

The Constitution and Bylaws of Risen Christ Lutheran Church

Preamble

Risen Christ Lutheran Church actively and purposely endeavors to be a Church of the Lutheran Reformation in Doctrine and Practice. Therefore, in an increasingly hostile environment to that which is confessional and therefore absolute, we find it imperative that we include a preamble to our constitution in order that the reasons for our existence may be clearly understood.

The Church, being called forth through the Gospel, is Christ's own creation and is referred to as His Bride. The Church is mandated in Matthew 28 to Preach, to Teach the Word of God and to Baptize, thereby making disciples (Christians) when and where it pleases God to do so. That is, to Preach the Gospel in its purity, to teach the pure Word of God and to Baptize with water and the Word of God. This is to be carried out via the means of the called and ordained Pastor(s) of the Church. Thereby the Church receives through the Word and Sacraments of God, the Mercy and Grace of God, which is the free and unmerited forgiveness of all our sins. In hearing this pure Word and receiving His Holy Sacraments, the Church, and its members are strengthened and preserved in the true faith until Her gracious Savior returns in glory. We hold that the Sacraments are: Holy Baptism, Holy Absolution, and the Lord's Supper (Apology of the Augsburg Confession, Article XIII). Through these, God preserves His remnant in true faith.

We believe and teach without equivocation, that there is one Ministry in the Church, the Ministry of the Gospel, which is the preaching of the Word and Administration of the Sacraments. "In order to obtain faith, God instituted the preaching office; that is the Word and Sacraments. Through these, as through means, He gives the Holy Spirit, who works faith, when and where He pleases, in those who hear the Gospel." (Augsburg Confession, Article V). "Faith cometh by hearing, and hearing of the Word of Christ" (Romans 10:17). The preaching of the Gospel and the reception of the Sacraments are the most important events that happen in the Church, for the life of the world. The Holy, Divine Service, where God's people congregate is the central event in the life of the Church. In this Divine Service God feeds His people with the bread of Heaven. This is the work of the Church.

We believe that it is erroneous to convey the idea that the individual Christian, other than in his vocation, has become responsible to "carry out the great commission," or has a responsibility to go out and evangelize. It is also erroneous to hold that "everyone is a minister" or that "everyone has a ministry." The Confessions of the Lutheran Church as contained in the Book of Concord know nothing of this American invention of the "Priesthood of all believers" being galvanized for action in order to accomplish the work of the Ministry. Therefore the church is not about programs. It is about the Gospel. The eyes of the Church are fixed upon Jesus, who is the author and perfecter of faith. His message is about the life, death and resurrection of Jesus for us, it is not about how we are to live our lives for Jesus. The Church preaches the Gospel to get people into heaven not to get them into the pews. There is no guarantee that the Church will grow, there is only faithfulness to the Word of God. The Holy Spirit works faith through the faithful preaching of the pure Gospel, not the programs or the busyness of man.

We reject the dangerous translation utilized among so many Lutheran Congregations as translated in the NIV in Ephesians Chapter 4 Verse 12, is, "to prepare God's people for works of service." This false translation is law, not Gospel; and sees the Church as having the responsibility to be a "doing entity," rather than a receiving entity, receiving the riches of Grace in Christ Jesus.

We also reject the various Church Growth principles and programs which flow out of the acceptance of this NIV translation. We refer all interested parties to the excellent article by the now sainted Dr. Henry P. Hamann, former president of Luther Seminary in North Adelaide, South Australia. (The article may be

found in the Concordia Journal of January 1988.)

The following quote from an article by Dr. Hamann will be beneficial to all in understanding this Constitution of Risen Christ Lutheran Church: "This is evangelization church growth New Testament style. If a Pastor aims at a Congregation whose members live by faith active in love - which is the only thing that finally counts in Christ Jesus (Gal.5:6) and if he were sure that all his flock were doing just that, there would be no need at all for any further organization in his Congregation beyond the barest minimum for the sake of order. There would be no stewardship and evangelism committees, no frantic searching and scratching of heads, so that every member in the Congregation would have something to do, no elaborate programs to show that everybody keeps busy in some spiritual activity. But there would be a mighty spiritual, churchly movement, as all the members of the Congregation would live their free lives of faith loving their fellow men and serving them in freedom, heedless of self, as the whole body of Christ would grow and build itself up in love, each part doing its work. And that mighty spiritual movement would exert a tremendous attraction on the unbelieving world, as the Holy Spirit would, through it and the preached word of the Gospel, add to the church daily those who were being saved."

The Constitution of Risen Christ seeks to preserve this proper distinction of law and gospel and the proper understanding of the Church as Christ's Bride eagerly receiving His grace and mercy. We do not seek to elevate the Office of Ministry in unbiblical ways nor to devalue the Royal Priesthood. We simply want to place these teachings in their biblical perspective that God's people would understand their lives of faith and love in terms of their vocation which God has called them to and not in terms of forced service within the church under an improper understanding of the Doctrine of the Church.

We hereby present the Constitution and bylaws of Risen Christ Lutheran Church.

CONSTITUTION

ARTICLE I – NAME

The name of this Congregation shall be: **RISEN CHRIST LUTHERAN CHURCH**, of Arvada, in Jefferson County, Colorado.

A. This Congregation shall voluntarily affiliate with and be a member of The Lutheran Church - Missouri Synod as long as said Synod remains faithful to Article III of this Constitution.

ARTICLE II – PURPOSE

The purpose of this Congregation is to receive the gifts of God, thereby providing for the preaching of the Gospel of Jesus Christ unto the world, to manifest the unity of our faith in Jesus Christ as God and Savior; fostering Christian fellowship and love and extending a helping hand in human need. We will achieve these objectives by the preaching of the Word of God, the administration of the sacraments and the religious instruction of all its members according to the confessional standard of the historic Evangelical Lutheran Church. To this end, this corporate body may receive, acquire, hold title to, and manage such real estate and other property as it may need to accomplish said purpose; and may sell or dispose of such real estate and other property or any part thereof; and this corporate body shall have all the rights and the powers that are granted by the State of Colorado and the United States of America to religious corporations.

ARTICLE III - CONFESSIONAL STANDARD

This Congregation acknowledges and accepts without reservation or equivocation all canonical books of the Old and New Testament as the revealed Word of God, verbally inspired, and acknowledges and accepts all Symbolical Books of the Evangelical Lutheran Church, as contained in the Book of Concord of 1580, to be a true and unadulterated statement and a genuine exposition of the Word of God. The Holy Scriptures are to be interpreted according to the Book of Concord. These Symbolical Books are: The three Ecumenical Creeds, (The Apostles', the Nicene and the Athanasian) the unaltered Augsburg Confession, the Apology of the same, the Smalcald Articles, Luther's Large and Small Catechisms and the Formula of Concord.

ARTICLE IV - DOCTRINAL LITERATURE

Only such hymns, prayers, and liturgies shall be used in the public services of the Congregation and in all ministerial acts as conform to the confessional standard of Article III. Likewise, in all classes for instruction in Christian doctrine only such books and materials shall be used as conform to this standard, except in limited cases when said books or materials may be used to show or demonstrate doctrinal error.

ARTICLE V – MEMBERSHIP

A. The membership of this Congregation includes the following:

1. **Baptized members.** Baptized members are all who have been baptized in the name of the Triune God: the Father, the Son and the Holy Spirit, and who are under the spiritual care of the Pastor(s) including the children who have not yet been confirmed.
2. **Communicant members.** Communicant members are those baptized members who accept the confessional standard of Article III of this constitution, have received instruction in Christian Doctrine as taught by the Evangelical Lutheran Church as outlined and set forth by Luther's Small Catechism and are not members of organizations and/or secret societies whose principles and conduct conflict with the Word of God. (Refer to Ephesians 5:11-22, 2 Corinthians 6:14-18, Matthew 5:34-37).

B. Reception into membership. Baptized and communicant members are received:

- Through the sacrament of Holy Baptism, with the consent of one or both parents; or
- In the case of children who have been baptized in another Christian Congregation, through the rite of confirmation; or
- Through transfer from a sister Congregation; or
- Through the profession of faith or reaffirmation of faith.

The reception shall be acknowledged by the Board of Electors and by the voters' assembly.

C. Termination. Membership in this Congregation shall be terminated if one of the following conditions pertains to a member:

1. By transfer to a sister Congregation.
2. By transfer to the Church Triumphant.
3. By joining a Congregation outside of the fellowship of this Congregation, thereby incurring self-exclusion and/or excommunication.
4. Communicant members conducting themselves in an unchristian manner so as to be open, public or known, thereby bringing shame upon the Church of Christ shall be admonished according to Matthew 18:15-18. If they remain impenitent after proper admonition they shall be excommunicated.
5. The procedure for excommunication shall be as follows: the Pastor shall present to the voters assembly all of the steps taken by the Church to bring the erring member(s) to repent of their sin(s). If the voting membership upon receipt of the Pastor's report has no further suggestions as to methods not yet tried to win back the erring member, the Pastor shall then pronounce the ban of excommunication. The ban shall be admitted into the minutes of the Congregation and published in the newsletter and/or the Church bulletin.
6. Excommunication terminates membership in this Congregation, and all property rights and other claims upon the property of the Congregation as such are forfeited. Excommunication more importantly terminates membership in the Holy catholic and Apostolic Church.
7. If members who are delinquent or self exclusionary, upon invitation, deliberately absent themselves from the meeting(s) at which their case is to be discussed, they shall be regarded as having excluded themselves from the membership of the Congregation and subject to termination of membership from the Church. Such members will be, also, subject to excommunication at the Pastors' discretion (see: Article V, section C, part 4). When termination from membership has taken place, all property rights and other claims upon the property of the Congregation as such are forfeited.

8. Members who are delinquent or self exclusionary and cannot be contacted in a reasonable time by reasonable methods to attend the meeting(s) at which their case is to be discussed, shall be regarded as having excluded themselves from the membership of the Congregation. Such members shall be removed from membership at Risen Christ Lutheran church and all property rights and other claims upon the property of the Congregation as such are forfeited. Such members that fit this category and cannot be contacted due to a refusal to respond to reasonable methods of communication in a reasonable time will be subject to excommunication at the Pastors' discretion (see Article V, section C, part 4).

ARTICLE VI - PRIVILEGES AND DUTIES OF COMMUNICANT MEMBERS

It shall be the privilege of members of this Congregation to:

- A. Grow in the Christian faith and life through faithful use of the means of Grace.
- B. Live a morally decent life before God and man, abstaining from open works of the flesh (Galatians 5:18-21) and so conducting themselves at all times as to bring credit upon the Church of Jesus Christ.
- C. Provide for the proper Christian training of their children by instruction at home and through the agencies of the Church.
- D. Contribute toward the maintenance of the Congregation and the extension of the Kingdom of God at home and abroad in response to God's blessings.

ARTICLE VII - PASTORS, TEACHERS, AND OTHER CALLED WORKERS

Only qualified Pastors, teachers, and other called workers shall be called. All called workers are to be in accord in their confession and practice with the confessional standards of this Congregation. The right of the calling shall be vested in the Congregation and shall never be delegated to a smaller body or to an individual. For calling; a unanimous vote in favor of the call (of the voting members present) is required. The called minister can be removed by a unanimous vote in favor of the removal (of the voting members present). The called cannot be removed for reasons other than:

- 1) Persistent adherence to false doctrine, in opposition to Article III of this constitution; or
- 2) Scandalous or ungodly life; or
- 3) Inability or refusal to perform the duties of the office as described in the call.

ARTICLE VIII - POWERS VESTED IN THE CONGREGATION

The voters' assembly shall be the governing body of this Congregation and shall be empowered to administer and manage all the temporal affairs of the Congregation. The establishment and conduct of all organizations and societies within the Congregation or related directly to it shall be subject to the approval and supervision of the voters' assembly. All temporal matters shall be decided by a majority vote of the voters in the assembly/meeting voting unless otherwise specified by this constitution or bylaws; but such decisions shall always be in accord with the Word of God and the Symbolical Books of the Evangelical Lutheran Church, and unless it is so, shall be null and void. Matters of Scripture, doctrine and conscience shall be decided only on the basis of the Word of God and are not subject to the voting process.

ARTICLE IX- OFFICERS, BOARDS AND COMMITTEES

A. Officers

The officers of this Congregation shall be: President, Vice President, Treasurer, Financial Secretary, the Electors and the elected Chairmen of the Boards of Christian Education, Property Management and Public Relations. All Officers of the Congregation must be Voting Members.

B. Authority of Officers, Boards, and Committees

Congregational officers, boards, or committees, whether elected or appointed, shall have no authority beyond that which has been conferred upon them by this constitution.

C. Removal of an Officer From Office

Any officer or other elected and appointed lay leader may be removed from office by the Congregation by a simple majority ballot, in Christian and lawful order, for one of the following reasons:

1. Persistent adherence to false doctrine.
2. Bringing disgrace to the office.
3. Leading a publicly ungodly life.
4. Inability to perform his official duties.
5. Willful neglect of official duties.

ARTICLE X - PROPERTY RIGHTS

- A. If at any time a division should take place on account of doctrine, the 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.
- B. If division takes place for any other reason, the property shall remain with the majority of the communicant members who continue to adhere in confession and practice to Section III of this constitution.
- C. In the event the Congregation should dissolve, the property and all rights connected therewith shall, at the final voters meeting in which the decision to dissolve is to be enacted and voted upon, be decided upon by a simple majority vote of the voters present at said meeting.
- D. In the event that the Congregation separates from or resigns her membership from the Lutheran Church Missouri Synod the property and real assets of the Congregation will remain with the Congregation; Risen Christ Lutheran Church of Arvada in Jefferson County, Colorado.

ARTICLE XI – BYLAWS

This Congregation may adopt such bylaws as the accomplishment of the purpose of its organization may demand; while still adhering to Article III of this constitution.

ARTICLE XII - ALTERATIONS AND AMENDMENTS

- A. This constitution may be amended at any regularly scheduled meeting of the voting membership; provided:
 - 1. That the proposed amendment had been submitted in writing in a previous regularly scheduled voters' meeting; and
 - 2. That 75% of those eligible voters present and voting (i.e. not abstaining), cast their vote in favor of such an amendment.

- B. All amendments to this constitution or to the bylaws shall be recorded in the official, master copy of the constitution and bylaws in the possession of the current secretary of the Congregation. All amendments to the constitution must be submitted for approval to the Rocky Mountain District as required.

- C. The contents of Article II, III, IV, VI, and XI are unalterable.

Bylaws

ARTICLE I - VOTING MEMBERSHIP

A. Eligibility

Any communicant member meeting all of the following:

1. Reached the legal voting age for the State of Colorado;
2. Attended a previous voters' meeting and received a copy of the Constitution and Bylaws;
3. Attended the next regularly scheduled voters' meeting;
4. Signed the master copy of the Constitution and Bylaws;
5. Received approval of the voters' assembly;

is accepted as a voting member of Risen Christ Lutheran Church.

Any voting member who has not submitted an excused absence to the secretary or the president and absented themselves from the voters meetings of this Congregation for one year will no longer be considered a voting member and must be reinstated according to Article I. A. 2,3,4,& 5 of these bylaws.

B. Privileges and Duties of Voting Members

It shall be the privilege of each voting member of this Congregation to:

1. Conscientiously and prayerfully exercise their right of suffrage in all measures that will advance the work of Christ's Kingdom both locally and in the Church at large.
2. Faithfully attend all meetings of the voting membership.
3. Be willing to serve in any office or capacity for which his talents and abilities equip him.
4. Assist with wholehearted diligence in administering the temporal affairs of the Congregation.
5. Encourage, by personal example, friendly interest and counsel, such eligible communicant members who are not active voting members to consider seriously accepting the responsibilities and privileges of voting membership.
6. No member of the Congregation may remain a voting member of this Congregation who has absented themselves from the Divine Services of this Church for two months or more without a valid excuse having been presented and explained to the Pastor and/or the Electors as per Article IV, A. of the Constitution

ARTICLE II – MEETINGS

A. Regular Meetings

1. Regular meetings of the voting membership will be held on the second Thursday in the months of February, April, September and December. The December meeting of the voters' assembly shall include the consideration and acceptance of the budget for the following fiscal year.
2. All voting members of the Congregation are expected to attend the meetings of the voters' assembly and may submit recommendations or participate in a discussion of any given item of business before the voting membership.

3. The regular meetings of the Congregation shall be announced at the Sunday service prior to the meeting.

B. Special Meetings

Special meetings of the Congregation may be called by the Pastor(s), the Electors, the Congregational president, or at the request of at least ten voting members. Notice of the date and time of such a meeting and of the nature of the business to be transacted shall be given at the Sunday worship service immediately preceding the date and time of the meeting.

C. Order of Business at Regular Meetings

1. Scripture readings and/or devotional, prayer
2. Roll call
3. Welcome of new voting members
4. Minutes of previous meetings(s), including special any meetings
5. Treasurer's report
6. Unfinished business
7. Reports from committees of the voting membership
8. Reports of administrative boards
9. New business
10. State of the parish report by Pastor(s)
11. Adjournment

The President may vary the above order in the interest of efficiency. In addition to the principles laid down in Scripture, Robert's rule of Order shall prevail.

D. Restrictions Pertaining to Voters' Assembly Meetings

1. Whenever a validly called meeting has convened, those voting members attending will constitute a quorum for the transaction of business.
2. Unless otherwise specified herein or provided by state law, the following voting rules will apply.
 - a. For amending the Article of Incorporation, the Constitution, the planning of new buildings, the purchase or sale of real property or other property exceeding \$1000 in value or to call a Pastor shall require an affirmative, unanimous vote of the voting members present.
 - b. For the removal of a Pastor, teacher, officer, or other called worker from office, an affirmative, unanimous vote of the voting members present shall be required.
3. For all other matters, a simple majority vote will be sufficient. In the event of a tie vote, the presiding officer shall cast the deciding ballot.
4. There shall be no voting by proxy.

ARTICLE III - CALLING PROCEDURE

Procedure for Calling a Pastor or Other Called Workers:

After consultation by the Board of Electors with the President of the Rocky Mountain District or his representative, candidates for the position shall be proposed at the next regular meeting of the voting membership or at a special meeting called for that purpose. Additional candidates may be proposed by any voting member at the meeting called to discuss the candidates. In addition, candidates may be proposed by any Pastor of any Church in Altar and Pulpit fellowship with Risen Christ Lutheran Church including the Pastor who was serving prior to the vacancy or the Vacancy Pastor. The voters shall then adopt a list of candidates; and this list shall be made available to all members. It shall be the duty of the Board of Electors to procure a Doctrinal Statement from all candidates being considered for the office of the Pastor. At a subsequent regular or special meeting of the voting membership the voters shall elect one of the proposed candidates by ballot and by a unanimous affirmative vote. It shall be the duty of the president to see that notice of this election is delivered promptly to the selected candidate in whatever manner the voting membership shall deem advisable.

ARTICLE IV - OFFICE OF THE PASTOR, OR THE PASTORAL OFFICE

- A. The Pastoral office is the authority conferred upon Pastors by God through a proper call to exercise publicly and privately The Office of the Keys. The Pastoral office is the primary office in the Congregation from which all other offices of the Congregation issue (Ephesians 4:11-12). The Congregation may establish as many auxiliary offices as its needs require and determine what work is to be assigned to such offices.
- B. Upon being installed, the Pastor is authorized and obligated to proclaim to the Congregation jointly and individually the Word of God in its full truth and purity as contained in the canonical writings of the Old and New Testaments and professed in the Book of Concord of the year 1580. He is further:
 - 1. The only one to administer the Sacraments in accordance with their divine institution;
 - 2. To discharge toward all members of the Congregation the functions of a minister and overseer of their souls in an evangelical manner, in particular to visit the sick and the dying and admonish the indifferent and erring members;
 - 3. To spiritually guard the welfare of the younger members of the Congregation and adults during their preparation for reception of Holy Communion;
 - 4. To apply the divinely ordained discipline of the Church to win back erring member(s);
 - 5. To provide spiritual leadership and oversight in the Congregation;
 - 6. To serve as an example by Christian conduct and to do all that is possible for the up-building of the Congregation in faith and for the advancement of the Kingdom of Christ. By reason of his position the Pastor is a servant of Christ and steward of the mysteries of Christ. The Pastor(s) shall have the authority and responsibility for all worship services in accordance with Article IV of the Constitution of Risen Christ Lutheran Church so that it is at all times in harmony with the doctrine and practice of the Evangelical Lutheran Church. Members of the Congregation are obligated to accord the Pastor (s) honor, love, and obedience in his ministry of God's Word and to support his ministrations with diligence and faithful prayers; to help him in the discharge of his duties by cordial one-mindedness, by willing readiness, by peaceable conduct and in every way possible; and to provide for his maintenance according to the Table Of Duties of Luther's Small Catechism.

ARTICLE V - ELECTED AND APPOINTED OFFICERS AND BOARD MEMBERS

- A. The elected officers of this Congregation shall be the: President, Vice President, Treasurer, Financial Secretary, all Electors, and the Chairmen of the Boards of Christian Education, Public Relations and Property Management.

- B. After elections have been conducted, the elected Board Chairmen, except Electors, will appoint the required minimum number of board members and bring these appointments before the April voters' assembly for ratification.
- C. The office of Secretary shall be appointed by the church President and serve a term equal to that of the President.

ARTICLE VI - ELECTION OF CONGREGATIONAL OFFICERS

A. Eligibility for Office.

- 1. All confirmed members who have reached the legal voting age for the State of Colorado shall be eligible to hold office in Risen Christ Lutheran Church, other than President, Vice President or Elector, which have additional requirements (Article VII, Section B, Part 1).
- 2. Women are eligible to serve as officers and as members of Boards and committees, as long as those positions are not directly involved in the specific functions of the Pastoral office, and as long as this service does not violate the order of creation (usurping authority over man). Accordingly, they shall not serve as Pastor, as a member of the Board of Electors, or as President or Vice President of the Congregation.
- 3. There shall be no term limits for officers.

B. Nominating Committee

The Nominating Committee must:

- 1. Be appointed by the President;
- 2. Solicit and consider volunteers;
- 3. Keep the Congregation apprised by any or all means available of the progress in filling the slate of candidates;
- 4. Present a slate of candidates for election at the September meeting of the Congregation, in an odd numbered year.

The slate proposed by the Nominating Committee will consist of at least two names of members qualified for the office to which they are being nominated, if possible. Officers shall be elected for the terms specified by these bylaws. The Nominating Committee, through consultation with the Pastor(s) and the Board of Electors, shall have investigated the status of the proposed candidates and found them eligible for the office and willing to serve.

C. Election Procedure

From the list of candidates for each elective office submitted by the Nominating Committee the voting membership shall, at its September meeting, elect its officers by ballot and simple majority. A separate ballot shall be used for each office and shall be elected in the following order:

- 1. President,
- 2. Vice President,
- 3. Electors,
- 4. Treasurer,

5. Financial Secretary,
6. Christian Education,
7. Property Management,
8. Public Relations.

Only candidates defeated on a previous ballot may be nominated for offices not yet filled or for which there is not at least two names in nomination.

D. Term

The term of office of all officers and board members, with the exception of Electors, shall be two years, beginning on October 1st following the election and terminating on September 30th of the second year of the term.

E. Minimum Size of Boards (including the chairman)

1. Electors: Three
2. Christian Education: Two
3. Property Management: Three
4. Public Relations: Two

ARTICLE VII - DUTIES OF OFFICERS AND BOARDS

A. Officers

1. President.

The President shall:

- a. Be responsible to see that all elected and appointed officers, boards, and committees carry out their respective duties;
- b. Prepare an agenda for and preside at Congregational meetings;
- c. Have the option of attending in an advisory capacity all board and committee meetings or designate the Vice President to attend such meetings as necessary or advisable;
- d. Appoint a Secretary immediately upon taking office, who shall continue in office until the President's term of office expires;
- e. Appoint an Auditing Committee consisting of at least two qualified communicant members of the Congregation other than Treasurer and Financial Secretary to audit the financial records of the Congregation, and:
- f. Submit the Auditing Committee's report at the August meeting of the voting membership in each year.
- g. Be authorized to sign checks in the absence or illness of the Treasurer;
- h. Appoint the Archivist;
- i. In the event an elected position is vacated, appoint a person to fill that position, who may be ratified at the next voters meeting;
- j. Be a member of the board of Electors;
- k. Appoint the nominating committee;
- l. See that the meetings are conducted in general, for purposes of order, in accordance with the principles laid down in Scripture and according to Roberts' rules of order.

2. Vice President.

The Vice President shall:

- a. Fulfill responsibilities designated by Congregational bylaws or delegated by the President;
- b. Assume the responsibilities of the President in his absence;
- c. Be a member of the board of Electors;
- d. Succeed to the office of President for the remainder of the term, if vacated by the President.

3. Treasurer.

The Treasurer shall:

- a. Be responsible for all funds deposited or invested in the name of the Congregation and shall make only disbursements authorized by the Congregational budget and/or by special action of the Congregation. All non-payroll or non-fixed disbursements shall first be appropriately noted and approved by the respective Board Chairman or church officer prior to disbursing;
- b. Initiate and keep accurate accounting records of the receipts and disbursements of the Congregation in appropriate form and/or books, which shall coordinate the flow of monies from the treasury in such a way that an adequate balance is retained for the payment of salaries and other regularly recurring expenses;
- c. Receive from the Financial Secretary a report of all monies received through worship services, special offerings, or any other source, and duly record same;
- d. Submit permanent financial records for audit, no less frequently than annually;
- e. Submit a written report at each voters' meetings. Such reports shall show actual receipts and disbursements compared with budget amounts.

4. Financial Secretary.

The Financial Secretary shall:

- a. Be responsible for the accurate counting, recording, and depositing of all receipts (both general fund and restricted/memorial funds) for the Congregation in a local financial institution or institutions and to that end shall enlist teams of counting and recording secretaries. Each team shall be led by a captain. The counting and recording secretaries shall be responsible, under the direction of the Financial Secretary, for the prompt counting and recording of all contributions of members and non-members;
- b. Assure that two (2) or more counting and recording secretaries are always present when funds (collections) are being counted and recorded;
- c. Furnish the Treasurer with a duplicate deposit slip and detailed accounting of all such receipts;
- d. Be responsible for expediting and safe deposit and keeping of all funds;
- e. Be responsible for requisitioning and distribution of offering envelopes;
- f. Issues and mail year-end giving statement to members;
- g. Annually furnish, to the Congregational President or his designate, a forecast of receipts and/or contributions to be used in the budgeting process, to be reviewed and be voted upon, by the voters during the annual December meeting; and

- h. Give a report at each regular voters' meeting, which will summarize all receipts (both general fund and special funds) and compare same to the projected budget amount year-to-date

5. Congregational Secretary.

The Secretary shall:

- a) Be present at all voters meetings of the Congregation; and
- b) Enter the minutes of all meetings in a permanent record book over the Secretary's signature; and
- c) Conduct all official correspondence of the Congregational Boards and Committees under the supervision of the President.

In general, the Secretary shall perform all duties normally pertaining to this office and such additional duties as the voting membership and/or Congregational President may delegate to the Secretary. The Secretary shall make the minutes of each meeting available to the Congregation.

B. Boards

1. Board of Electors.

The nature and duties of this Board requires that only men noted for their Christian knowledge, zeal, and experience in the spiritual work of the Kingdom of Christ shall be elected to membership. The Board shall consist of at least three men including the elected President and Vice President.

The basic objectives of The Board of Electors are the spiritual and temporal welfare of the Pastor(s) and Congregational members, individually and corporately. The term Elector and their subsequent duties are best understood in the historical content of the term "Elector." At the time of the Reformation Martin Luther and the Reformers appealed to the Electors of Saxony for protection against the abuses of the Romanists who opposed the Reformation. The appeal was in fact to protect and allow the preaching of the pure Gospel and administering of the Holy Sacraments. This protection was given by the Electors and perhaps best describes the objectives of this board. These are men who are charged to protect the preaching of the pure gospel and the administration of the Holy Sacraments at Risen Christ Lutheran Church. As such they are to assist the Pastor with everything pertaining to Congregational worship in accordance with Article IV of the Constitution.

That the objectives of this Board may be carried out, the Board, either corporately or through specifically designated individuals, shall:

- a. Pray for the Pastor(s) and other spiritual leaders;
- b. Encourage the Pastor(s) in his work by word and action;
- c. Be concerned about the spiritual, emotional, and physical health and welfare of the Pastor(s) and his family (adequate compensation, housing, free time, vacation, assistance in times of illness), and to that end, specifically review these items once a year;
- d. Be involved with and supportive of the Pastor(s) in adult education;
- e. Assist the Pastor in keeping contact with all of the members of the Congregation;
- f. Exercise leadership in gathering call lists and calling a new Pastor when a vacancy occurs;
- g. Visit or observe any other board meeting or activity;

h. Appoint and oversee the Altar Guild.

2. Board of Christian Education.

The basic objectives of this Board are to plan and administer the total educational program of the Congregation, to determine policies, to select personnel for the various agencies, to provide the necessary means and facilities for the agencies, and to direct the entire educational program of the Congregation in conjunction with the Pastor.

3. Board of Property Management.

The basic objectives of this Board are the proper maintenance and repair of church property, and the general protection of the Congregation against loss or damage of whatever nature. The property manager is to appoint a Board of Trustees that is to include at least two people in addition to him or her self for the purpose of the representation of the Congregation in all legal matters. The additional members of the Board of Trustees are to be ratified by the voting members at the time of the election of the Property Manager.

4. Board of Public Relations.

The basic objectives of this Board are to publicize by any means available the location of Risen Christ Lutheran Church, Worship times, Congregational activities, and in general to publicize the presence of a Confessional, Liturgical, and Historic Lutheran Church in the Arvada Community.

ARTICLE VIII - CHURCH ORGANIZATIONS

All organizations within the Congregation shall obtain the sanction of at least 75% of the voting quorum of a voters meeting of the Congregation prior to their organization. These organizations shall be under the supervision of the Congregation through the Pastor or through the Boards of the Congregation, to whom such responsibility may be delegated. All organizations are required to submit their Constitution, Bylaws, Amendments, or Revisions of same to the Congregation for approval and are required to give an annual report on their work and activities, as well as their financial condition to the Congregation.

ARTICLE IX – STANDING COMMITTEES

Standing Committees of this Congregation shall be:

Nominating Committee
Architectural Committee
Auditing Committee

ARTICLE X – AMENDMENTS

A. These Bylaws may be amended at any regularly scheduled meeting of the Voting Membership provided:

1. That the proposed amendment had been submitted in writing in a previous regularly scheduled voters meeting; and
 2. Two thirds of those eligible voters present and voting (i.e. not abstaining), cast their vote in favor of such an amendment; and
 3. Amendment does not violate Article III of the Constitution or Risen Christ Lutheran Church.
- B. All amendments to the Bylaws or to the Constitution shall be recorded in the official/master copy of the Constitution and Bylaws in the possession of the current Secretary of the Congregation. All amendments to the Bylaws or to the Constitution shall be submitted and approved, as required, before they can become operational within this Congregation.