

**PARK VIEW LUTHERAN CHURCH  
CONSTITUTION  
BYLAWS**

February 18, 2018

(Revised Edition)

# PARK VIEW LUTHERAN CHURCH

## CONSTITUTION

### PREAMBLE

**WHEREAS**, according to the Word of God, it is the duty of the Christian to:

. . . . . Practice fellowship with those who profess the true faith. Acts 2:42-47;

Hebrews 10:24-25; I John 2:19; I Corinthians 1:10-11.

. . . . . Endeavor to keep the unity of faith. Ephesians 4:3-6.

. . . . . Administer the Office of the Keys as a body. Matthew 18:17; John 20:22-23.

**THEREFORE**, We a number of Lutherans worshipping in a section of Scott County, Iowa declare ourselves united as a congregational body, and

**WHEREAS** in such a body, according to Scripture, “all things are to be done decently and in order,” (I Corinthians 14:40)

**WE HEREBY** adopt the following document as the Constitution according to which it is our intention to conduct the administration of all internal and external affairs and business of our Congregation.

### ARTICLE I

#### NAME

The name of this congregation shall be Park View Lutheran Church, of Scott County, Iowa.

### ARTICLE II

#### PURPOSES

The purposes of this congregation are under the direction of the Holy Spirit and in accordance with the Work of God, to serve its members and the community in which it exists by:

1. Providing contemporary and traditional worship experiences including the preaching of the Word of God, and administrating Holy Baptism and Holy Communion and conducting Church Rites.
2. Sharing Christ and the Christian Gospel with the people in the community in which the Congregation was founded via formal and informal evangelism cultivation, visitation, and invitation.
3. Providing Christian Education for adults, youth, and children according to the confessional standards of the Lutheran Church.
4. Fostering Christian Fellowship and Charity.
5. Supporting the extension of the Christian Gospel into other fields of our District and the World, and the training and education of workers in the Kingdom.
6. Acquiring and holding such real estate and other property as is necessary to perform such service.

## **ARTICLE III**

### **CONFESSIONS**

This congregation acknowledges and accepts all the canonical books of the Old and New Testaments as the revealed Word of God, verbally inspired, and acknowledges and accepts all the Confessional Writings of the Evangelical Lutheran Church, contained in the Book of Concord of the year 1580, to be the true and genuine exposition of the doctrines of the Bible. The Confessional Writings are the three Ecumenical Creeds (Apostles', Nicene and Athanasian), the Unaltered Augsburg Confession, the Smalcald Articles, Luther's Large and Small Catechism, and the Formula of Concord.

## **ARTICLE IV**

### **SYNODICAL MEMBERSHIP**

- A. This congregation shall hold membership in The Lutheran Church Missouri Synod. It shall send its Pastor and a Lay Delegate to the District Convention of Synod.
- B. 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 V**

### **MEMBERSHIP**

The membership of the congregation includes the following:

#### **A. BAPTIZED MEMBERSHIP**

Baptized members are all members who have been baptized including the children on the membership rolls who have not yet confirmed their baptismal vows.

#### **B. COMMUNICANT MEMBERSHIP**

Communicant members are those:

1. Who are baptized in the name of God the Father, Son and Holy Ghost;
2. Who accept all canonical books of the Old and New Testaments as the only divine rule and standard of faith and life;
3. Who are familiar at least with Luther's Small Catechism and declare their acceptance of it;
4. Who attend divine services faithfully;
5. Who lead Christian lives and do not live in manifest works of the flesh (Galatians 5:19-21);
6. Who partake of the Lord's Supper frequently after their confirmation;
7. Who contribute regularly and faithfully, as God has prospered them, toward the building of Christ's Kingdom in the congregation and throughout the world;
8. Who devote their time and talents to the extension of the Kingdom of God within the limit of his or her ability;
9. Who permit themselves to be fraternally admonished and corrected when they have erred;
10. Who are not members, affiliates or supporters of anti-Christian societies or other organizations conflicting with the Word of God.

#### **C. VOTING MEMBERSHIP**

1. The privilege of voting and membership in the Assembly is limited to communicant members of this congregation who are eighteen (18) years of age or older, who have read and signed the constitution and Bylaws, and have been accepted by a unanimous vote of the members present.
2. A voting member who is absent from the meetings of the Voter's Assembly for four (4) consecutive meetings without offering a written excuse shall have her or his name removed from the list of voting members; however, he or she may be reinstated by again applying for voting membership.

## ARTICLE VI

### DOCTRINAL LITERATURE AND OFFICE OF PASTOR

- A. Only such hymns, prayers, and liturgies shall be used in the public services of the congregation and in all ministerial acts as conforms to the confessional standard of Article III. Likewise, in all classes for instruction in Christian doctrine only such books shall be used as conforms to this standard.
- B. 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 the Constitution, are endorsed by Synod, and are ordained. Pastors and teachers shall, in the call extended to and accepted by them, be pledged to this confessional standard.

## ARTICLE VII

### POWERS OF THE CONGREGATION

#### A. GENERAL

The congregation as a body, through the voting members, shall have supreme power to administer and manage all its external and internal affairs. This congregation may acquire, receive, sell, mortgage, hold title to and manage such real estate and other property as it may need to accomplish its purposes as outlined in Article II. It may, except as noted elsewhere in the constitution, delegate such powers as it deems necessary. The establishment and conduct of all institutions and societies within the congregation, such as parochial school, Sunday School, youth societies, ladies organizations, choir, etc., shall at all times be subject to the approval and supervision of the congregation, however, shall not be empowered to decide anything contrary to the Word of God and the Confessions of the Lutheran Church (Article III), and any such decision shall be null and void.

#### B. RIGHT OF CALLING

The right of calling pastors or teachers shall be vested in the congregation and shall never be delegated to a smaller body or to an individual.

#### C. DECISIONS

Matters of doctrine and conscience shall be decided by the Word of God; other matters shall be decided by the Voter's Assembly by a majority vote unless otherwise specified by the Constitution or Bylaws.

#### D. POWERS OF OFFICERS

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

#### E. REMOVAL FROM OFFICE

Any officer, pastor, or teacher may be removed from office by the congregation, by ballot, in Christian and lawful order, for one of the following causes: persistent adherence to false doctrine, scandalous life, and inability to perform his official duties or willful neglect of them.

## ARTICLE VIII

### OFFICERS

- A. The elected officers of the congregation shall be the following:
  - a. Chairman
  - b. Vice-Chairman-Evangelism and Mission
  - c. Vice-Chairman-Education
  - d. Vice-Chairman-Stewardship and Finance
  - e. Treasurer
  - f. Financial Secretary
  - g. Recording Secretary
  - h. Trustee Chairman
  - i. Elders
- B. The elected officers a through h above and the Senior Elder shall constitute the Executive Board.

## **ARTICLE IX**

### **PROPERTY RIGHTS**

All property of the congregation is entrusted to the care of the Executive Board. They shall upon instruction from the voting members enter into such contracts relating thereto; disburse, receive, and receipt of monies for same; sign documents, represent the congregation in legal matters; and transact all other business pertaining to the congregation as a corporation.

Whenever members of this congregation act upon the instruction of the voting membership the congregation holds itself liable for such action to the full extent of its property and will secure the involved members against all individual liability. Members acting contrary to instructions from the congregation will be held personally liable for the results of their actions.

If at any time a separation should take place on account of doctrine, the property of the congregation and all benefits therewith connected shall remain with those voting members who continue to adhere in confessions and practice to Article III of this Constitution. In the event the congregation should totally disband, the property and all rights connected therewith shall be transferred to the Iowa District East of the Lutheran Church Missouri Synod.

## **ARTICLE X**

### **DISPERSAL LITERATURE**

This congregation may adopt such Bylaws as may be required for the accomplishment of its purpose.

## **ARTICLE XI**

### **CHANGING THE CONSTITUTION**

A. The following articles of the Constitution or sections should not be contradicted: III, V (A & B), and IX.

#### **B. AMENDMENTS**

Amendments of this Constitution and/or Bylaws may be adopted provided:

1. Amendments cannot contradict any doctrinal article laid out in Article III or with any section of any other article that pertains to Scriptural doctrine and practice; and
2. Amendments to the provisions of this constitution not identified in the following paragraph shall be submitted in writing at a meeting of the voters assembly and announced to the congregation prior to the meeting at which the proposed amendment will be acted upon. A two-thirds affirmative vote of the voters present shall be required for adoption. For the purpose of this article, one-half of the voters members shall be considered a quorum.
3. The revised constitution shall, as a condition of continued membership in the Lutheran Church – Missouri Synod, be submitted to the president of the district for review by the district's constitution committee and favorable action by the district's board of directors before being implemented by the congregation.

# PARK VIEW LUTHERAN CHURCH

## BYLAWS

### SECTION I

#### MEMBERSHIP

**Communicate membership** in this congregation shall be gained in one of the following methods:

- A. By the Rite of Confirmation.
- B. By transfer from a congregation in church fellowship via a letter of transfer, if transferring congregation's member conforms in all way to the requirements stipulated in Article 5B of the Constitution.
- C. By Profession of Faith or reinstatement when the former membership of a confirmed Lutheran has lapsed.
- D. By reinstatement of an excommunicated person after such person has repented.

The names of all applicants for communicant membership shall be presented to the Voter's Assembly by the Pastor after the applicants have signed a membership application.

**Voting membership** in this congregation shall be gained according to Article V, Part C.

It shall be the duty of every voting member to attend the Voter's Assemblies. All voters shall accept nomination for office, committee appointments, etc. if at all possible and generally participate in the business activities of the Voter's Assembly.

If protest is made against granting membership to an applicant, admission shall be postponed until the protest is either withdrawn or shown as unfounded.

**Termination of membership:** Membership in this congregation shall be terminated when any one of the following events occurs:

- A. Application for transfer to a sister congregation is approved.
- B. Release is granted.
- C. The member is transferred to the Church Triumphant.
- D. A member's address can not be traced, a member has not attended a congregational activity for twelve (12) months, or a member has requested a transfer or release.
- E. By excommunication via Matthew 18:15-18 or by self-exclusion by evasion of Matthew 18:15-18.

Final acceptance of termination of Baptized and Communicant membership according to A., B., and C., of the above shall be vested in the Pastor. A unanimous vote by all of the Elders and the Pastor shall be required for D. and E. of the above.

A person whose communicant membership has been terminated has given up all rights of a member of this congregation and all claims on property of the congregation as such, or on any part of it, as long as he is not reinstated into membership again.

### SECTION II

#### MEETINGS

Regular meetings of the Voter's Assembly shall be held on the 3<sup>rd</sup> Sunday of February, May, August and November.

The Meetings shall be for: Official Congregational Business (Officers, Pastor and Board Reports), Sharing of information on the Parish Program, and input and ideas from the congregation. In addition to this, the November Meeting shall include: election of officers and adoption of the Annual Parish Program and Budget.

Special meetings may be called by the Pastor, the Chairman, or by one-third of the voting members of the congregation. Such meetings and the subject shall be announced at the worship services on the two Sundays prior to the meeting or by mail to all voting members at least 3 days in advance of the day of the meeting. The business of the special meeting shall be limited to the subject for which the meeting has been called.

Quorum for a regular meeting of the voters shall be at least one-fourth of the Voters of the congregation and majority vote shall carry a resolution. However, for amending the Articles of the Constitution, Incorporation, Bylaws, the erection of buildings, purchase or sale of property or removal of any officer or member from office, a quorum of one-half of the voting members is necessary, and a two-thirds majority shall be required for adoption of a resolution.

The General Order of Business for a Voter's Assembly shall be:

1. Devotions
2. Roll Call
3. Reading of the Minutes
4. Admission of New Members
5. Reports by Pastor, Officers, Boards, and Committees
6. Unfinished Business
7. New Business
8. Adjournment with Prayer

Note: Robert's Rules of Order shall prevail at all meetings.

### **SECTION III**

#### **ELECTIONS, APPOINTMENTS, TERMS OF OFFICERS**

- A. The individual members of the Voter's Assembly have the right to nominate candidates for any office.
- B. The election of officers shall be by ballot, at the November Voter's Assembly. An absolute majority shall elect. If a second ballot is necessary, all names shall be removed from the slate for each office except the two receiving the most votes for each office; a vote will then be cast for these offices. The presiding officer shall be entitled to cast a ballot in each election. The officers-elect shall take office the first day of January and shall be duly installed in December during a worship service.
- C. In the event of a vacancy in any office, the Executive Board shall have the power to choose a successor for that office, subject to the approval of the voters at the next regular Voter's Assembly.
- D. Officers shall be elected for terms specified in these Bylaws, and shall hold office until their successors have been elected and installed.
- E. The elected officers of the congregation shall be as enumerated in Article VIII of the Constitution.

The term of office for Chairman and Recording Secretary shall be for two years and shall be elected in alternate years.

The term of office for the Treasurer and Financial Secretary shall be for two years and shall be elected in alternate years.

The terms of the office for Vice-Chairman shall be for three years. One Vice-Chairman shall be elected each year.

All elected officers of the congregation may succeed themselves for one term.

The Executive Board will be the Board of Directors of the Corporation for all official Corporate purposes and shall be comprised of the following elected officers:

- Chairman
- Vice-Chairman (3)
- Treasurer
- Recording Secretary

Financial Secretary  
Senior Elder  
Trustee Chairman

The Executive Board Chairman and Executive Board Recording Secretary shall execute the Executive Board all conveyances and contracts for Park View Lutheran Church upon the authority of the Congregation.

The Executive Board shall meet monthly.

Duties of Congregational Officers, standing and other committees shall be listed in the Leader's Guide.

The Elders will be elected on the basis of one Elder for every 15 to 20 households, be officers of the congregation, and be elected for a three-year term, to be staggered among themselves, at least one each year. Upon renomination, the Elder would be able to succeed himself until he resigns or he is not reelected. Elders will be male, 24 years of age or older, and be men of high spiritual character. The members of the Board of Elders are ex-officio members of all congregational committees.

## **SECTION IV**

### **FINANCIAL POLICY**

The annual Budget shall designate which areas of activity shall be allowed expenditures.

Non-budget items may not be paid with congregational funds without first securing the approval of the Voter's Assembly if they exceed \$250.00.

## **SECTION V**

### **PLANNING COUNCIL**

The Chairman or their designee of all appointed boards and committees, the Pastor, the Chairman of the congregation, presidents of all auxiliary organizations in the congregation, and all elected officers of the congregation shall constitute the Planning Council, which shall meet at the call of the Pastor to plan the Parish Program for the year, draw up the worship calendar, and provide a meeting schedule for the various groups of the congregation.

The Planning Council will meet in the summer and plan the program for the year beginning in September and closing in August. The Planning Council will bring their Planned Parish Program to the Voter's Assembly for ratification.

The Planning Council shall be responsible for updating The Leader's Guide for Church Boards, Committees, and Officers of the Congregation. This guide book shall contain the duties of elected officers, appointed officers, groups, boards and committees of the congregation.

## **SECTION VI**

### **AMENDMENTS**

To alter, amend, or repeal any of these Bylaws, it shall be necessary that in regular meeting of the Voter's Assembly two-thirds (2/3) of all the voting members present cast their votes in favor of such alteration, amendment, or repeal. For such change to become effective, it must be ratified at the succeeding regular Voter's Assembly. The requirements for amendment shall apply to the ratification as well.