (1) member for each twenty-five (25) households in the Congregation, with the total number of Elders being determined by

congregational needs and ministry. The term for each Elder shall be two (2) years. One-half (½) of the Board of Elders members shall be elected each fiscal year. The Board of Elders shall:

6.1.1 Assist the Pastor in all matters pertaining to the spiritual welfare of the Congregation.

6.1.2 Consider complaints and grievances of members of the Congregation if Matthew 18: 15-16 has been fully observed, and they shall report to the Congregation those which cannot be otherwise adjusted, in accordance with Matthew 18:17-20.

6.1.3 Make every effort to induce members who have been negligent in their attendance of services, in the use of the Sacraments, or financial or gifts support of the Congregation, to mend their sinful ways and fully enjoy the rights and privileges of their membership.

6.1.4 Ensure that all services are conducted in such a manner as to avoid needless disturbance and to foster an attitude conducive to worship among those in attendance.

6.1.5 Assist the Pastor in arranging for pulpit assistance, special services and guest speakers.

6.1.6 Appoint and supervise ushers and head usher.

6.1.7 Serve as a screening committee and prepare a recommended list of candidates in conformity with Constitution Article 5 when the Congregation is to call a Pastor or other called auxiliary worker.

6.1.8 Be an example of Christian conduct and life.

6.2 BOARD OF TRUSTEES

The Board of Trustees shall consist of four (4) members whose terms shall be two (2) years. Two (2) Trustees shall be elected each year to a two (2) year term.

It shall be the duty of the Trustees to administer all property belonging to the Congregation; to make contracts; accept and receive grants and bequests; sign documents; appear in court; in short, to transact all the business of the Congregation assigned to them by the Congregational Assembly. They shall manage the property of the Congregation as an equitable trust; and shall be responsible for the upkeep, maintenance, and improvement of the property of the Congregation.

Because the Trustees represent the Congregation in carrying out its directions and resolutions, the Congregation is liable; if, however, they act independently, they are personally liable.

6.3 BOARD OF EVANGELISM

The Board of Evangelism shall consist of two (2) members whose terms of office shall be two (2) years. One (1) member shall be elected each year.

It shall be the duty of this board to: assist the pastors in teaching the membership about the mission of Christ through the Church; to assist the membership in inviting others to services and studies; to plan and execute an evangelism program leading to catechesis and membership; to foster hospitality for visitors; to oversee specific mercy or community aid projects of the congregation; and to endeavor to use various means of publicity for the sake of the Gospel and the work of the congregation.

6.4 BOARD FOR PARISH EDUCATION

The Board of Parish Education shall consist of five (5) members whose terms of office shall be two (2) years. Two (2) members shall be elected for two (2) year terms in even-numbered years, and three (3) members for two (2) year terms, in odd-numbered years. Pastors, Teachers, and the Superintendent of the Sunday School shall be advisory members of the Board. This Board shall:

- 6.4.1. Concern itself with all Christian Education in the agencies, organizations and departments of the Congregation. It shall visit all of the educational agencies of the Congregation to study all problems related to the successful and advisable conduct of the schools. It shall be understood that the programs of the Board shall include all age levels of the Congregation.
- 6.4.2. Seek the counsel and guidance of Pastors, other called auxiliary workers, and the Board of Elders, in matters affecting the teaching office, in school and Sunday School; and it shall bring all recommendations or requests concerning the physical need of the program to the Church Council.
- 6.4.3. Serve as a Screening Committee and Prepare a Recommended List of Candidates, in Conjunction with the Board of Elders, to Be Presented to the Congregation When an Educationally-related Other Called Auxiliary Worker Is to Be Called.

6.5 BOARD OF STEWARDSHIP

The Board of Stewardship shall consist of two (2) members whose terms of office shall be two (2) years. One (1) member shall be elected each year. The Financial Secretary, Treasurer and Assistant Treasurer, if any, shall be ex-officio advisory members of this board.

It shall be the duty of this Board to: assist the pastors in the catechesis of the membership in regard to the godly use of earthly resources for the Kingdom of God (especially firstfruit, proportionate giving); discover the talents of the membership for the benefit of the whole congregation; assist in the preparation of the annual Spending Plan/Budget for submission to the Fall Congregational meeting; assist in an annual Financial Review; assist in the preparation of an Approved Above and Beyond Gifts list for the Spring Congregational meeting; and supervise the gathering of all gifts and offerings to the congregation.

6.6 BOARD OF ASSIMILATION AND FELLOWSHIP

The Board of Assimilation and Fellowship shall consist of four (4) members whose term of office shall be two (2) years. Two (2) members shall be elected each year.

It shall be the duty of this board to: sponsor and supervise the assimilation of new members into the life of the Congregation and active service to the Lord as a member of the Congregation; and sponsor and supervise fellowship activities, events and other groups within the Congregation for the benefit of Christ-centeredness, socializing and the mutual consolation and conversation of fellow believers.

ARTICLE 7. AMENDMENTS TO BYLAWS.

7.1 The Congregation may amend these Bylaws at a properly convened congregational meeting which shall be amended and adopted by a majority of all votes cast. The proposed amendments shall be submitted in writing and available for review by the Voting Members at least two (2) weeks prior to the Congregational meeting.

7.2 All final amendments to these bylaws adopted by the Voting Members of this Congregation shall be submitted to the District President in conformity with requirements of the Lutheran Church-Missouri Synod

ARTICLE 8. ORDER OF BUSINESS AT CONGREGATIONAL MEETINGS.

The order of business for the regular congregational meetings shall be:

1. Devotion
2. Approval of minutes
3. Reports
4. Unfinished Business
5. New Business

6. Adjournment

7. Prayer

Meetings shall be conducted in an orderly manner as established in Scripture (1 Corinthians 14:40). The latest edition of Robert's Rules of Order may serve as additional guidance.