



**CONSTITUTION**  
**BETHEL EVANGELICAL LUTHERAN CHURCH**  
**OF CICERO, INDIANA, INCORPORATED**  
Also known as:  
**BETHEL LUTHERAN CHURCH, NOBLESVILLE, IN**  
(Adopted as of February 19, 2012)  
(Amended November 20, 2016)  
(Amended June 16, 2019)  
(Amended June 22, 2022)

**BYLAWS**  
(Adopted June 16, 2019)



**NALC**

North American Lutheran Church

# Contents

<b>CONSTITUTION</b> .....	0
PREAMBLE .....	2
Chapter 1. NAME AND INCORPORATION .....	2
Chapter 2. CONFESSION OF FAITH .....	2
Chapter 3. NATURE OF THE CHURCH .....	3
Chapter 4. STATEMENT OF PURPOSE .....	4
Chapter 5. POWERS OF THE CONGREGATION .....	5
Chapter 6. CHURCH AFFILIATION.....	6
Chapter 7. PROPERTY OWNERSHIP .....	7
Chapter 8. MEMBERSHIP .....	7
Chapter 9. THE PASTOR .....	8
Chapter 10. CONGREGATIONAL MEETING .....	11
Chapter 11. OFFICERS OF THE CONGREGATION.....	12
Chapter 12. CHURCH COUNCIL .....	13
Chapter 13. COMMITTEES OF THE CONGREGATION .....	16
Chapter 14. ORGANIZATIONS WITHIN THE CONGREGATION .....	16
Chapter 15. DISCIPLINE OF MEMBERS AND ADJUDICATION .....	17
Chapter 16. BYLAWS.....	18
Chapter 17. AMENDMENTS .....	18
Chapter 18. INDEMNIFICATION.....	19
<b>BYLAWS</b> .....	20
B1.01 ORGANIZATIONAL STRUCTURE .....	20
B1.02 MEETINGS .....	20
B1.03 REMOVAL FROM MEMBERSHIP FOR INACTIVITY .....	21
B1.04 DUTIES OF OFFICERS .....	21
B1.05 MINISTRY COMMITTEES.....	22
B1.06 OTHER STANDING COMMITTEES .....	25

## **PREAMBLE**

We, baptized members of the Church of Christ, responding in faith to the call of the Holy Spirit through the Gospel, desiring to unite together to preach the Word, administer the sacraments, and carry out God's mission, do hereby adopt this constitution and solemnly pledge ourselves to be governed by its provisions. In the name of the Father and of the Son and of the Holy Spirit.

## **Chapter 1. NAME AND INCORPORATION**

- 1.01.** The name of this congregation shall be Bethel Evangelical Lutheran Church of Cicero, Indiana, Incorporated.
- 1.02.** For the purpose of this constitution and any accompanying bylaws, the congregation of Bethel Evangelical Lutheran Church of Cicero, Indiana, Incorporated is hereinafter designated as "this congregation."
- 1.03.** This congregation shall be incorporated under the laws of the State of Indiana.

## **Chapter 2. CONFESSION OF FAITH**

This congregation incorporates Article 2 of the constitution of the North American Lutheran Church (the "NALC"), confessing:

- 2.01.** The Triune God – Father, Son, and Holy Spirit<sup>1</sup>
- 2.02.** Jesus Christ as Lord and Savior and the Gospel as the power of God for the salvation of all who believe.
  - a.** Jesus Christ is the Word of God incarnate, through whom everything was made and through whose life, death, and resurrection God fashions a new creation.
  - b.** The proclamation of God's message to us as both Law and Gospel is the Word of God, revealing judgment and mercy through word and deed, beginning with the Word in creation, continuing in the history of Israel, and centering in all its fullness in the person and work of Jesus Christ.

---

<sup>1</sup> The NALC does not require congregations to adopt a particular constitution. However, it does require a subscription to the NALC constitution and to the NALC confession of faith. By adopting Chapter 2, Section 6.02, and Section 6.03(c)-(d) from this model, all shown in bold, a congregation complies with these requirements.

- c. The canonical Scriptures of the Old and New Testaments are the written Word of God. Inspired by the Holy Spirit speaking through their authors, they record and announce God's revelation centering in Jesus Christ. Through them the Holy Spirit speaks to us to create and sustain Christian faith and fellowship for service in the world.
- 2.03. The canonical Scriptures of the Old and New Testaments as the inspired Word of God and the authoritative source and norm of its proclamation, faith and life, "according to which all doctrines should and must be judged." (Formula of Concord, Epitome, Part I)
- 2.04. The Apostles', Nicene, and Athanasian Creeds as true declarations of the faith of the Church.
- 2.05. The Unaltered Augsburg Confession as a true witness to the Gospel, acknowledging as one with it in faith and doctrine all churches that likewise accept the teachings of the Unaltered Augsburg Confession.
- 2.06. The other confessional writings in the Book of Concord, namely, the Apology of the Augsburg Confession, the Smalcald Articles and the Treatise, the Small Catechism, the Large Catechism, and the Formula of Concord, as further valid interpretations of the faith of the Church.
- C2.07. The Gospel, recorded in the Holy Scriptures and confessed in the ecumenical creeds and Lutheran confessional writings, as the power of God to create and sustain the Church for God's mission in the world.

### **Chapter 3. NATURE OF THE CHURCH**

- 3.01.** The Church is the universal assembly of all believers among whom the Gospel is preached in its purity and the holy sacraments are administered according to the Gospel. (Augsburg Confession VII)
- 3.02.** All power in the Church belongs to our Lord Jesus Christ, its head. All actions of this congregation are to be carried out under His rule and authority.
- 3.03.** The Church exists both as an inclusive fellowship and as local congregations gathered for worship and Christian service. Congregations find their fulfillment in the universal community of the Church, and the universal Church exists in and through congregations.

- 3.04.** This congregation exercises ministry within the mission of the NALC. This congregation embodies the Church in its community and, for the sake of mission, lives in cooperative partnership with other congregations and within the other structures of the NALC. This congregation shall share responsibility for the decision-making processes of the NALC.

#### **Chapter 4. STATEMENT OF PURPOSE**

- 4.01.** The hearers of the Gospel are a people, called and sent by God, Father, Son, and Holy Spirit, to be a community of faith, hope and love, who witness to Christ and His coming Kingdom before all the world.
- 4.02.** To participate in God's mission, this congregation as a part of the Church shall:
- a. Give honor and glory to God, the Father, Son, and Holy Spirit, worshipping Him in proclamation of the Word and administration of the sacraments and through lives of prayer, praise, thanksgiving, witness, obedience and service.
  - b. Carry out Christ's Great Commission by proclaiming to all the world the Gospel of justification by grace through faith alone, according to the apostolic witness in Holy Scripture and in accordance with the Lutheran Confessions.
  - c. Preserve and transmit the Gospel faithfully to future generations.
  - d. Foster Christian fellowship and love, and extend a helping hand to humans in need.
  - e. Manifest the unity of our faith in Jesus Christ as God and Savior, and join with other Christians in prayer and action.
  - f. Nurture its members in the Word of God so as to grow in faith and hope and love, and to develop a sense of Christian vocation in daily life.
- 4.03.** To fulfill these purposes, this congregation shall:
- a. Provide services of worship at which the Word of God is rightly preached and the sacraments are rightly administered.
  - b. Provide pastoral care and assist all members to participate in this ministry.
  - c. Challenge, equip, and support all members in carrying out their calling in their daily lives and in their congregation.
  - d. Teach the Word of God.

- e. Witness to the reconciling Word of God in Christ, reaching out to all people.
- f. Respond to human need, work for justice and peace, care for the sick and the suffering, and participate responsibly in society.
- g. Encourage its members to provide appropriate financial support for the congregation's ministry and the ministry of other parts of the NALC.
- h. Foster and participate in relationships with other congregations and structures of the NALC.
- i. Foster and participate in ecumenical relations consistent with NALC policy.

**4.04.** This congregation may develop an organizational structure to be described in the bylaws. The Church Council shall prepare descriptions of the responsibilities of each committee, task force, or other organizational group and shall review their actions.

**4.05.** This congregation may, from time to time, adopt a mission statement which will provide specific direction for its programs.

## **Chapter 5. POWERS OF THE CONGREGATION**

**5.01.** The powers of this congregation are those necessary to fulfill its purpose.

**5.02.** The powers of this congregation are vested in the Congregational Meeting called and conducted as provided in this constitution and bylaws.

**5.03.** Only such authority as is delegated to the Church Council or other organizational units in this congregation's governing documents is recognized. All remaining authority is retained by the congregation. The congregation is authorized to:

- a. call a pastor as provided in Chapter 9;
- b. terminate the call of a pastor as provided in Chapter 9;
- c. appoint or terminate the service of commissioned lay leaders.
- d. approve the annual budget;
- e. acquire real and personal property by gift, devise, purchase, or other lawful means;
- f. hold title to and use its property for any and all activities

consistent with its purpose;

g. sell, mortgage, lease, transfer, or otherwise dispose of its property by any lawful means;

h. elect its Church Council and require the members of the council to carry out their duties in accordance with the constitution, bylaws, and continuing resolutions.

i. adopt amendments to this constitution as provided in Chapter 17, and amendments to the bylaws, as specified in Chapter 16.

j. establish or terminate a relationship with a church body.

## **Chapter 6. CHURCH AFFILIATION**

**6.01.** This congregation is a member of the NALC or any successor and is subject to the procedures of the NALC.

**6.02.** This congregation subscribes to the constitution of the NALC and will act in accordance with it.

**6.03.** This congregation will conduct its ministry in a manner consistent with its membership in the NALC:

a. This congregation is responsible for its life as a Christian community.

b. This congregation pledges its participation in the life and mission of the NALC, including the prayerful consideration of appropriate financial support

c. This congregation shall call only pastors who are members of the NALC or otherwise are authorized by the NALC to serve.

d. This congregation shall appoint only commissioned lay leaders who are members of the NALC or otherwise are authorized by the NALC to serve.

**6.04.** Affiliation with the NALC may be terminated as follows:

a. This congregation dissolves.

b. This congregation ceases to exist.

c. This congregation is removed from membership in the NALC according to the procedures for discipline of the NALC.

d. This congregation, at a legally called and conducted special meeting, approves by at least a simple majority of those present and voting a resolution directing that this congregation withdraw from the NALC. If this congregation adopts a resolution withdrawing from the NALC, all provisions of this constitution binding this congregation to

the NALC shall be immediately ineffective. The congregation shall promptly deliver a copy of the withdrawal resolution to the NALC General Secretary.

## **Chapter 7. PROPERTY OWNERSHIP**

**7.01.** This congregation is an independent legal entity with rights to purchase, hold, and convey real and personal property in accord with applicable law. The NALC shall have no right to or interest in the property of this congregation unless this congregation expressly conveys such a right or interest to the NALC. If this congregation dissolves, its property shall be distributed in accord with applicable law and with the congregation's governing documents.

## **Chapter 8. MEMBERSHIP**

**8.01.** Members of this congregation shall be those baptized persons (a) who are on the roll of this congregation at the time that this constitution is adopted or who are admitted thereafter, and (b) who have declared and maintain their membership in accordance with the provisions of this constitution and its bylaws.

**8.02.** Members shall be classified as follows:

a. **Baptized** members are those persons who have been received by the Sacrament of Holy Baptism in this congregation; or, having been previously baptized in the name of the Triune God, have been received by certificate of transfer from other Lutheran congregations or by affirmation of faith.

b. **Confirmed** members are baptized persons who have been confirmed in this congregation, those who have been received by adult baptism or by transfer as confirmed members from other Lutheran congregations, or baptized persons received by affirmation of faith.

c. **Voting** members are confirmed members who have communed and made a contribution of record during either the current or preceding calendar year. However, only those voting members who are eighteen (18) years of age or older may vote if there is to be any disposition of property, purchase of property, the incurring of indebtedness, or passage of a budget. Members of this congregation who have



satisfied these basic standards shall have the privilege of voice and vote at every regular and special meeting of the congregation.

d. **Associate** members are persons holding membership in other Christian congregations who wish to retain such membership but desire to participate in the life and mission of this congregation. They have all the privileges and duties of membership except voting rights and eligibility for elected offices or membership on the Church Council of this congregation.

**8.03.** All applications for confirmed membership shall be submitted to and shall require the approval of the Church Council.

**8.04.** It shall be the privilege and duty of members of this congregation to:

a. make regular use of the means of grace, both Word and sacraments;

b. live a Christian life in accordance with the Word of God and the teachings of the Lutheran church; and

c. support the work of this congregation, the NALC, and their ministries and structures [through contributions of time, abilities, and financial support as Biblical stewards].

**8.05.** Membership in this congregation shall be terminated by any of the following:

a. death;

b. resignation;

c. transfer or release;

d. disciplinary action by the Church Council; or

e. removal from the roll due to inactivity as defined in the bylaws. Such persons who have been removed from the roll of members shall remain persons for whom the Church has a continuing pastoral concern.

## **Chapter 9. THE PASTOR**

**9.01.** Authority to call a pastor shall be in this congregation by at least a two-thirds majority vote of members present and voting at a meeting legally called for that purpose.

**9.02.** Consistent with the faith and practice of the NALC,

- a. Every ordained minister shall:
  - 1) preach the Word;
  - 2) administer the sacraments;
  - 3) conduct public worship;
  - 4) provide pastoral care;
  - 5) serve as the chief evangelist in his or her ministry, and
  - 6) proclaim God's love to the world.
- b. Each ordained minister with a congregational call shall, within the congregation:
  - 1) offer instruction, confirm, marry, visit the sick and distressed, and bury the dead;
  - 2) supervise all schools and organizations of this congregation;
  - 3) install regularly elected members of the Church Council; and
  - 4) with the Church Council, administer discipline.
- c. Every pastor shall:
  - 1) strive to extend the Kingdom of God in the community, in the nation, and abroad;
  - 2) seek out and encourage qualified persons to prepare for the ministry of the Gospel; and
  - 3) impart knowledge of the NALC and its wider ministry through public provision of information, distribution of publications and other appropriate means,

**9.03.** The specific duties of the pastor, compensation, and other matters pertaining to the service of the pastor shall be included in a letter of call.

- 9.04.** a. The call of a congregation, when accepted by a pastor, shall constitute a continuing mutual relationship and commitment, which, except in the case of the death of the pastor, shall be terminated for the following reasons:
- 1) mutual agreement to terminate the call or the completion of a call for a specific term;
  - 2) resignation of the pastor, which shall become effective, unless otherwise agreed, thirty (30) days after the date on which it was submitted;
  - 3) inability to conduct the pastoral office effectively in the congregation in view of local conditions, without reflection on the competence or the moral and spiritual

character of the pastor;

4) the physical or mental incapacity of the pastor;

5) disqualification of the pastor through discipline on grounds of doctrine, morality, or continued neglect of duty; or

6) the dissolution of the congregation.

b. If the Church Council determines that it may be appropriate to end a call for one of the reasons set out in subsection (a), the Council shall consult with the pastor regarding the matter in accord with Biblical principles. If the Church Council and pastor do not reach agreement, the Church Council shall inform the Bishop of the NALC, who shall consult with the Church Council and the pastor and shall attempt to reach an agreed resolution. If the Bishop fails to facilitate an agreed resolution, the Church Council or the pastor may call a special Congregational Meeting to consider the matter. At such a meeting, the pastor and the Church Council leadership shall have a full and fair opportunity to present their positions on all matters relevant for consideration. Thereafter, the congregation by a two-thirds vote may terminate the pastor's call. In all events, the Church Council by majority vote may suspend a pastor with pay if the Church Council determines that such suspension is necessary to protect the congregation and all whom it serves. No such suspension may last more than ninety (90) days unless the pastor agrees otherwise.

**9.05.** At a time of pastoral vacancy, an interim pastor may be appointed by the Church Council.

**9.06.** During the period of service, an interim pastor shall have the rights and duties in the congregation of a regularly called pastor and may delegate the same in part to a supply pastor with the consent of the Church Council. The interim pastor and any ordained pastor providing assistance shall refrain from exerting influence in the selection of a pastor.

**9.07.** This congregation shall make satisfactory settlement of all financial obligations to a former pastor before calling a successor. A pastor shall make satisfactory settlement of all financial obligations to this congregation.

**9.08.** When a pastor is called to serve in company with another pastor or pastors, the privileges and responsibilities of each

pastor shall be specified in documents to accompany the call and to be drafted in consultation involving the pastors and the Church Council. As occasion requires, the documents may be revised through the same consultation process.

- 9.09.** The congregation may depart from the requirements in section 9.04 (a) by calling a pastor for a term of years. Details of such a call shall be in a writing that sets forth the purpose and conditions involved. Such call may be terminated before its expiration in accordance with the provisions in section 9.04 (a) and 9.04 (b).
- 9.10.** The pastor(s) of this congregation:
- a. shall keep accurate parochial records of all baptisms, confirmations, marriages, burials, communicants, members received, members dismissed, or members excluded from the congregation;
  - b. shall submit a summary of such statistics annually to the Church Council; and
  - c. shall become a member of this congregation upon receipt and acceptance of the letter of call. In a parish of multiple congregations, the pastor shall hold membership in one of the congregations.
- 9.11.** The parochial records of this congregation shall be maintained by the senior pastor and shall remain the property of the congregation.

## **Chapter 10. CONGREGATIONAL MEETING**

- 10.01.** The annual meeting and any other regular meetings of this congregation shall be held at times set by the congregation in bylaws or in other resolutions.
- 10.02.** A special Congregational Meeting may be called by the called pastor(s), the Church Council, or the president of this congregation, and shall be called by the president of the congregation upon the written request of ten percent (10%) of the voting members. The call for each special meeting shall specify the purpose for which it is to be held and no other business shall be transacted.
- 10.03.** Notice of all meetings of this congregation shall be given at the services of worship on the preceding two consecutive Sundays and by mail or e-mail to all voting members at least ten (10) days in advance of the date of the meeting. The

posting of such notice in the regular mail, with the regular postage affixed or paid, sent to the last known address of such members, or sent to the last known e-mail address of such members, shall be sufficient.

- 10.04.** Ten percent (10%) of voting members shall constitute a quorum.
- 10.05.** Voting by proxy or by absentee ballot shall not be permitted.
- 10.06.** All actions approved by the congregation shall be by majority vote of those voting members present and voting, except as otherwise provided in this constitution or by applicable law.
- 10.07.** *Robert's Rules of Order*, latest edition, shall govern parliamentary procedure of all meetings of this congregation.

## **Chapter 11. OFFICERS OF THE CONGREGATION**

- 11.01.** The officers of this congregation shall be a president, vice president, secretary, and treasurer.
  - a. Duties of the officers shall be specified in the bylaws.
  - b. The officers shall be voting members of the congregation.
  - c. Officers of this congregation shall serve similar offices of the Church Council and shall be voting members of the Church Council.
  - d. If the Church Council elects its officers, the president, vice president, and secretary shall be selected from the elected membership of the Church Council. The Church Council shall appoint the treasurer. If the treasurer is not an elected member of the Church Council, the treasurer shall have voice but not vote at the meetings of the Church Council.
- 11.02.** The officers identified in this Chapter 11 other than the treasurer shall be elected by the Church Council by majority vote and shall serve for one year or until their successors are elected. Their terms shall begin at the close of the meeting at which they are elected. The officers holding office at the time this Constitution is adopted on February 19, 2012 shall continue in office until the first meeting of the Church Council in July, 2013. Thereafter, officers' terms will begin at the end of the first meeting held each July and continue until the end of the first meeting of the following July.
- 11.03.** No officer shall hold more than one office at a time. No elected officer shall be eligible to serve more than two consecutive terms in the same office.

- 11.04.** If any elected office enumerated in this Chapter 11 becomes vacant, the Church Council shall elect a replacement as soon as practicable to serve the remainder of the unexpired term. The time served under this Section 11.04 shall not count for purposes of term limits.
- 11.05** The Church Council may select voting members of this congregation to serve as lay delegates and alternates to represent it at meetings of any conferences, convocations, and other meetings where this congregation is entitled to such representation.

## **Chapter 12. CHURCH COUNCIL**

- 12.01.** The voting membership of the Church Council shall consist of the called pastor(s) and twelve (12) members of the congregation. Any voting member of the congregation may be elected, subject only to the limitation on the length of continuous service permitted in that office with two exceptions: 1) no member of paid staff may be elected to the council, and 2) no immediate family member of the pastor(s) or of paid staff may be elected. A member's place on the Church Council shall be declared vacant if the member a) ceases to be a voting member of this congregation or b) is absent from three successive regular meetings of the Church Council without cause. Consistent with the laws of the state in which this congregation is incorporated, the congregation may adopt procedures for the removal of a member of the Church Council in other circumstances.
- 12.02.** The members of the Church Council except the pastor(s) shall be elected by majority vote at the annual meeting of the congregation held in June. They shall serve terms of three years or until their successors are elected. Their terms shall begin on July 1 following their election. Newly elected Church Council members shall be installed at worship on any Sunday prior to the date they assume office. Members shall be eligible to serve no more than two full terms consecutively.
- 12.03.** Should a member's place on the Church Council be declared vacant, the Church Council shall elect, by majority vote, a successor until the next annual meeting.
- 12.04.** The Church Council shall have general oversight of the life and activities of this congregation, and in particular its

worship life, to the end that everything be done in accordance with the Word of God, the Lutheran Confessions and the faith and practice of the NALC. The duties of the Church Council shall include the following:

- a. To lead this congregation in stating its mission, to do long-range planning, to set goals and priorities, and to evaluate its activities in light of its mission and goals.
- b. To seek to involve all members of this congregation in worship, learning, witness, service, and support.
- c. To oversee and provide for the administration of this congregation to enable it to fulfill its functions and perform its mission.
- d. To maintain supportive relationships with the pastor(s) and staff and help them annually to evaluate the fulfillment of their calling or employment.
- e. To be examples individually and corporately of the style of life and ministry expected of all baptized persons.
- f. To promote a congregational climate of peace and goodwill, and, as differences and conflicts arise, to foster resolution of such conflicts according to Biblical principles.
- g. To arrange for pastoral service during the sickness or absence of the pastor.
- h. To emphasize partnership with the NALC as well as cooperation with other Christian congregations, both Lutheran and non-Lutheran.
- i. To seek out and encourage qualified persons to prepare for the ministry of the Gospel.

**12.05.** The Church Council shall be responsible for the financial and property matters of this congregation.

- a. The Church Council shall be the board of directors of this congregation, and as such shall be responsible for maintaining and protecting its property and the management of its business and fiscal affairs. It shall have the powers and be subject to the obligations that pertain to such boards under the laws of the State of Indiana, except as otherwise provided herein.
- b. The Church Council shall not have the authority to buy, sell, or encumber real property unless specifically authorized to do so by a meeting of the congregation.

c. The Church Council may enter into contracts of up to five percent (5%) of the budgeted expenses for items not included in the budget.

d. The Church Council shall prepare an annual budget for adoption by this congregation, shall supervise the expenditure of funds in accordance therewith following its adoption, and may incur obligations of more than five percent (5%) in excess of the anticipated receipts only after approval by a Congregational Meeting.

e. The Church Council shall ascertain that the financial affairs of this congregation are being conducted efficiently, giving particular attention to the prompt payment of all obligations and to the regular forwarding of benevolence monies to designated recipients.

f. The Church Council shall be responsible for this congregation's investments and its total insurance program.

g. All Contracts must be approved by Church Council. Contracts must have 2 signatures with one of the signatories being the applicable Council ministry-area head. Pastors cannot sign contracts. Contracts for services provided to Bethel Lutheran Church greater than \$1,000.00 will be reviewed, approved, and recorded in the Church Council meeting minutes. Contracts for less than \$1,000.00 must be signed by members of the Church Council with one of the signatories being the applicable Council ministry-area head. The signing of the contracts for less than \$1,000.00 will be recorded in the next regularly scheduled church Council meeting minutes.

**12.06.** The Church Council shall see that the provisions of this constitution and of the congregation's bylaws and continuing resolutions are carried out.

**12.07.** The Church Council shall provide for an annual review of the membership roster.

**12.08.** The Church Council shall be responsible for the employment and supervision of the salaried lay workers of this congregation.

**12.09.** The Church Council shall submit a comprehensive report to this congregation at the annual meeting.



- 12.10.** The Church Council shall normally meet once a month. Special meetings may be called by a called pastor or the president, and shall be called by the president at the request of at least one-half of its members. Notice of each special meeting shall be given to all who are entitled to be present.
- 12.11.** A quorum for the transaction of business shall consist of a majority of the members of the Church Council. In addition, the senior pastor or interim pastor must be present, except when the senior pastor or interim pastor requests or consents to be absent and has given prior approval to the agenda for a particular regular or special meeting, or with the consent of the Bishop or Dean. In such a circumstance, the Church Council may not conduct any business beyond that which was included on the agenda as approved by the senior pastor, interim pastor, Bishop or Dean, as applicable. Chronic or repeated absence of the senior pastor or interim pastor who has refused approval of the agenda of a subsequent regular or special meeting shall not preclude action by the Church Council.

### **Chapter 13. COMMITTEES OF THE CONGREGATION**

- 13.01.** The officers of this congregation and the called pastor(s) shall constitute the Executive Committee.
- 13.02.** Other committees of this congregation may be formed, as the need arises, by decision of the Church Council who shall set the duties of committees.

### **Chapter 14. ORGANIZATIONS WITHIN THE CONGREGATION**

- 14.01.** All organizations within this congregation shall exist to aid it in ministering to the members of this congregation and to all persons who can be reached with the Gospel of Christ. As outgrowths and expressions of this congregation's life, the organizations are subject to its oversight and direction. This congregation delegates that oversight to the Church Council who shall determine their policies, guide their activities, and receive reports concerning their membership, work, and finances.

## **Chapter 15. DISCIPLINE OF MEMBERS AND ADJUDICATION**

- 15.01.** Denial of the Christian faith as described in this constitution or the constitution of the NALC, conduct grossly unbecoming a member of the Church of Christ, or persistent trouble-making in this congregation are sufficient cause for discipline of a member. Prior to disciplinary action, reconciliation will be attempted following Matthew 18:15-17, proceeding through these successive steps: a) private admonition by the senior pastor, b) admonition by the senior pastor in the presence of two or three witnesses, and c) citation to appear before the Church Council. If, for any reason, the senior pastor is unable to administer the admonitions required by a. and b. hereof, another called pastor, the president (if the president is not the pastor) or vice president shall administer such admonitions.
- 15.02.** If discipline against a member proceeds beyond counseling and admonition by the senior pastor, charges against the accused member(s) that are specific and in writing shall be prepared by member(s) of the congregation who shall sign the charges as the accuser(s). The written charges shall be filed with the senior pastor, who shall advise the Church Council of the need to issue a written citation to the accused and the accusers that specifies the time and place of the hearing before the Church Council. The written charges shall accompany the written citation to the accused. The written citation that specifies the time and place of the hearing before the Church Council and requests the presence of a member charged with an offense shall be sent at least ten (10) days prior to the meeting. If the member charged with the offense fails to appear at the scheduled hearing, the Church Council may proceed with the hearing and may pass judgment in the member's absence.
- 15.03.** Members of the Church Council who participate in the preparation of the written charges or who present evidence or testimony in the hearing before the Church Council are disqualified from voting upon the question of the guilt of the accused member. Should the allegations be sustained by a two-thirds majority vote of the members of the Church Council who are not disqualified but who are present and voting, and renewed admonition prove ineffectual, the

council shall impose one of the following disciplinary actions:

- a. censure before the council or congregation;
- b. suspension from membership for a definite period of time; or
- c. exclusion from membership in this congregation.

Disciplinary actions b. and c. shall be delivered to the member in writing.

- 15.04.** The member against whom disciplinary action has been taken by the Church Council shall have the right to appeal to a Congregational Meeting, which may revise or overturn the Church Council's decision by a majority vote. Any such vote will be by secret ballot.
- 15.05.** Disciplinary actions may be reconsidered and revoked by the Church Council upon receipt of (a) evidence that injustice has been done or (b) evidence of repentance and amendment.

## **Chapter 16. BYLAWS**

- 16.01.** This congregation may adopt bylaws. No bylaw may conflict with this constitution.
- 16.02.** Bylaws may be adopted or amended at any legally called meeting of this congregation with a quorum present by a majority vote of those voting members present and voting.
- 16.03.** Changes to the bylaws may be proposed by any voting member provided, however, (a) that such additions or amendments be submitted in writing to the Church Council at least sixty (60) days before a regular or special Congregational Meeting called for that purpose and (b) that the Church Council notify the members of the proposal with any recommendations regarding the disposition of the proposal at least thirty (30) days in advance of the Congregational Meeting.

## **Chapter 17. AMENDMENTS**

- 17.01.** Amendments may be proposed by at least ten percent (10%) of the voting members or by the Church Council. Proposals must be filed in writing with the Church Council thirty (30) days before a regular or special Congregational Meeting called for that purpose. The Church Council shall notify the members of the proposal with the council's recommendations regarding disposition of the proposal at

least ten (10) days in advance of the meeting.

**17.02.** An amendment to this constitution, shall:

- a. be approved at a legally called Congregational Meeting according to this constitution by a majority vote of those present and voting; and
- b. have the effective date included in the resolution and noted in the constitution.

## **Chapter 18. INDEMNIFICATION**

**18.01.** Consistent with the provisions of the laws under which this congregation is incorporated, this congregation may adopt provisions providing indemnification for each person who, by reason of the fact that such person is or was a Church Council member, officer, employee, agent, or other member of any committee of this congregation, was or is threatened to be made a party to any threatened, pending, or completed civil, criminal, administrative, arbitration, or investigative proceeding.

# **BYLAWS OF BETHEL LUTHERAN CHURCH**

## **Noblesville, Indiana**

(2019-0616)

### **B1.01 ORGANIZATIONAL STRUCTURE**

- a. Each church Council member shall be responsible for one of the twelve (12) ministry areas of the church and the associated committee either chairing the committee or appointing a chairperson. (See B01.05 for committee descriptions.)
- b. The twelve (12) ministry areas are (in alphabetical order):
  - 1) Care
  - 2) Christian Education
  - 3) Communications
  - 4) Evangelism
  - 5) Fellowship
  - 6) Finance
  - 7) Missions
  - 8) Property
  - 9) Small Groups
  - 10) Stewardship
  - 11) Worship & Music
  - 12) Youth

### **B1.02 MEETINGS**

This Congregation shall meet a minimum of two (2) times during each year. Discussion shall be limited to the stated agenda items. "Additional agenda items" must be submitted to the congregational Council at its meeting prior to the annual congregational meeting to be included:

- a. One meeting will occur in the month of June at a time determined by the congregation Council. Its stated purpose will be:
  - 1) Selection of members of the congregational Council
  - 2) Review of the annual reports of the congregation
  - 3) Discussion/vote on additional agenda items.
- b. Another meeting will occur in the month of October or November at a time determined by the congregation Council. Its stated purposes will be:

- 1) Approval of the next year's congregation's budget
- 2) Discussion/vote on additional agenda items.

### **B1.03 REMOVAL FROM MEMBERSHIP FOR INACTIVITY**

- a. "Active" or "Voting" members are confirmed members who have communed and made a contribution of record during either the current or preceding calendar year. (8.02.c)
- b. Any confirmed member that has not communed or made a contribution of record during the last 2 months should be personally contacted and encouraged to return to worship and giving.
- c. If the member continues to be inactive by the above definition, that member will be considered "inactive" and will have voting privileges suspended. The church records will be changed to reflect "inactive" status.

### **B1.04 DUTIES OF OFFICERS**

- a. Congregation President
  - 1) Serve as chair of the Church Council for all Church Council, Executive Committee, and Congregational meetings.
  - 2) Provide leadership to the Church Council and congregational members and offer counsel to the pastor(s).
  - 3) Exercise with care that all meetings are conducted in an orderly and Christian manner.
  - 4) Serve as a resource to ministry teams, the staff and the Church Council.
  - 5) Annually, along with other members of the Executive Committee, conduct a performance review of the pastor(s).
  - 6) Activate the Emergency Plan if needed.
- b. Vice President
  - 1) Serve as vice-chair for the Church Council and act on behalf of the chair when the President is for any reason unable to participate.
  - 2) Perform such tasks as assigned by the Church Council or the Congregation.
  - 3) Serve as a resource to ministry teams and the staff.

- 4) In the event that the President is incapacitated as determined by the rest of the Executive Committee, the Vice President may activate the Emergency Plan if needed.
- c. Secretary
- 1) Take, review, edit, and maintain a record of all meetings of the Church Council, Executive Committee, and the Congregation.
  - 2) Shall distribute such records to the Church Council and congregation in a timely manner.
  - 3) If not able to attend any of the above mentioned meetings, the Secretary shall be responsible for providing a substitute.
  - 4) Be the repository for all records pertaining to the tasks, missions, responsibilities, charters and other records of the ministry teams, temporary ministry teams and task forces created by the Church Council.
- d. Treasurer
- 1) Oversee all financial matters and ensure that acceptable accounting methods are used in keeping all books of account.
  - 2) Oversee the work of the Accountant and Financial Secretary.
  - 3) Advise the Church Council of financial status and implications of short- and long-term decisions.
  - 4) Submit written reports to Church Council and Congregational business meetings.

## **B1.05 MINISTRY COMMITTEES**

- a. Care
- 1) Shall be responsible for creating an atmosphere of care and concern for all members of the congregation, including the training of lay members to make calls on hospitalized or shut-in members and members who been absent from worship or have special needs.
  - 2) Provide communion to shut-ins.
  - 3) Provide meals during times of illness or new birth.
  - 4) Provide on-going prayer for the vision and mission of the congregation as well as for members and friends

- who have specific prayer requests.
- 5) Provide a means of communication and care for all members.
- b. Christian Education
    - 1) This committee, in association with the pastor(s) shall oversee the conduct and promotion of the congregation's school(s) and the educational activities of all organizations within the congregation.
    - 2) Shall encourage the use of appropriate teaching and worship materials.
    - 3) Shall bring the call to the ministry of the Gospel and to other full-time church vocations to the attention of qualified youth of the congregation.
    - 4) The Bethel Preschool shall be a subcommittee of this committee.
  - c. Communications
    - 1) Shall use various forms of communication – website, email, videos, signs, etc., to convey the message of Jesus Christ to the congregation and the communities beyond.
  - d. Evangelism
    - 1) Shall stimulate and lead all members of the congregation to “engage the curious, encourage the convinced, and empower the committed to be fully devoted disciples of Jesus Christ.”
    - 2) Shall devote itself to deepening spiritual life.
    - 3) Shall periodically study the congregation in the context of its surrounding community to better reach out to that community.
  - e. Fellowship
    - 1) Bring together the Church in congenial atmosphere for social events.
    - 2) Organize the Fellowship Hour on Sunday mornings.
  - f. Finance
    - 1) Shall exercise oversight of all the financial affairs of the congregation to make sure that they are being conducted efficiently, giving particular attention to the prompt payment of all obligations.
    - 2) Shall prepare a draft budget for the each year and shall submit such draft budget to the church Council



- for its action and later presentation to a congregational meeting.
- 3) Shall, subject to the approval of the church council, be responsible for the congregation's investments.
  - 4) Shall be responsible for arranging a biennial audit or review by a qualified outside financial person or firm.
- g. Missions
- 1) Shall support the mission of the Church to preach the Gospel and to make disciples for Christ.
  - 2) Shall organize and facilitate the collection of materials and funds in order to extend Christian compassion and helpfulness and to make disciples for Jesus in the community, the nation, and the world.
  - 3) The Pantry Committee is a subcommittee of the Missions Committee.
- h. Property
- 1) Shall see to the proper maintenance and protection of all property of the congregation, and shall take care that the same is kept in good repair.
  - 2) Shall make sure that all property of the congregation is adequately insured.
- i. Small Groups
- 1) Shall help to create, mentor, and sustain small groups within the congregation.
- j. Stewardship
- 1) Promote the expression of Christian faith in daily living.
  - 2) Encourage gifts of time, talent and treasury to further the mission of the church.
  - 3) Promote the congregation's local, national and world-wide ministries.
  - 4) Teach the Christian use of money.
  - 5) Lead all members to higher levels of proportionate giving for the Lord's work.
  - 6) Shall be responsible for annual stewardship programs and other congregational efforts which lead to informed and grateful giving.
- k. Worship and Music
- 1) Shall assist the congregation Council in seeing that the services of God's house are conducted regularly

and in accordance with the Lutheran liturgy accepted by the NALC.

- 2) Shall promote the welfare and effective service of the choirs of the congregation.
  - 3) Shall insure that competent ushers are recruited and trained.
  - 4) Shall insure that worship and other devotional materials are provided and properly cared for including paraments, vestments and musical instruments.
  - 5) In consultation with the pastor, the organist, choir director, and/or band director, make sure that there are music supplies appropriate for use in the worship of a congregation
- l. Youth
- 1) Shall oversee the Youth Ministry of Bethel Lutheran Church which includes Confirmation and the MIDWEEK youth group.
  - 2) The mission of this committee is to grow disciples among our middle and high school youth.

#### **B1.06 OTHER STANDING COMMITTEES**

- a. Preschool
- 1) Shall be responsible for the operation of *Bethel Lutheran Preschool* and must see that it operates in accordance with the appropriate state and local laws and its own bylaws.
  - 2) Shall see that the school is operated with good Christian values.
  - 3) Shall be a subcommittee of the Christian Education Committee.
- b. Pantry
- 1) Shall oversee the operation and resources of the *Bethel Food & Baby Pantry*.
  - 2) Shall be a subcommittee of the Missions Committee.
- c. Long Range Planning
- 1) Shall have a minimum of five (5) members appointed by the Congregation Council, including the Church Council President.
  - 2) Shall serve terms shall be two (2) years.

- 3) Shall assist the Church Council in planning for the future in a logical way to meet the mission of this congregation.
- d. Nominating
- 1) Shall seek at least as many nominations as council positions need to be filled.
  - 2) Shall have at least five (5) members, including the Council President.
  - 3) Council members going off the Council shall have first right of refusal to serve, and other members may be recruited as needed from the congregation.
  - 4) Candidates should represent the demographics of the congregation.
  - 5) The Nominating Committee should seek candidates whose leadership qualities meet the needs of the open ministry committees.
  - 6) The Church Council shall approve the slate of candidates to be presented to the congregation by the May Council meeting for their approval/election at the June congregational meeting.



# Bethel Lutheran

Believe † Belong † Become



# NALC

North American Lutheran Church