



**The Constitution
and
Bylaws
of
Victory Lutheran Church
Jacksonville, Florida
Adopted January 20, 2002**

Preamble

WHEREAS, the Apostle Paul sets forth, 1 Corinthians 14:40, that all things in the church shall be done "in a fitting and orderly way," and

WHEREAS, the history of the Christian church of all times shows that certain agreements and regulations are helpful to fulfill the purpose and attain the objectives of congregations; therefore be it

RESOLVED, that we, a congregation of Lutheran Christians at Duval County (Jacksonville), Florida do herewith, in the name of the Triune God, Father, Son and Holy Spirit, and by subscribing our names hereto, adopt the following CONSTITUTION AND BYLAWS.

Constitution of Victory Lutheran Church Jacksonville (Duval County), Florida

Article I Name

The name of this congregation shall be Victory Lutheran Church of Jacksonville, Duval County, Florida.

Article II Articles of Faith

Section 1

This congregation accepts and confesses all the canonical books of the Old and New Testaments as the verbally inspired and inerrant Word of God and submits to this Word as the only infallible authority of all matters of faith and life (2 Timothy 3:15-17).

Section 2

This congregation accepts and confesses all the symbolical books of the Evangelical Lutheran Church contained in the Book of Concord of 1580 as true statements of scriptural doctrine. They are:

- A. The three ecumenical Creeds
 - 1) The Apostles'
 - 2) The Nicene
 - 3) The Athanasian
- B. The six Lutheran Confessions
 - 1) Dr. Martin Luther's Small Catechism
 - 2) Dr. Martin Luther's Large Catechism
 - 3) The Unaltered Augsburg Confession
 - 4) The Apology of the Augsburg Confession
 - 5) The Smalcald Articles
 - 6) The Formula of Concord

Section 3

This congregation accepts and confesses these symbolical books without reservation, not insofar as, but because they are the presentation and explanation of the pure doctrine of the Word of God and a summary of the faith held by the Evangelical Lutheran Church.

Section 4

No doctrine shall be taught or tolerated in this congregation which is in any way at variance with the Holy Scriptures and these symbolical books.

Section 5

All controversies which may arise in this congregation shall be decided and adjusted according to this norm of doctrine and practice.

Article III Purpose and Objective

Section 1

The continuing purpose of this congregation, as a gathering of Christians, is to serve all people in God's world with the gospel of Jesus Christ on the basis of the Holy Scriptures (Matthew 28:18-20; Mark 16:15).

Section 2

The primary objective of this congregation shall be to proclaim the law and the gospel in our congregation, community, and the world (2 Timothy 4:2), so that through the means of grace the Holy Spirit might:

- A. lead sinners to repentance and faith in Jesus Christ for life and salvation (Luke 24:46-48).
- B. strengthen believers in faith and sanctification (Romans 10:17).
- C. equip believers as disciples, stewards, witnesses, and servants to share the gospel and live their faith (Ephesians 4:11-12; Matthew 5:16).

Article IV Church Affiliation

This congregation shall affiliate itself only with a church body that holds to all the truths of God's Word in doctrine and practice and is bound to the confession of faith as set forth in Article II, if, and as long as, such a church body exists.

Article V Church Membership

Section 1 Classification

- A. **Baptized members** of the congregation are those who have been baptized into the Christian faith in the name of the Triune God (Matthew 28:18-20; Mark 16:16).
- B. **Communicant members** are those baptized souls who confess Jesus Christ to be their Lord and Savior and have stated their adherence to all the canonical books of the Old and New Testament, without qualification, as the only rule and norm of faith and life, and have declared their agreement with the chief parts of Christian doctrine as written in Dr. Martin Luther's Small Catechism.
- C. **Voting members** are those male communicant members (1 Corinthians 11:3; 1 Corinthians 14:34; 1 Timothy 2:12) who have declared their agreement with this Constitution by their signatures and who have been received by the voters' assembly of the congregation.

Section 2 Privileges and Responsibilities

"God is love" (1 John 4:8), and his love ever moves him to bless the members of his Church with physical and spiritual gifts (1 John 3:1; James 1:17). In return for all of these undeserved blessings, we love him (1 John 4:19) and show that love with the works that we do. The exercise of such love we acknowledge as both a privilege and a responsibility. Some of the privileges and responsibilities to be noted are the following:

- A. Our God has given us his Word, the one thing needful (Luke 10:42), which alone can save our souls and tell us how to live a God-pleasing life (2 Timothy 3:15-17). Consequently, members of his church will consider it a distinct privilege and a responsibility to:
 - 1) Hear and receive the Word of God diligently (Luke 11:28).
 - 2) Provide and promote opportunities for Christian education (2 Peter 3:18).
 - 3) Bring up their children in the training and instruction of the Lord (Ephesians 6:4)
 - 4) Share the gospel with all people (Acts 1:8).
- B. Our God has given us two sacraments: Holy Baptism and Holy Communion, which are means that our Lord uses to bring his grace to us. Consequently, members of his church will:
 - 1) Have their children baptized early in life, for "baptism now saves you also" (1 Peter 3:21).
 - 2) Frequently partake of Holy Communion (1 Corinthians 11: 23-26), if they are recognized as such who can properly examine themselves (1 Corinthians 11:28). Only those in our

confessional fellowship of faith are communed at our altar. (Close Communion—1 Corinthians 1:10; 2 Corinthians 6:14-15; Romans 16:17).

- C. Our God has given us the privilege and responsibility of being managers over a certain portion of his estate and assures us he will graciously bless our faithful management (2 Corinthians 9:6). Therefore members of his church will under grace:
- 1) Continually remember that all their possessions, time and abilities are really a trust from God.
 - 2) Cheerfully decide in their hearts (2 Corinthians 9:7) the portion of their possessions and time and abilities which they will regularly devote to the Lord for use in carrying out that which the congregation has made its concern, not omitting the work of the church-at-large (Matthew 28:19; 1 Corinthians 9:14; 16:2; 2 Corinthians 9:6-11; 1 Peter 4:10).
 - 3) If eligible, become voting members and regularly attend the voters' meeting and lend the congregation their counsel and aid.
- D. Our God has implanted within us Christians the new man, who desires to live righteously (2 Corinthians 5:17; Ephesians 4:24). Consequently, members of his church will:
- 1) Not live in obvious acts of the sinful nature (Galatians 5:19-21), but lead a Christian life (Galatians 5:22-25).
 - 2) When they have erred, permit themselves to be admonished and corrected by their fellow Christians in the spirit of Matthew 18:15-18.
 - 3) Refuse to hold membership in any organization whose teachings and practices conflict with the Word of God (e.g. lodges) (John 5:23; 8:31,32; 2 Corinthians 6:14-18).

Section 3 Church Discipline and Excommunication

Christian discipline shall be exercised in this congregation according to Matthew 18:15-18 toward those who err from the faith or who in other ways have given offense. Those members who become evident as impenitent sinners must be excommunicated. At all times this shall be done in the spirit of the gospel, namely, to regain the erring. In order that the congregation may be "perfectly united in mind and thought" (1 Corinthians 1:10), a unanimous vote of the voters' assembly is necessary for excommunication.

Section 4 Termination of Fellowship

Members who persist in an error that in itself does not make the presence of saving faith impossible and who otherwise are not under church discipline (cf. Article V, Section 2, D, and Section 3) may be excluded from the fellowship of this congregation

- 1) after they have been evangelically admonished by their fellow Christians in the spirit of Matthew 18:15-16; and
- 2) when their adherence to error becomes public and a matter of divisiveness (Titus 3:10) and thus an offense and obstacle to the truth of God's Word (Romans 16:17).

This action shall not be used for removing inactive members or as a substitute for the loving act of excommunication when impenitence is clearly evident.

Section 5 Loss of Rights and Privileges

Those who have been excommunicated or excluded from the fellowship of this congregation lose all rights and privileges in the congregation and its property.

Section 6 Reinstatement

When, by the grace of God, a person who has been excommunicated or whose fellowship has been terminated repents of his sin, he is to be reinstated with all former rights and privileges of this congregation (2 Corinthians 2:6-8).

Article VI Powers and Rights of the Congregation

Section 1

In all matters of Christian faith and life the Word of God is supreme (Psalm 119:105).

Section 2

In all matters not decided by the Word of God the congregation, represented by the voters' assembly, shall have the right of decision (Romans 12:10; 14:19; Ephesians 5:21).

Section 3

The Church Council, any other elected committee or organization of the congregation, and any of its elected or appointed officers shall have no power or authority beyond that conferred upon them by the congregation. However, the Church Council in an emergency may act in the name and for the welfare of the congregation. Such action must be submitted for approval at the next voters' meeting.

Section 4

No group or society may be organized within the congregation without the approval of the congregation. The congregation shall be assured that the aims of such a group are in complete harmony with the congregation's aims before it grants its approval (1 Corinthians 1:10; 12:25).

Article VII The Public Ministry

Section 1

The congregation has the exclusive right to call pastors, teachers, and staff ministers.

Section 2

The office of pastor in this congregation shall be conferred only upon such men who are qualified for this ministry and publicly and without reservation profess their acceptance of and adherence to Article II of this Constitution, and such acceptance and adherence shall be required of them in the call extended by the congregation (Ephesians 4:11-16; 1 Timothy 3:1-7; Titus 1:6-9).

Section 3

The offices of teacher and staff minister in this congregation shall be conferred only upon such individuals who are qualified for these ministries and are in accord with the confessional standard of the congregation as set forth in Article II of this Constitution (Ephesians 4:11-16; Romans 12:6-8).

Section 4

In case of a vacancy in the office of pastor, teacher, or staff minister the congregation shall notify the president of the district that he may assist in temporarily filling the vacancy and in giving his good counsel in regard to the calling of a new pastor, teacher or staff minister.

Article VIII Officers of the Congregation

Section 1

The first New Testament congregation at Jerusalem chose men "full of the Spirit and wisdom" (Acts 6:1-6) to aid the apostles in the administration of its affairs. This congregation shall choose officers and committee members with like qualifications. (1 Timothy 3:8-13).

Section 2

The listing of the officers and their duties is given in the Bylaws.

Section 3

The respect and esteem of the congregation are due these officers in the performance of their duties, and they shall be given its cooperation. They shall conduct themselves in a manner befitting their responsible office (1 Timothy 3:8-13).

Article IX Removal from Office

Section 1

If anyone who holds an office in the congregation willfully neglects his duty and upon due admonition does not amend, the congregation has the right and eventually the duty to remove him from office and to elect another in his place (1 Timothy 3:8-13).

Section 2

Sufficient and urgent causes for removing a pastor, a teacher, or a staff minister are persistent adherence to false doctrine, scandalous life, willful neglect of duty or established inability to perform the duties of his office (1 Timothy 3: 1-7; Titus 1:6-9). In such a case the advice and good counsel of the appropriate district officer shall be sought.

Article X Meetings of the Congregation

Meetings of this congregation shall be held at such times and in such manner as stated in the Bylaws. The meetings shall give the voters of this congregation the opportunity to hear, discuss and take necessary action in matters pertaining to the welfare of this congregation and of the church-at-large.

Article XI Separation or Dissolution

Section 1

If at any time a separation should occur in this congregation, the property and all equipment of this congregation shall remain with that portion of the membership which adheres to this Constitution, regardless of number.

Section 2

In the event of termination or dissolution of the congregation, the Church Council, after paying or making provision for the payment of all the liabilities of the congregation, dispose of its remaining assets, if any, exclusively for the purposes of the congregation, by distributing, at the direction of the voters' assembly, the remaining assets to (and only to) one or more organizations with which the congregation is in fellowship, which shall at the time qualify as exempt organization(s) (under section 501 (c) 3 of the Internal Revenue Code of 1994 or the corresponding provision of any future United States Internal Revenue Code).

Article XII Repeals and Alterations

Section 1

Articles II, III, IV,V, VI, Sections 1 and 2, VII, Sections 1-3, VIII, Sections 1 and 3, IX and XII, Section 1 of this Constitution shall be and remain unalterable and irrevocable, inasmuch as they express clear, scriptural teachings.

Section 2

Proposals to alter or repeal any alterable or repealable article of this Constitution or to add an article shall be submitted in writing to the Church Council, and shall be publicly announced on two Sundays immediately preceding a regular business meeting of the voters' assembly and posted in the church during that period.

Section 3

Such a proposal shall be discussed in the meeting in which it is presented and voted on in the next regular meeting of the voters' assembly.

Section 4

A two-thirds vote of the voting members present shall be required to alter or repeal any alterable or repealable article of this Constitution or to add an article hereto.

Section 5

Any and all Bylaws may be repealed or amended by a majority vote of the voting members present at any regular meeting, provided that public notice of this proposed action shall have been given the congregation on at least two Sundays prior to the time of the meeting, and provided that the proposed amendment has been submitted in writing to the Church Council for its study and recommendation.

Bylaws of Victory Lutheran Church Jacksonville (Duval County), Florida

Preface

Victory Lutheran Church plans to organize itself in a way that the structure of our Constitution and Bylaws will serve the people instead of the people serving the structure. We base the following bylaws on the principles of future-focused management with vision-driven decisions. Emphasizing innovation and anticipating the future will characterize our service to others. Our prime reliance to accomplish our goals will always be on the power of the Holy Spirit as channeled through the promises of God's Word. We will especially be concerned with meeting the needs of the hurting and lost. Keeping our most gifted people in ministry will be the prime focus as we serve God's people with Word and Sacrament. In order to keep us properly focused in our efforts to serve the Savior we will line up our mission and ministry with the following Mission Statement:

The Mission Statement of Victory Lutheran Church is based on St. Paul's inspired words: **"Thanks be to God! He gives us the victory through our Lord Jesus Christ."** 1 COR. 15:57

- A. Victory Lutheran Church exists to COACH believers in lives of Christian service and to WIN souls by joyfully proclaiming the Gospel victory.
- B. Victory Lutheran Church's stated objectives are:
 - 1) to COACH believers in lives of Christian service through daily personal and family devotions, regular worship, faithful use of the Sacraments and active participation in Sunday Family Bible School. **"They devoted themselves to the apostles' teaching and to the fellowship, to the breaking of bread and to prayer. All the believers were together and had everything in common."** (Acts 2: 42,44)
 - 2) to WIN souls by joyfully proclaiming the Gospel victory in our community and the world by our words and actions. **"Go into all the world and preach the good news to all creation."** (Mark 16:15)
 - 3) to DO all to the glory of God. **"So whether you eat or drink or whatever you do; do it all to the glory of God."** (1 Corinthians 10:31)

Article I Team Meetings of the Congregation

Section 1

In the spring of each year, a regular meeting of the congregation's voters shall be held. This shall be designated as the annual meeting.

Section 2

Special meetings of the congregation may be called by the Church Council, or the pastor, or upon written request of three voting members. The purpose(s) of such meetings must be clearly stated. There will be two quarterly types of team meetings. **The Congregational or Voter's Meeting** will convene quarterly to discuss the business of the church and make decisions on all matters deemed necessary. The **Open Forum Meeting** will be held quarterly for all members of the congregation to attend. The purpose of the meeting is for the leaders to both disseminate information and to listen to the concerns and cares of the membership to better serve them in Christian love.

Section 3

The Church Council shall set the exact date, time and place of the meetings, unless otherwise specified by the congregation. Announcements of the meetings shall be given in print and/or orally on at least two different dates prior to the time of the meeting.

Section 4

The order of business for the annual meeting may be as follows:

- A. Opening with a devotion
- B. Reading and approval of minutes of the previous regular and any intervening special meetings
- C. Report of new members; report of transfers, releases or removals from Membership (with signing of the Constitution by any new members – see Section 9)
- D. Ministry reports and recommendations (outreach, education, etc.)
- E. Financial reports
- F. Unfinished business
- G. Recommendations of the Church Council and new business, including the annual budget
- H. Elections
- I. Adjournment with prayer

Section 5

The meetings shall be conducted according to good, Christian order. Robert's Rules of Order may be followed for parliamentary procedure.

Section 6

No one shall bring to any meeting a charge or complaint against any member or against a pastor, a teacher, or a staff minister unless he has first personally addressed him/her in a Christian manner in the spirit of Matthew 18:15-20.

Section 7

Only voting members present at the meeting shall have the right to vote.

Section 8

Voting membership shall be restricted to male communicant members who have reached the age of 18.

Section 9

Voting members shall sign, thereby indicating their acceptance, the official copy of the Constitution and Bylaws at the meeting of the congregation in which they were received or as soon thereafter as possible.

Article II Quorum

The voting members present at a properly announced Voter's meeting of the congregation shall constitute a quorum.

Article III The Church Council

Section 1

- A. The voters' assembly shall elect by ballot at its annual election meeting, specified in the Bylaws, Article I, a Church Council from the voters assembly composed of:
 - President
 - Secretary
 - Treasurer
 - Chairman of the Stewardship Board
 - Chairman of the Member Care Board
 - Chairman of the Outreach Board
 - Chairman of the Education Board
 - Chairman of the Property Care Board

- B. One or more of the board chairman positions may be held by one chairman, until such time as separate chairmen are needed.
- C. Members of each committee shall be appointed by the Church Council, upon the recommendation of the chairman of that committee. Before appointment, potential committee members must be informed of the duties involved and must consent to serve. The Church Council shall review all appointments during the summer of each year. Each Committee shall consist of at least three members, including its chairman.

Section 2 Term of Office

- A. The term of office for each elected officer shall be two years. No officer shall serve more than three consecutive full terms. He shall again be eligible for election one year after the expiration of his third full term of office.
- B. The term of one half of the church officers, if possible, shall expire each year, such expired terms to be filled by election at the annual election meeting of the voters' assembly. Each officer shall serve until his successor is installed.

Section 3 Relationships

The Church Council shall be responsible and accountable to the voters' assembly, and the boards shall be responsible and accountable to the Church Council. The principal of the school and any staff minister may be advisory members of the Church Council.

Section 4 Installation

As soon as possible, the newly-elected officers of the Church Council shall be installed into office at a regular service and shall thus be presented to the congregation.

Section 5 Responsibilities

- A. The church officers shall adorn their high office with a godly way of life and be good examples to the congregation (1Timothy 3:8-12). They shall be responsible for the spiritual and material affairs of the congregation under the guidance of the pastor(s). They shall be accountable for good order in the services. They shall particularly care in love for their fellow members who have special needs (Gal. 6:9-10).
- B. The members of the Church Council shall consult together concerning the total spiritual and physical well-being of the congregation, giving due attention also to the work of the Lord in the church-at-large. They shall implement resolutions of the voters' assembly and carry out such assignments as are directed to them by the voters' assembly. They shall recommend to the voters' assembly the annual budget of the congregation. They shall appoint a financial secretary to serve under the auspices of the Stewardship Board. Each board chairman will give an annual report of his board's work. These reports shall be compiled by the Church Council and constitute the annual report of the congregation. The Church Council shall control the corporate property of the congregation according to the direction given by the voters' assembly. The Church Council is hereby empowered to borrow money, pledge the assets of the congregation, sell, lease or otherwise dispose of the real and personal property of the congregation all at the direction of the voters' assembly. It shall also have the right to acquire property by any legal means as directed by the voters' assembly. The president and the secretary (or the treasurer, in the secretary's absence) are hereby designated as the persons who shall sign all documents of the congregation.

Section 6 Meetings

The Church Council shall meet regularly, normally once each month. Special meetings may be called by the pastor(s) or the president. The Church Council shall never convene to transact business without the knowledge of the pastor. A majority of the members of the Church Council shall constitute a quorum.

Section 7 Vacancies

In the event of a vacancy on the Church Council, the president shall recommend and the Church Council shall appoint a person to fill the vacancy until the next regular election occurs. Vacancies occurring on any of the committees shall be filled through appointment by the Church Council.

Article IV Duties of Officers and Committees

Section 1 President

The President shall prepare the agenda and preside as chairman of all business sessions of the congregation and Church Council and shall perform such other duties as may be assigned to him. He shall be the keeper of the congregational long-range plans and vision to insure that they are being carried out accordingly. He shall have general supervision of the affairs of the congregation and conduct all its business affairs according to established good order. He shall sign all deeds, mortgages, notes, leases, and all other legal documents directed to be executed by the congregation. He shall assure that the congregation's financial records are audited annually and that a report of the audit is presented to the voters at the meeting following the close of the fiscal year. He shall appoint needed committees, and shall recommend, for appointment by the Church Council, officers to fill vacant positions. In the absence of the President, the Church Council shall appoint a temporary chairman. The President is an ex officio member of all committees.

Section 2 Secretary

The Secretary shall record accurately the proceedings of all meetings of the congregation and the Church Council. He shall be responsible for the legal records of the congregation. He shall have the authority to countersign all deeds, mortgages, notes, leases, and all other legal documents executed by the congregation and assist in the orderly conduct of its business affairs according to established good order. He shall also perform such other duties as may be assigned to him by the congregation.

Section 3 Treasurer

The Treasurer shall receive from the financial secretary a monthly report of all monies received and credit the same to the proper accounts. He shall make disbursements according to instructions from the Church Council as directed by the congregation. He shall make a monthly report to the Church Council, financial reports to the voters' assembly, and special reports whenever the Church Council shall so request. He shall submit his records annually (fiscal year: July 1-June 30) for audit or at any time the voters' assembly so desires. In the absence of the Secretary, he shall have the authority to countersign legal documents on behalf of the congregation. In the event the Treasurer is unable to carry out his duties, the President or Secretary shall have the authority to do so.

Section 4 The Stewardship Board

The Stewardship Board shall work with the pastor(s) to educate and encourage members to practice God-pleasing whole-life stewardship. The Committee will divide itself into three areas of concern: time, talent and treasure. It shall be responsible for the gathering of time and talent information from each congregational member and record the information in the computer data system. The Board will encourage people to discover their God-given spiritual talents through annual educational seminars. The Board will oversee the matching of volunteer's time and talent with the needed areas of ministry. The Board shall also be responsible for teaching planned percentage giving through the annual stewardship program. The Committee shall keep the WELS budget needs before the congregation.

The Financial Secretary shall be a member of the Stewardship Board. The Financial Secretary shall assign envelopes, count the offerings and preparing the bank deposits, and shall insure that the offerings are kept safe from the time they are received until they are deposited in the bank. The Financial Secretary shall receive and deposit all contributions from the congregation, keep an accurate account of the same and deliver a report of them to the treasurer, indicating the proper

accounts to be credited. The Stewardship Board shall see that the Financial Secretary shall make a report for the regular meetings of the congregation and submit his/her books for audit annually or at any time the voters' assembly so desires. The Board shall see that the Financial Secretary submits to the members an annual report of their offerings. It shall prepare annual budget recommendations for those items of the congregation's business for which it is responsible. In addition, it shall gather all budget requests from the various committees and prepare the congregation's budget for the following year. It shall submit its recommendation to the Church Council for the annual meeting of the voters' assembly. In preparation of the budget, it shall consult with the treasurer and financial secretary. It shall conduct a review of the compensation package of the called workers and other paid workers the congregation may have. In order to maintain a proper division of duties, the congregation's treasurer may not serve as a member of this Board.

Section 5 The Member Care Board

The Member Care Board shall, in general, be responsible for the spiritual well-being of the congregation. It shall insure that doctrine and practice in the church conform to the Word of God and the provisions of the constitution, that regular worship services and Bible classes are conducted in good order, and that assistance is given the pastor(s) in administering the spiritual affairs of the congregation. It shall supervise the ushers and the head usher shall be a member of this board. It shall assist the pastor in regularly visiting and encouraging all members. It shall also assist him in visiting and admonishing those who have erred from the faith or manifested a lack of concern for the hearing of God's Word or the use of the Sacraments. It shall be responsible to look after the special needs of the congregation's military personnel and their families. It shall be responsible for establishing a called worker care liaison to annually interview all called workers and deal with their special needs. It shall prepare annual budget recommendations for those items of the congregation's business for which it is responsible.

Section 6 The Outreach Board

The Outreach Board shall establish and maintain an active program for the congregation to reach out to the neighborhood and the community with the gospel. It shall oversee the activities of the Fellowship Committee whose purpose is to plan, organize and direct all outreach-oriented fellowship functions. It shall also promote the work that the congregation does together with its fellow congregations as a synod. It shall prepare annual budget recommendations for those items of the congregation's business for which it is responsible. The staff minister shall be an advisory member of this Board.

Section 7 The Education Board

The Education Board shall oversee and promote all educational agencies for the adults and youth of the congregation. It shall formulate all policies to be followed in the educational phases of the congregation's work, and shall recommend them by way of the Church Council to the voters' assembly for ratification. It shall be responsible for formulating an adult Bible study curriculum. It shall prepare annual budget recommendations for those items of the congregation's business for which it is responsible. The staff minister and principal of the Lutheran elementary school shall be advisory members of the Education Board.

Section 8 The Property Care Board

The Property and Maintenance Board shall supervise the repair, upkeep and seasonal beautification of the congregation's property. It shall be responsible for any future expansion, remodeling or building projects. It shall be responsible for following the master site plan. It shall prepare annual budget recommendations for those items of the congregation's business for which it is responsible.

Section 9 Other Committees

The President, with the concurrence of the Church Council, shall appoint other committees as needed.

Section 10 Ex Officio Membership

The pastor(s) and President by virtue of their offices are members of all boards and committees and are to be informed of all meetings of all committees so that they may attend if they desire to do so.

Article V Election of the Church Officers

Section 1

In January, the president, in concurrence with the Church Council, shall appoint a committee of two or three voting members to serve as a Nominating Committee. The pastor(s) is an ex officio member of this committee.

Section 2

After receiving from the Secretary a list of expired terms of office, Nominating Committee shall select from the voting membership a slate of candidates for the vacancies in keeping with the scriptural requirements stated in Article VIII, Section 1 of the constitution. Each candidate shall be informed of the responsibilities of the office to which he is nominated. Consent of each nominee is necessary for candidacy.

Section 3

The Nominating Committee shall report to the March meeting of the Church Council the status of selecting the slate of candidates for the election meeting. The candidates' names shall be published and also posted (with the Nominating Committee member's names) three Sundays before the election. Additional recommendations for nominations may be made in writing to the nomination Committee through any voting member. The committee shall consider such written nominations, take appropriate actions (cf. section 2) and post any revisions.

Section 4

At the annual meeting the voter's assembly shall hear the recommendations of the nominating Committee and proceed to elect by ballot. Nominations shall not be open to the floor at the election meeting. A majority of votes cast shall be necessary for election.

Article VI Reception into Membership

Section 1

Persons who wish to be received into membership in this congregation (other than through the Sacrament of Holy Baptism or rite of Confirmation) shall bring their request to the attention of the pastor(s) or the Church Council. The Church Council shall honor the request when accompanied by a letter of transfer, a recommendation from a sister congregation, or a profession of faith, provided that qualifications for membership, as specified in Article V of this Constitution, have been met. Such action of the Church Council shall be reported at the next regular meeting of the voter's assembly. Notice of such receptions shall be reported to the entire congregation.

Section 2

Since reception into membership signifies acceptance of and submission to this Constitution and Bylaws, each individual or family shall be given a copy of the same prior to their reception so that they may become familiar with its provisions.

Article VII Transfer, Release or Removal from Membership

Section 1

Those desiring a transfer or release from membership shall bring their request to the attention of the Church Council for action. This action shall be reported at the next meeting of the voter's assembly.

Section 2

Transfer of membership shall apply only to those who desire membership in a congregation which is in agreement with this congregation in doctrine and practice. Release from membership shall apply when affiliation is sought with those denominations not in agreement with this congregation in doctrine and practice.

Section 3

Members with whom the congregation has been unable to communicate, despite diligent efforts to do so, may be removed from the membership list, by action of the Church Council and reported at the next meeting of the voter's assembly. Inactive members whom the congregation is able to contact in person shall not be removed from membership. The procedure outlined in the Constitution, Article V, Section 3 and 4, must be followed.

Section 4

Members released, transferred, or removed have no further rights in this congregation and its property.

Article VIII Repeals and Amendments of the Bylaws

Any and all Bylaws may be repealed or amended by a majority vote of the voting members present at the annual meeting, provided that public notice of this proposed action shall have been given the congregation on at least two Sundays prior to the time of the meeting and provided that the proposed amendment has been submitted in writing to the Church Council for its study and recommendation.

Duties of Pastor and Staff Minister

Section 1 Pastors

The pastor(s) shall adorn his high office with a godly way of life and be a source of inspiration to the congregation. He shall be responsible for the spiritual affairs of the congregation and be accountable to the Church Council and Voter's assembly. He will help define and monitor the long term planning and vision of the congregation in conjunction with the president. He will work with the Member Care Board in conjunction with the overall spiritual care and running of the congregation, the planning and implementation of all worship services, the directing and education of ushers, the regular home visitation, prayers for the membership, and the admonishing of the erring. He will work with the Outreach Board where his gifts are needed. He will work with the Education Board especially in the area of planning and implementing the adult education curriculum and overseeing the college campus work. He will give input to the Property and Maintenance Board when needed. He will work with the Stewardship Board in the area of educating the congregation about whole-life stewardship and training members to serve the Savior with their gifts. He shall be responsible for the administration side of the congregation's work in his areas of responsibility. He shall serve wherever the Church Council deems necessary. He shall report monthly to the Church Council regarding the spiritual welfare of the membership and what he has accomplished in his assigned areas of ministry.

Section 2 Staff Minister

The staff minister shall adorn his/her high office with a godly way of life and be a source of inspiration to the congregation. He shall be responsible for the spiritual affairs of the congregation and be accountable to the Church Council and Voters' assembly. He will work with the Stewardship Board in keeping member records. He will work with the Member Care Board when needed especially in cases dealing with the youth of the congregation. He will help with the planning and implementation of the worship services, the regular home visitation and pray for the membership. He will work extensively with the Outreach Board to maintain an active outreach program and educate members in this ministry. He shall work with the Education Board in the area of his responsibility, which includes Sunday morning Bible Class for adults and youth, the Sunday School program, and special event Bible schools. He will work with the Property Board when needed. He will work with the Stewardship and Finance Board to help establish annual budgets in areas of his responsibility. He will work with the pastor(s) in communicating with the congregation through the monthly newsletter and help in the overall planning of the monthly calendar. He will oversee the Victory web site to insure that it is updated monthly and functioning correctly. He shall serve wherever the Church Council deems necessary. He shall report monthly to the Church Council regarding what he has accomplished in his assigned areas of ministry.

I, the undersigned, a member of Victory Lutheran Church, have read the Constitution and Bylaws of Victory Lutheran Church and agree completely with the word and Christian spirit of the document to facilitate the work of God's Kingdom at Victory Lutheran Church, Jacksonville, Florida and the world.

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