



*Our Mission: "Building believers to reach out and connect people to Jesus"*

## Constitution and Bylaws

June, 2017

**Constitution of  
Mount Olive Lutheran Church  
Weston, Wisconsin**

**Article I  
Name**

The name of this congregation shall be Mount Olive Lutheran Church in the Village of Weston, Wisconsin.

**Article II  
Purpose**

The purpose of Mount Olive Lutheran Church is to disseminate the Gospel Truth according to the confessional standards of the Lutheran Church.

**Article III  
Confession of Faith**

This congregation accepts all the Canonical Books of the Old and New Testaments as the revealed Word of God, verbally inspired. It also accepts all Confessional Writings of the Evangelical Lutheran Church contained in the Book of Concord of 1580, including:

- A. The three Ecumenical Creeds: The Apostles' Creed, the Nicene Creed, the Athanasian Creed;
- B. The Unaltered Augsburg Confession;
- C. The Apology of the Augsburg Confession;
- D. The Smalcald Articles;
- E. The Large Catechism of Dr. Martin Luther;
- F. The Small Catechism of Dr. Martin Luther; and
- G. The Formula of Concord.

**Article IV  
Synodical Affiliation**

This congregation shall be affiliated with The Lutheran Church-Missouri Synod as long as the confessions and constitution of the LCMS are in accord with the confessions and constitution of this congregation as laid down in Article III.

**Article V  
Membership**

The membership of this congregation includes the Baptized Members, Confirmed Members, and Voting Members as defined in the bylaws.

**Article VI  
Organization**

- A. Voters' Assembly  
The Voters' Assembly shall consist of all voting members present at a regular or special meeting of the congregation. The congregation, through the Voters' Assembly, shall have final authority in managing its internal and external affairs.
- B. Mission and Ministry Council  
The Mission and Ministry Council shall be the governing body of the congregation and is responsible to administer all the congregation's affairs except the following matters for action only by the Voters' Assembly:
  - 1. Call or remove a called worker.
  - 2. Purchase or sell church property or buildings valued over 10% of the annual operating budget.
  - 3. Incur a non-budgeted emergency expense of over 5% of the annual expense budget of the congregation.
  - 4. Adopt the Annual Ministry Plan (budget).
- C. Officers and Boards  
The officers of this congregation shall be such officers as the bylaws of this constitution prescribe. The officers and boards prescribed in the bylaws shall have no authority beyond that which has been conferred upon them in the constitution or bylaws.

**Article VII**  
**Property Rights**

A. Division within the congregation

If, at any time, a separation shall take place within this congregation, the advice of the officers of the denomination shall be sought. If, despite all efforts to resolve differences in peace and love, a division into factions of the congregation shall occur, the property of the congregation and all benefits connected shall remain with the majority voting at an official meeting of the Voters' Assembly.

B. Dissolution of the congregation

If the congregation is dissolved, after settling all debts, the remaining assets shall be transferred to the district of the LCMS in which the congregation holds membership.

**Article VIII**  
**Decisions**

All congregational matters decided by the Voters' Assembly shall be decided by a simple majority of the voting members present at a properly convened meeting of the Voters' Assembly, except as otherwise provided in this constitution and bylaws. Procedural questions will be decided by following *Robert's Rules of Order*.

**Article IX**  
**Amendments**

This constitution may be amended by a two-thirds majority of the votes cast in a meeting of the Voters' Assembly. The wording of the amended constitution and bylaws shall be distributed to all members in a mailing as far in advance as possible, but no fewer than two Sundays in advance. In addition, the revisions will be distributed to the congregation assembled for worship on two different Sundays prior to the date upon which the amendment is presented for action.

**Bylaws of  
Mount Olive Lutheran Church  
Weston, Wisconsin**

**Article 1  
Baptized Membership**

Baptized members are all persons within the congregation who have been baptized in the name of the Triune God and come under the pastoral care of this congregation. It is expected that all baptized members will:

- A. Attend worship services faithfully and regularly.
- B. Lead a Christian life as taught in Galatians 5:19-26.
- C. Out of Christian love, submit to brotherly admonition, according to Matthew 18, when having erred or offended.
- D. Contribute, as God has blessed them, of their time, talents and treasure toward the maintenance of the congregation and the extension of the church at large.
- E. In due time, take a course of instruction in preparation for confirmed membership in this congregation.

**Article 2  
Confirmed Membership**

Confirmed members are all baptized persons who have completed a course of instruction in Christian doctrine that meets with the approval of the Mission and Ministry Council.

Persons seeking to attain confirmed membership shall make that fact known to the Senior Pastor or any other delegated pastor. The pastor shall ascertain the understanding and commitment to the purpose and theological commitment contained in Article III. The pastor will determine if additional training is needed and the appropriate method for that training. The pastor is authorized to extend confirmed membership to the person and shall announce that in a public service.

In addition to the duties of baptized members, it is expected of all confirmed members that they:

- A. Accept the confessions of faith listed in Article III of the constitution.
- B. Familiarize themselves with the doctrines of The Lutheran Church-Missouri Synod.
- C. Partake of the Lord's Supper.
- D. Participate in continuing Christian education.
- E. Provide for the Christian training of their children by making use of the educational agencies of the congregation.
- F. Participate in acts of service.

**Article 3  
Voting Membership**

Voting members are all confirmed members who attend a Voters' meeting.

**Article 4  
Termination of Membership**

- A. Transfers  
A member desiring transfer to another congregation shall make that fact known to the Senior Pastor. The Senior Pastor shall cause the creating and mailing of a letter of transfer to the receiving congregation.
- B. Whereabouts unknown or moved  
The names of members whose whereabouts are unknown or who have moved from the area may be removed from membership after a period of one year.
- C. Discipline  
All discipline in this congregation shall be administered in accordance with Matthew 18:15-20. The purpose of any disciplinary action is to renew a member's relationship with the Lord and with the church. A member shall be considered self-excluded when unresponsive to the witness and ministry of the church.

**Article 5**  
**Voters' Assembly**

- A. The Voters' Assembly shall meet at least once a year. The day and hour of the annual meeting shall be set by the Mission and Ministry Council and publicized at least two weeks in advance. The notification shall contain an agenda of items to be considered as well as the slate of nominees for election.
- B. Special meetings of the congregation may be called by the Senior Pastor, by the Chair of the congregation, by the Mission and Ministry Council, or by the written petition of at least 100 confirmed members. Notice of the day and hour and purpose of all special meetings shall be publicized at least two weeks in advance.
- C. A quorum of confirmed eligible voting members that is equal to the number of members present, are needed to conduct business of the voters meeting.

**Article 6**  
**Called Workers**

- G. Calling into Office
  - 1. After authorization is received from the Voters' Assembly, the Mission and Ministry Council shall create a Call Committee. At least one-third of the Call Committee members shall not also be members of the Mission and Ministry Council.
  - 2. The Call Committee shall consult with those in the affected ministry area and with the district office as part of their efforts to secure the names of candidates.
  - 3. The Call Committee will present a final list of candidates to the Voters' Assembly for issuance of the call.
- H. Removal from Office of Called Workers  
Any Called Worker may be removed from office by the Voters' Assembly by a two-thirds majority secret ballot vote because of persistent adherence to false doctrine, scandalous life, neglect of duties, inability to perform the duties of the office, or other significant reason determined by the Voters' Assembly.

**Article 7**  
**Officers**

These four are the officers of the congregation, officers of the Mission and Ministry Council, and the Executive Committee.

- A. Chair:
  - 1. Preside at all meetings of the Voters' Assembly and the Mission and Ministry Council.
  - 2. Enforce the constitution and bylaws.
  - 3. Perform the general duties as are common for the office, including such additional duties as may be directed by the Voters' Assembly from time to time.
- B. Vice Chair:
  - 1. Perform all of the duties of the Chair in the latter's absence and such other additional duties which may be directed by the Voters' Assembly or by the Chair from time to time.
  - 2. Chair and appoint a Nominating Committee with the advice and consent of the Mission and Ministry Council.
- C. Secretary:
  - 1. The duties shall be those commonly required of that office, especially the keeping and preserving of accurate records of all Voters' Assembly meetings, and handling such correspondence as the congregation may require.
  - 2. Keep and make available minutes of all Mission and Ministry Council meetings.
- D. Treasurer:
  - 1. Responsible for the records of all receipts and disbursements, and submit a written report of them at all regular meetings of the Voters' Assembly.
  - 2. Assure accuracy and propriety of all financial transactions of the congregation.
- E. Term of Office
  - 1. Each officer shall serve for a term of (1) year. The Chair will be limited to three (3), one-year terms.
  - 2. The term of office commences immediately following the election.

**Article 8**  
**Mission and Ministry Council**

- A. Membership  
The Mission and Ministry Council shall consist of five voting members, elected at large by the Voters' Assembly, plus the four congregation officers listed in Article 7. The Senior Pastor is a non-voting member.
- B. Term of Office  
The term of office shall be three (3) years and until his/her successor is elected and qualified or until his/her death, resignation or removal. Terms shall be staggered in a manner specified by the MMC so that one MMC Member shall expire each year, and no more than 3 in one year. No MMC Member may serve more than three (3) full consecutive terms. For this purpose, a vacancy of an unexpired term filled for two (2) or more years shall be considered a "full term". When this limit has been met, an individual may not again serve as an elected MMC Member until he/she has been off the MMC in every capacity for a three (3) year period.
- C. Meetings  
The Mission and Ministry Council shall meet at least quarterly and may be called more frequently at the request of the Chair or any three Mission and Ministry Council members. A quorum for any meeting shall be at least five members of the Mission and Ministry Council, of which at least one must be an elected officer. Notice of each meeting shall be posted. The minutes shall fully disclose all actions taken and be signed by the Chair and Secretary. Minutes of the meetings shall be available to voting members upon request.

**Article 9**  
**Powers of the Mission and Ministry Council**

The Mission and Ministry Council shall have the power to develop policies as required to execute the goals approved by the Voters' Assembly. Written policies shall be available upon request. The Council shall have no authority beyond that which has been conferred upon them by the constitution, its bylaws, or by the Voters' Assembly.

**Article 10**  
**Responsibilities/Duties of the Mission and Ministry Council**

- A. The Mission and Ministry Council, as the chief governing Council of the congregation, shall act in all matters pertaining to the legal and general welfare of the congregation, except those reserved for the Voters' Assembly in Article VI.B. of the constitution.
- B. The Mission and Ministry Council shall see to it that all activities of the church reflect the purpose and faith of the congregation.
- C. It shall concern itself with establishing all policies governing the activities of the congregation and with the implementation of the mission, vision, budget, and plans adopted by the Voters' Assembly.
- D. The Mission and Ministry Council may appoint any entity needed. It shall oversee and have authority over all other boards, committees, task forces, action teams, or other entities of the congregation.
- E. Annually elect from within its membership three males who have the responsibility to supervise the called clergy in preaching, administration of the sacraments and the administration of Christian discipline.

**Article 11**  
**Election, Removal from Office, and Vacancies**

- A. Nomination
  - 1. The Vice Chair of the Mission and Ministry Council shall annually appoint a Nominating Committee whose responsibility will be to develop a slate of officers and Council members to be elected each year to fill the vacancies created by expired terms of officers and council members
  - 2. The committee shall consist of the Vice Chair of the Ministry and Mission Council and four (4) non board eligible voting members of the church.
  - 3. They shall function for one year and will narrow down a list of candidates who shall be eligible voting members, to one choice for each position needed to fill the vacancies that have been created.
  - 4. They then shall report their nominations to the voter's assembly at the annual voters meeting.
  - 5. The senior Pastor shall also be a non-voting member of nominating committee.
  - 6. Election: Nominees of officers and members will be presented to the Voters' Assembly who with a majority vote shall be elected.
- B. Taking office: All elected officials will begin their term of office at the next scheduled Council Meeting.

- C. Removal from Office of Elected Officials: Any elected official who is unable or is willfully negligent in the performance of his official duties, may be removed from office by two-thirds secret ballot vote of the Voters' Assembly. Such action shall be initiated by the Mission and Ministry Council.
- D. Vacancy: The Mission and Ministry Council shall be authorized to appoint a person to fill an unexpired term of a Elected Official.

## **Article 12 Amendments**

The bylaws may be amended by a two-thirds majority of the votes cast in a meeting of the Voters' Assembly. The wording of the amended constitution and bylaws shall be distributed to all members in a mailing as far in advance as possible, but no fewer than two Sundays in advance. In addition, the revisions will be distributed to the congregation assembled for worship on two different Sundays prior to the date upon which the amendment is presented for action.