



THE CONSTITUTION AND BYLAWS OF PEACE LUTHERAN CHURCH

PREAMBLE

Whereas the Word of God demands that a Christian church not only conform to the Word of God in Doctrine and practice (*Psalms 119:105; Galatians 1:6-8; 2 Timothy 4:1-5*) but that all things be done decently and in order (*1 Corinthians 14:40*); therefore we, the members of Peace Lutheran Church set forth by this present document, signed by ourselves, the Constitution and the Bylaws in accordance with which our congregational affairs, spiritual and material, shall be conducted.

1. NAME

The name of this church (corporation) shall be: Peace Lutheran Church (hereafter noted PLC), Arvada, Colorado.

2. PURPOSE

The purpose of this corporate body shall be that of a religious organization: More specifically, that of a Christian church, established and maintained for the express purpose of disseminating the Gospel, as recorded: in the Holy Bible, according to the confessional standard of the Lutheran Church, in the Book of Concord of the year 1580.

3. CONFESSIONAL STANDARD

PLC acknowledges and accepts 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, contained in the Book of Concord of 1580, to be a true and genuine exposition of the doctrines of the Bible. These Symbolical Books are: 1) the three Ecumenical Creeds (The Apostles', The Nicene, and the Athanasian); 2) the unaltered Augsburg Confession; 3) the Apology of the Augsburg Confession; 4) the Smalcald Articles; 5) Luther's Large and Small Catechisms; 6) the Formula of Concord.

4. SYNOD MEMBERSHIP

PLC shall be a member of the Lutheran Church Missouri Synod (hereafter noted as LCMS) as long as the LCMS conforms to the confessional standards as set forth in Section 3.

5. CHURCH MEMBERSHIP

5.1. MEMBERSHIP RIGHTS AND PRIVILEGES

- 5.1.1. Grow in the Christian faith and life through faithful use of the means of grace, searching the Scriptures at home and in fellowship with other members of PLC and its agencies, and partaking of the Lord's Supper frequently;
- 5.1.2. Live a morally decent life before God and men, abstaining from open works of the flesh



- (*Galatians 5:18-21*) and so conducting themselves at all times as to bring credit upon PLC;
- 5.1.3. Provide for the proper Christian training of their children by instruction at home and through the agencies of PLC;
 - 5.1.4. Contribute toward the maintenance of PLC and the extension of the Kingdom of God at home and abroad in response to God's blessings;
 - 5.1.5. Place their God-given talents and abilities at the disposal of the Pastor(s), the officers and other agencies of PLC as set forth in its Constitution and Bylaws, so that the purposes and functions of PLC may be effectively implemented.
- 5.2. BAPTIZED MEMBERSHIP
All persons who have received Christian baptism in the Name of the Triune God with water and are under the spiritual care of PLC.
- 5.3. COMMUNICANT MEMBERSHIP
Members who have been instructed in the essential doctrine of Holy Communion and are examined by the Pastor(s) shall be admitted to the Lord's Table if they:
- 5.3.1. are baptized;
 - 5.3.2. accepts the confessional basis of Section 3;
 - 5.3.3. lead a Christian life and intend to abstain from the manifest works of the flesh;
 - 5.3.4. attend divine services faithfully and partake of the Lord's Supper frequently;
 - 5.3.5. will accept brotherly admonition and correction according to Christ's instruction (*Matthew 18:15-18*) when and where he or she has erred;
 - 5.3.6. are free from and do not hold either active or passive membership in any un-Christian society or organization whose principles and practices that are not in accordance with God's inspired Word. (*Ephesians 5:11-22; 2 Corinthians 6:14-18; Matthew 5:34-37.*)
Communicant Membership can be obtained by:
 - 5.3.7. Confirmation;
 - 5.3.8. Presenting a letter of transfer from a church in fellowship with the LCMS, provided they conform in all respects to the requirements of membership of PLC;
 - 5.3.9. By Profession of Faith, persons shall submit their application to the Pastor(s), and having given satisfactory evidence of qualification.
- 5.4. VOTING MEMBERSHIP
Any communicant member who has reached the legal voting age for the State of Colorado shall be entitled to vote. It shall be the privilege and duty of each voting member of PLC to:
- 5.4.1. Faithfully attend all meetings of the Voters Assembly;
 - 5.4.2. Conscientiously and prayerfully exercise his/her right of suffrage in all measures that will advance the work of Christ's Kingdom both locally and in the church-at-large;
 - 5.4.3. Willingly serve in capacity for which his/her talents and abilities equip them;
 - 5.4.4. Assist with wholehearted diligence in administering the temporal and spiritual affairs of PLC;
 - 5.4.5. 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.
- 5.5. TERMINATION OF MEMBERSHIP
Any person shall have forfeited all rights of a member and all claims upon the property of PLC as such, or any part thereof, as long as he or she is not received into membership by PLC again.



- 5.5.1. Members desiring to join a congregation in fellowship within the LCMS shall present their request for transfer to the Pastor(s), to whom authorization is granted to issue such transfer.
- 5.5.2. In cases where members have joined a congregation not in fellowship within the LCMS, they shall be considered as having terminated their membership.
- 5.5.3. Have not attended PLC services or functions for a period of one year, with the exceptions of persons in military, schools, homebound or other circumstance approves by the Pastor(s).
- 5.5.4. Members who conduct themselves in an un-Christian manner, after fruitless admonition in the various stages prescribed by the Word of God, (*Matthew 18:15-20*), shall be expelled by a two-thirds majority ballot of the Voters Assembly, unless it can be demonstrated by the Word of God to be permissible.

6. CALLED CHURCH WORKERS

6.1. PRIVILEGE AND DUTY

- 6.1.1. The office of an ordained or commissioned minister is the authority conferred upon them by God, through a call of the church (the holder of the priesthood and of all church authority) to exercise in public office the common rights of spiritual priesthood in behalf of all.
- 6.1.2. The Pastoral Office is the primary office in the church from which all other offices of the church issue (*Ephesians 4:11-12*). However, PLC may establish as many auxiliary offices as its needs require and determine what work is to be assigned to such offices.
- 6.1.3. Only those commissioned ministers who adhere to the confessional standards set forth in Section 3, who are qualified for the work of the ministry to which they are called, and who have been endorsed by and are members of LCMS, who are candidates of LCMS colleges and universities who have satisfied the qualifications and requirements for assignment of first calls, and who are commissioned ministers in good standing from church bodies that are in altar and pulpit fellowship with the LCMS can be called.
- 6.1.4. Duties and responsibilities are to be outlined and kept in the Personnel Manual under Job Descriptions.

6.2. PASTORAL OFFICE

Upon being installed, the Pastor(s) is authorized and obligated to proclaim to PLC the Word of God in its full truth and purity as contained in the canonical writing of the Old and New Testaments and professed in the Book of Concord of the year 1580. He is further:

- 6.2.1. In calling a Pastor to preach the Word of God and to administer the sacraments on their behalf, the members of PLC exercise their royal priesthood and by no means relinquish it. This is the privilege and responsibility of all members of the Church (*1 Peter 2:9 and Ephesians 4:11-13*).
- 6.2.2. Duties and responsibilities are to be outlined and kept in the Personnel Manual under Job Descriptions.

6.3. TERMINATION

If termination is warranted for the reasons set forth or under the terms of their call document, the allegations will be brought by a Pastor(s), the President will bring the issues to the Voters Assembly for their consideration.

- 6.3.1. Any Pastor, Teacher or other Called Worker may be removed from office by a two-thirds majority ballot, in Christian and lawful order (*Matthew 18: 15-18*), for one of the following cause: 1) Persistent adherence to false doctrine; 2) Bringing disgrace to the office; 3) Leading an ungodly life; 4) Inability to perform his/her official duties; 5) Willful neglect of official duties; 6) Exceeding authority of office without approval of Voters Assembly.



6.4. VACANCY

When a vacancy occurs in an office of an ordained or commissioned minister, PLC shall notify the President of the LCMS district to receive assistance in filling the vacancy and to receive his counsel in calling a new pastor, teacher, or other church worker.

6.4.1. PLC may vote to hire a contract Pastor, Teacher or other Called Worker.

7. POWERS VESTED IN THE CONGREGATION

PLC shall decide all matters relating to the church or church affairs, and every member may appeal to it in regard to any matter relating to the affairs and government of PLC, and its decision shall be final and binding; but such decision 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. All matters shall be decided by a majority at the Voters Assembly, unless otherwise specified by the Constitution or Bylaws.

8. MEETINGS

Regular meetings of the Voters Assembly shall be held twice each calendar year (March and September) on the second Sunday or Tuesday; date and time will be at the discretion of the President and shall be publicized in the services of the two previous Sundays.

- 8.1. The agenda shall be available at PLC to all members at least one week prior to the meeting. Only items listed for a vote on the published agenda will be voted upon unless the President finds that such a vote would not compromise the integrity of voters who are uniformed about the vote.
- 8.2. The March meeting shall include the consideration and acceptance of the budget for the following fiscal year which will begin on April 1.
- 8.3. The September meeting shall elect officers and directors whose term will begin October 1.
- 8.4. All members of PLC are encouraged to attend the meetings of the Voters Assembly and may submit recommendations or participate in a discussion of any given item of business.
- 8.5. Special meetings of PLC may be called by the Pastor(s), or the Parish Planning Council, or the President at the request of ten members of PLC. 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 services immediately proceeding the time of the meeting.
- 8.6. Whenever a meeting has convened, those attending shall constitute a quorum for the transaction of business. For amending the Article of Incorporation, the Constitution, the Bylaws, the planning of new buildings, the purchase or sale of land or buildings, or the removal of a Pastor, Teacher, Officer or some other Called Worker from office, a two-thirds majority shall be required for adoption unless otherwise provided by Colorado state law.
- 8.7. An illegal ballot is one that is blank, has abstained, or a vote for something other than what the vote is being taken on. The President shall explain what is a valid and an invalid ballot before the vote is taken. In the event of a tie vote, the presiding officer shall cast the deciding ballot. There shall be no voting by proxy.

9. OFFICERS, BOARDS AND COMMITTEES

PLC shall have the following officers, boards and committees in addition to any which the congregation shall establish from time to time.

- 9.1. The Voters Assembly shall elect a President, a Vice President, and a Treasurer, who shall be the officers of PLC. The Voters Assembly shall also elect three other members, one who must be an Elder, who with the officers and the senior Pastor shall comprise the Parish Planning Council.
- 9.2. The Parish Planning Council shall have the authority to develop and implement policies, procedures and ministries as necessary to execute the vision and plans approved by the Voters Assembly.



9.3. PLC shall have such boards or committees as are necessary to assist the called workers, elected leaders, and members of PLC in carrying out its mission and ministry. Boards or committees may include the following, but are not limited to:

- 9.3.1. Elder's, whose objectives are:
 - 9.3.1.1. the spiritual welfare of the Pastor(s) and staff
 - 9.3.1.2. the spiritual welfare of the congregational members, individually and corporately
 - 9.3.1.3. the supervision of everything pertaining to congregational worship
 - 9.3.1.4. other such policies and procedures outlined in a separate manual
- 9.3.2. Such other committees as are necessary to assist the called workers, elected leaders, and members of PLC in carrying out its mission and ministry.

10. DIVISION

If at any time a separation should take place at PLC, which we pray that God in His grace may prevent, the entire property and all benefits therewith connected, shall remain with those members, whether majority or minority, who shall continue to adhere to Section 3 of this Constitution.

- 10.1. To relocate the church facility, a two-thirds majority of the Voters Assembly is required. Property rights including proceeds from the sale of 5675 Field Street, Arvada, CO and any other future holdings will go toward the purchase/mortgage of the future properties upon which PLC will build its campus.
- 10.2. Any person whose membership has been terminated has forfeited all rights of a member of PLC and all claims upon the property of PLC, as such, or upon any part thereof.

11. AMENDMENTS

Amendments to this Constitution and Bylaws must be made in writing and may be made at any meeting of the Voters Assembly, provided that the amendment has already been submitted in a previous meeting and that two-thirds of the voting members present cast their vote in favor of such amendment and shall be available in the church office a minimum of four weeks before a vote is taken.

- 11.1. All amendments to the Constitution or Bylaws shall be recorded in the official copy of the Constitution and Bylaws in the possession of the current Secretary of PLC.
- 11.2. Amendments to Section 3 shall not destroy its essential meaning.
- 11.3. All amendments to the Constitution or Bylaws shall be approved by the appropriate District of the LCMS.

BYLAWS

1. PROCEDURES FOR CALLING MINISTERS

Pastors, Teachers, and other Called Workers shall be called as are in accord with the confessional standards of Section 3 and as have been prepared for their work and are well qualified for it.

- 1.1. The right of calling Pastors, Teachers, and other Called Workers shall be vested in PLC and shall never be delegated to a smaller body or to an individual.
- 1.2. The President shall pick the appropriate Chair (or the chairperson's designee) to chair the Call Committee. After consultation with the President of the LCMS district or his representative, candidates for the Pastorate shall be proposed at the next regular meeting of the Voters Assembly or at a special meeting called for that purpose.
- 1.3. Additional candidates may be proposed by any voting member at the meeting called to discuss the candidates.
- 1.4. The Voters Assembly shall then adopt a list of candidates.



- 1.5. The list will be available in the PLC church office and website four weeks prior to the call meeting.
- 1.6. At a subsequent regular or special meeting of the Voters Assembly, the voters shall elect one of the proposed candidates by a two-thirds majority.
- 1.7. It shall be the duty of the President to see that notice of this election is delivered promptly to the selected candidate.

2. PARISH PLANNING COUNCIL

The officers of PLC (President, Vice President, Treasurer and Secretary) along with three other elected at-large members (Directors) and the senior pastor shall comprise the Parish Planning Council, which shall provide direction to the congregation on behalf of the Voters Assembly.

- 2.1. The Parish Planning Council shall have the authority to develop and implement policies, procedures, and ministries as necessary to execute the vision and plans approved by the Voters Assembly. Written policies and procedures shall be made available to voting members upon request. The Parish Planning Council shall have no authority beyond that which has been conferred upon it by the constitution, its bylaws, or the Voters Assembly, and authority delegated to the Parish Planning Council may at any time be altered or revoked by the Voters Assembly. The Parish Planning Council shall normally meet in regular session at least quarterly.
- 2.2. The officers of PLC shall serve as the executive committee of the Parish Planning Council, which shall have the authority to administer all property belonging to PLC, make contracts, accept and receive grants and bequests, sign documents, appear in court, review the constitution and bylaws, report to the Voters Assembly when appropriate, and take other such action as may be authorized by the Voters Assembly.
- 2.3. PLC shall have such boards and committees as are necessary to assist the called workers, elected leaders, and members of the congregation in carrying out its mission and ministry. These boards or committees may be authorized or created by church staff members subject to review by the Parish Planning Council, unless a different method of authorization and/or membership selection is required by action of the Voters Assembly. The committees shall meet on an as needed basis.
- 2.4. All boards, committees and staff shall report to and be under the supervision of the Senior Pastor or his designee, unless otherwise directed by the Voters Assembly.

3. ELECTION AND DUTIES OF OFFICERS

- 3.1. The elected Officers of PLC shall be the: President, Vice-President, Treasurer, and three at-large directors (one who must be an Elder).
- 3.2. The Office of Secretary shall be appointed by the President and serve a term equal to that of the President.
- 3.3. **ELIBILITY FOR OFFICE**
 - 3.3.1. Elected officers may hold only one elected office at a time.
 - 3.3.2. 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.
- 3.4. **NOMINATING**
 - 3.4.1. A Nominating Committee of at least nine members shall be appointed by the President of PLC, to present a slate of candidates for election at the September meeting of the Voters Assembly.
 - 3.4.2. The slate proposed by the Nominating Committee should consist of one or more names of members qualified for the office to which they are being nominated, and this list shall be available in the church office and the Peace website four weeks prior to the aforementioned meeting in order that members may file additional names with the Nominating Committee,



at least five days prior to the said meeting.

- 3.4.3. The Nominating Committee, through consultation with the Pastor(s), shall have investigated the status of the proposed candidates and found them spiritually eligible for office and willing to serve.

3.5. ELECTION PROCEDURE

- 3.5.1. From the list of candidates for each elective office submitted by the Nominating Committee, the Voters Assembly shall, at its September meeting, elect by ballot and majority its officers.
- 3.5.2. A separate ballot shall be used for each office and shall be elected in the following order:
1) President, 2) Vice President, 3) Treasurer, 4) Director
- 3.5.3. Only candidates defeated on a previous ballot may be placed in nomination by the voter's assembly at the election meeting for any office not yet filled.

3.6. TERM

- 3.6.1. The term of office of all Officers shall be two years, terminating on September 30th of the second year of their terms, with the President and Vice President terminating in alternate years, as well as Directors terminating in alternating years.

3.7. DUTIES OF OFFICERS AND STAFF

- 3.7.1. The duties of the officers and staff of PLC shall be outlined and kept in the Personnel Manual with the Job Descriptions, available to PLC members.

4. MANUALS

Manuals will be kept on file in the church office.

- 4.1. These manuals will contain the descriptions of responsibilities and policies of the various activities within PLC, but are not limited to:
 - 4.1.1. Personnel Manual (Job Descriptions)
 - 4.1.2. Policies Manual (Marriage, Child Protection, Emergency, etc.)
 - 4.1.3. Other appropriate manuals to describe functions within Peace Lutheran Church.
- 4.2. Changes to these manuals shall be approved by the Parish Planning Council.

5. CHURCH ORGANIZATIONS

All organizations within PLC shall obtain the sanction of the Parish Planning Council prior to their organization. These organizations shall be under the supervision of PLC through the Senior Pastor or through the committees to whom such responsibility may be delegated. All organizations are required to submit their Constitution, Bylaws, Amendments or Revisions for approval and are required to give an annual report on their work and activities as well as their financial condition to the Parish Planning Council.