

CONSTITUTION
PRINCE OF PEACE LUTHERAN CHURCH
1988

PREAMBLE:

It being the will of the Lord that among Christians all things shall be done decently and in order (1 Cor. 14:40) we members of Prince of Peace Lutheran Church accept and subscribe to the following Constitution and Bylaws, in accordance with which all spiritual and material affairs of our congregation shall be governed. In the name of the Father and of the Son and of the Holy Spirit. Adopted on May 16,1989.

1.0 NAME.

The name of this congregation shall be Prince of Peace Lutheran Church of Tacoma, Pierce County, Washington. This congregation shall be incorporated under the laws of the State of Washington.

2.0 PURPOSE

The purpose of this congregation shall be to give honor and glory to God, to carry out His will, to assist in preaching the Gospel of Jesus Christ to all the world, to manifest the unity of our faith in Jesus Christ as God and Savior, to foster Christian fellowship and love, to extend a helping hand in human need, and to achieve our objectives by the preaching of the Word of God, by the administration of the sacraments, and by the religious instruction of all its members according to the confessional standard of the Evangelical Lutheran Church.

3.0 CONFESSION OF FAITH

This congregation accepts without reservation:

- 3.1 The Scriptures of the Old and the New Testament as the written Word of God and the only rule and norm of faith and practice;
- 3.2 All Symbolical Books of the Evangelical Lutheran Church as a true and unadulterated statement and exposition of the Word of God, to wit: the three Ecumenical Creeds (the Apostles' Creed, the Nicene Creed, the Athanasian Creed), the Unaltered Augsburg Confession, the Apology of the Augsburg Confession, the Smalcald Articles, the Large Catechism of Luther, the Small Catechism of Luther, and the Formula of Concord.

4.0 MEMBERSHIP

The membership of this congregation includes:

4.1 Baptized Membership

4.1.1 Definition

Baptized members are all members who have been baptized in the name of the Triune God and who are under the spiritual care of the pastor of this congregation including the children who have not yet been confirmed.

4.1.2 Reception

Baptized members are received into the congregation

4.1.2.1 through baptism in the name of the Triune God; or

4.1.2.2 through transfer from another Lutheran parish where baptized membership has already been established; or

4.1.2.3 with the consent of parent(s) or guardian(s) where baptism in the name of the Triune God has occurred in a different Christian communion.

4.1.3 Duties

Baptized members shall strive to conform their lives to their baptismal vows; and shall avail themselves of the worship, educational and service opportunities of the congregation that will contribute to the development of the Christian faith; and shall pursue in due time catechetical instruction which will lead to the Rite of Confirmation.

4.2 Communicant Membership

4.2.1 Definition

Communicant members are those baptized members who have been confirmed in the Lutheran faith, and accept the doctrinal standards of 3.0 of the Constitution.

4.2.2 Reception

Communicant members are received through the Rite of Confirmation, by transfer from a sister congregation, upon profession of faith or by re-affirmation of faith, provided they conform to the requirements for membership in this congregation.

4.2.3 Duties

Communicant members shall strive to conform their entire lives to the rule of God's Word and to that end make diligent use of the means of grace, exercise faithful stewardship of God's gifts, and impart and accept fraternal admonition as the need for such admonition becomes apparent.

4.3 Voting Membership

4.3.1 Voting membership shall be open to all communicant members of the congregation eighteen years of age and older. Any voting member may hold elected office according to the Bylaws.

4.4 Termination/Suspension

4.4.1 Members shall be transferred by the pastor to a sister congregation upon their request. Such transfers shall be reported to the Board of Elders, and to the church council at their next meetings and subsequently ratified by the Voters Assembly.

4.4.2 Members whose whereabouts are unknown and whose addresses cannot be established, or who have declared their intention to no longer maintain membership in this congregation shall have their names suspended from active membership upon recommendation of the Board of Elders.

4.4.3 Excommunication can and must take place after the degrees of admonition in Matt. 18: 15-20 have been applied without effecting penitence. Excommunication requires a two-thirds vote of the members present at a duly constituted congregational meeting.

5.0 THE OFFICES OF PASTOR, TEACHER AND OTHER CALLED PROFESSIONAL CHURCH WORKERS

5.1 The pastoral office of this congregation, and any other called position shall be conferred upon only such ministers, teachers and candidates as profess and adhere to the confessional standard set forth in 3.0 of this constitution and are qualified for their work, who have been endorsed by the Synod, and who are members of the Synod.

5.2 Any pastor, called teacher, or officer may be removed from office by the voters assembly by a two-thirds majority ballot vote, in Christian and lawful order, for one of the following reasons: persistent adherence to false doctrine, scandalous life, willful neglect, or inability to perform the duties of the office.

5.3 The congregation may request the resignation of any pastor, called teacher, or officer from the position in the congregation in the case of prolonged incapacity or incompetence.

6.0 POWERS OF THE CONGREGATION

6.1 General

The congregation through its voting members, shall have supreme power in all external and internal administration and management of its own affairs.

The establishment and conduct of all congregational organizations and societies shall be subject to approval and supervision of the congregation.

All matters shall be decided by a majority vote of the voters present at a congregational meeting unless otherwise specified by this constitution or bylaws. However, matters of doctrine and conscience, shall be decided only on the basis of the Word of God.

6.2 Right of Calling

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

7.0 OFFICERS

7.1 The officers of this congregation shall be such elected officers, appointed boards, or committees as the By-laws of this constitution prescribe.

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

7.3 The officers of the congregation who are empowered to sign legal documents and to serve as the elected officers of the corporation are the president, the vice-president, the secretary, and the treasurer.

8.0 SYNODICAL MEMBERSHIP

This congregation shall be a member of The Lutheran Church - Missouri Synod as long as the Synod conforms to the congregation's confessional standards set forth in 3.0 as determined by a majority vote of the congregation at a meeting called for that purpose.

9.0 DIVISION

9.1 If at anytime 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 3.0 of this constitution.

9.2 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 3 of this constitution, as determined by the adjudication procedure of the Synod.

9.3 In the event the congregation should dissolve, the property and all rights connected therewith shall be transferred to the Northwest District of the Lutheran Church - Missouri Synod.

10.0 DOCTRINAL CONSISTENCY

Only such hymns, prayers, and liturgies shall be used in the public services of the congregation and in all ministerial acts and educational activities as conform to the confessional standard of 3.0.

11.0 CONSTITUTION

11.1 Unalterable parts. Those parts of this constitution and by-laws that pertain to the confessional standard of 3.0 Confession of Faith may not be altered.

11.2 Amendments. Amendments to this constitution may be adopted at a regular meeting of the congregation, provided:

11.2.1 That they do not conflict with the provisions laid down in 3.0 of this constitution or with any other article that pertains to a Scriptural doctrine and practice; and 11.2.2 That the proposed amendment has been submitted in writing at least two weeks prior to a regular meeting of the congregation; and

11.2.3 That an affirmative vote of a two-thirds majority of the voters present is secured.

12.0 BY - LAWS

This congregation may adopt, amend or delete such by-laws as may be required for the accomplishment of its purpose.

BYLAWS
PRINCE OF PEACE LUTHERAN CHURCH

1988
(Revised May 20, 2014, added par. 4.3)
(Revised May 4, 2017, par. 1.2, par. 1.3, par.1.4, par. 2.0, par. 4.1, add par. 4.4, par. 5.2,
par. 6.2, par. 12.1)

1.0 THE CONGREGATIONAL MEETINGS

1.1 Semi-Annual Meetings

Semi-annual meetings of the congregation will be held in May and October. The time and place to be set by the church council and to be announced on two consecutive Sundays prior to the meeting as well as in the Newsletter and other publications as necessary. The agenda for the October meeting will include the election of officers and the adoption of the budget for following year.

1.2 Special Meetings (Amended May 4, 2017)

Special meetings may be called by the church council or by petition to the council of at least 10 voting members. The time, place and purpose of the meeting will be established by the church council and will be announced on two consecutive Sundays prior to the meeting. No business other than that stated as the purpose will be acted upon at a special meeting.

1.3 Open Meetings (Amended May 4, 2017)

All board and committee meetings within the congregation shall be open and published for voting members of the congregation. All members are encouraged to attend. However, the presiding officer may, at their discretion, declare part of a meeting closed.

1.4 Quorum (Amended May 4, 2017)

When a meeting has been publicly announced, as provided in paragraph 1.2 of these bylaws, the voters present at such a meeting shall constitute a quorum.

2.0 PROCEDURES FOR CALLING PASTORS, TEACHERS, AND OTHER CALLED WORKERS (Amended May 4, 2017)

The election of a pastor, teacher, or other professional church worker shall proceed as follows:

The Congregation President shall form a call committee, as per paragraph 3.1 of these bylaws, consisting of no less than seven and no more than 11 voting congregational members. The Congregation President shall ensure that the committee follows the district and/or synodical guidelines to call rostered workers.

Upon consulting the constituted authorities of Northwest District the congregation may nominate candidates either directly or from an officially proposed list. Upon receiving an official eligibility list from the Northwest District office the call committee shall present the names of the best fit candidates and appropriate information shall be made known to all members of the congregation by public announcement in a manner deemed appropriate by the call committee. This announcement may include but is not limited to bulletins, newsletters, bulletin boards, church website, and verbal announcements.

The congregation shall, in a meeting constitutionally convened, proceed to an election by ballot. The candidate receiving three-fourths of all votes cast shall be declared elected. In the event of multiple candidates where none receive a three-fourths vote, a least vote elimination must occur until one of the

candidates receives the necessary three-fourths vote. In the event of a call being returned /declined, the call committee consults with the Northwest District office to receive an updated call list and shall again follow the preceding established procedures to issue a call.

When a candidate shall be called directly from a seminary (teacher's college) the constituted authorities of Synod may be requested to appoint the person to whom the call shall be extended. In the event of calling supplemental pastors, teachers, other called workers current serving staff shall act in an advisory capacity to the call committee.

3.0 EXECUTIVE OFFICERS

3.1 President

The congregation shall elect a President for a two year term to begin on even numbered years. The president shall preside at the church council meetings and the congregational meetings, and shall appoint special committees. The president is responsible for dialog and encouragement between boards, committees and council. In the event of a vacancy in an elected or appointed office the President will appoint a successor to fulfill the remainder of the term of office.

3.2 Vice-President

The congregation shall elect a vice-president for a two year term to begin on odd numbered years. The vice-president will preside over the meetings in the event of the absence of the president. The vice president shall convene and preside over a budget committee charged to present the annual budget in the fall semi-annual meeting of the congregation. The vice-president will also be chairman of the annual nomination committee. If the office of President is vacated for any reason, the Vice-President will become President.

3.3 Recording Secretary

The congregation shall elect a recording secretary to hold office for a one year term. The recording secretary shall keep permanent records of all meetings of the congregation and the church council. All records shall remain the property of the congregation.

3.4 Treasurer

The congregation shall elect a treasurer for a one year term. The treasurer shall be charged with the financial affairs of the congregation and shall arrange for and supervise the proper accounting and control of all cash receipts and disbursements of congregational funds. The treasurer shall make regular financial reports to the council and the congregation.

3.5 Financial Secretary

The congregation shall elect a financial secretary for a one year term. The financial secretary shall keep accurate records of the contributions of the members, and shall provide the members with a quarterly statement of their respective contributions.

4.0 BOARD OF ELDERS

4.1 Elders (Amended May 4, 2017)

The congregation shall elect at least five elders, each to serve for three years. The Elders shall elect their own chairman annually. Each elder candidate must agree with paragraph 3.0 and conform to the age requirement of paragraph 4.3.1 of the Prince of Peace Constitution.

4.2 Duties

The duties of the elders shall be to assist the pastor in overseeing the public worship life of the congregation, its ministry to the members and its service to the community consistent with 3.0 of the Constitution. They shall be charged with maintaining the church register and reporting changes in membership regularly to the congregation.

4.3 Elder Emeritus (Added May 20, 2014)

Previously elected elders who have completed their terms of office and are no longer on the Board, and who are members in good standing may with their personal approval be added to a list to be called The Elder Emeritus List. Their duties would be to act as substitute elders during times when there is an absence or disability of any current elder at a function of the church such as, but not limited to, a worship service. As such they would assist the pastor and/or the disabled elder in the conduct of the function.

4.4 Appointment In Good Standing (Added May 4, 2017)

The appointment of an elder must occur in accordance with paragraph 3.1 of these bylaws concerning vacancy. The Pastor, the chairman of the elders, and the congregational president, determine if an "Elder Emeritus" has remained "in good standing" in accordance with paragraph 4.2 of the Prince of Peace Constitution and is not under church discipline.

5.0 BOARD OF TRUSTEES

5.1 Trustees

The congregation shall elect at least 5 trustees, each to serve a three year term. The trustees will elect their own chairman annually.

5.2 Duties (Amended May 4, 2017)

The trustees shall administer all property, real and personal, belonging to this congregation, shall be responsible for the maintenance and upkeep of the property, enter into contracts, authorize the payment of debts, sign documents, and appear in court, as deemed necessary by the officers listed in paragraph 7.3 of the Prince of Peace Constitution.

6.0 BOARD OF EDUCATION

6.1 Members

The congregation shall elect at least three members to the Board of Education, each to serve for a period of three years. The Board of Education shall elect their own chairman annually. The Sunday School Superintendent shall also serve as a member of the Board of Education.

6.2 Duties (Amended May 4, 2017)

The Board of Education shall plan and administer programs for Christian education for both adults and children. They shall coordinate education and worship programs with the Pastor and other committees he deems necessary. They shall recruit such persons as are needed to implement the programs to be approved by the church council.

7.0 EVANGELISM COMMITTEE

7.1 Members

The congregation shall elect a chairman to serve for one year. The chair shall appoint at least two additional members to be approved by the church council.

7.2 Duties

The primary responsibility of the committee shall be to equip both children and adult members with the skills to share the Gospel and their faith with congregational members and with unchurched persons.

8.0 FELLOWSHIP COMMITTEE

8.1 Members

The congregation shall elect a chairman to serve for one year. The chairman shall appoint additional members as needed to be approved by the church council.

8.2 Duties

The duties of the committee shall be to plan and oversee fellowship programs of the congregation.

9.0 SOCIAL MINISTRIES COMMITTEE

9.1 Members

The congregation shall elect a chairman to serve for one year. The chairman shall appoint at least two additional members to be approved by the church council.

9.2 Duties

The duties of the committee shall be to solicit and administer congregational welfare funds and to identify and support those activities in which the congregation can reflect Christ's love to those in need.

10.0 STEWARDSHIP COMMITTEE

10.1 Membership

The congregation shall elect a chairman to serve for one year. The chairman shall appoint at least two other members to be approved by the church council. Other members shall be the Financial Secretary and the Treasurer.

10.2 Duties

The duties of the committee shall be to encourage the congregation and its individual members to utilize their time, talents and resources as God directs in the work of His Kingdom. The Committee shall work with the Vice-President in preparing the annual budget.

11.0 WORSHIP COMMITTEE

11.1 Members

The Board of Elders shall appoint an Elder to serve as chairman of the Worship Committee for one year. The chairman shall appoint at least two additional members to be approved by the church council. Standing members of the committee shall be the organist, choir director, music director, a member of the Altar Guild, and the Pastor.

11.2 Duties

The duties of the committee shall be to design and direct programs of public worship, employing such aspects of worship as liturgy, music, and art consistent with 3.0 of the Constitution.

12.0 YOUTH COMMITTEE

12.1 Members

The congregation shall elect a chairman to serve for one year. The chair shall appoint at least two additional members to be approved by the church council. One of the members shall be 18 years of age of (*grammar mistake in original document – should be “or”*) younger.

12.2 Duties

The duties of the committee shall be to be responsive to the needs of youth organizations and represent their needs to the church council. The committee shall recruit and advise the leaders of the youth groups and stimulate youth participation in congregational life.

13.0 CHURCH COUNCIL

13.1 Members

The church council shall consist of all executive officers of the congregation, Chairmen of boards and committees, the President of the Lutheran Women's Missionary League, and the Pastor.

13.2 Duties

The church council shall prepare the agenda for congregational meetings, shall administer matters committed to it by the congregation, shall coordinate the programs and activities of the various committees, and shall have the power to act on behalf of the congregation between its regular meetings except in the calling of professional workers.

13.3 Meetings

The church council shall meet monthly or as necessary to administer the business of the congregation.

14.0 NOMINATION COMMITTEE

14.1 Members

The committee shall be chaired by the Vice-President who will appoint at least two other members.

14.2 Duties

It shall be the duty of the committee to prepare the slate of nominations for all elected offices. The slate shall normally consist of two names for each office. Additional nominations may be made from the floor. All officers shall be elected by a majority vote.

15.0 ORDER OF BUSINESS

The following is the recommended order of business for regular congregational and church meetings:

1. Prayer
2. Approval of Minutes
3. Correspondence
4. Reports
5. Unfinished business
6. New business
7. Announcements
8. Adjournment
9. Prayer

16.0 RULES OF ORDER

The latest edition of Robert's Rules of Order shall be followed in the conduct of all meetings of the congregation.

17.0 AMENDMENTS

These bylaws may be amended in a properly convened congregational meeting by a majority of all voting members present, provided the proposed change has been announced in writing at least two weeks prior to the meeting.