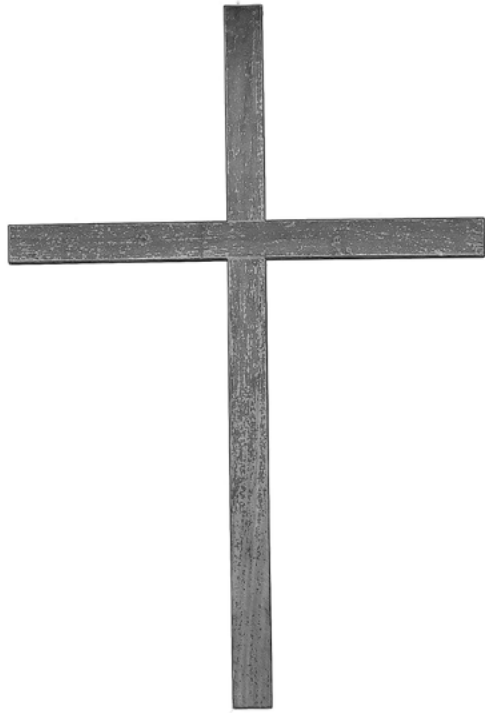


Constitution of St Mark's Lutheran Church Dalby



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1. **Name**

1.1. This Congregation is registered under the Religious Education and Charitable Institutions Act 1861 as St Mark's Lutheran Church Dalby Incorporated, and reaches out to the community as St Mark's Lutheran Church Dalby, Lutheran Church of Australia Queensland District.

2. Definitions

2.1. In this Constitution and the By-laws made there under, unless the context or subject matter otherwise requires:

- 2.1.1. **The Act** meaning : the Religious Education and Charitable Institutions Act 1861 as amended from time to time and includes any replacement of that Act or any provisions substituted for, and all regulations and statutory instruments issued under that Act;
- 2.1.2. **The Administration Committee** meaning : the committee elected by the Congregation responsible for the administration of the congregation.
- 2.1.3. **Auditor meaning** : a person having appropriate qualifications to examine and verify financial accounts and records.
- 2.1.4. **The Church** meaning : Lutheran Church of Australia Incorporated;
- 2.1.5. **The Congregation** meaning : St Mark's Lutheran Church, Dalby
- 2.1.6. **The District** meaning : the Lutheran Church of Australia Queensland District (Incorporated under the Religious Education and Charitable Institutions Act 1881);
- 2.1.7. **Financial year** meaning : the year ending 31st December;
- 2.1.8. **Pastor** meaning : any individual who is on the Roll of Pastors of the Church as described in Article 5 of the Constitution of the Church;
- 2.1.9. **The Pastor** meaning : the pastor of the Congregation;
- 2.1.10. **The Teaching Education And Ministry Committee (TEAM Committee)** meaning : the committee elected by the Congregation responsible for the ministry of the congregation.

2.2. Words importing the singular number shall be deemed to include the plural number and vice versa where appropriate;

2.3. Words importing the masculine gender shall be deemed to include the feminine gender where appropriate.

3. Confession

3.1. The Congregation declares that it:

3.1.1. accepts without reservation the Holy Scriptures of the Old and New Testaments, as a whole and in all their parts, as the divinely inspired, written and inerrant Word of God, and as the only infallible source and norm for all matters of faith, doctrine and life; and

3.1.2. acknowledges and accepts as true expositions of the Word of God and as its own confession all the Symbolical Books of the Evangelical Lutheran Church contained in the book of Concord of 1580, namely, the three Ecumenical Creeds: The Apostles' Creed, the Nicene Creed, and the Athanasian Creed; the Unaltered Augsburg Confession; the Apology of the Augsburg Confession; the Smalcald Articles; the Small Catechism of Luther; the Large Catechism of Luther; and the Formula of Concord.

3.2. The Congregation requires that all instruction and practice shall conform to the doctrinal basis laid down in Section 3.1 of this Constitution.

4. Relationship To The Church

4.1. The Congregation, as a member of the Church, and of the District,

4.1.1. accepts the Constitution and By-laws of the Church and of the District;

4.1.2. undertakes to participate in the work of the Church and of the District and to promote their Objects;

4.1.3. agrees that where it cannot reach an amicable settlement on a question of ownership or control of any of its property, it shall in keeping with 1 Corinthians 6 make every effort to avoid action in the civil courts by first seriously seeking to settle any differences through the mediation and adjudication of the judicial system of the Church; and

4.1.4. agrees to submit to the Bishop of the District any amendments, alterations, additions, or repeals which it may make from time to time to its Constitution and By-laws for determination by the Church Board of the District that the amended Constitution and By-laws remain in conformity with Article 4.1 of the Constitution of the Church.

4.1.5. acknowledges that its legal status under the Religious Education and Charitable Institutions Act is distinct from the Incorporated Body of the Lutheran Church of Australia Queensland District

4.2. In common with the Church, the Congregation regards unity in doctrine and its application in practice as the necessary prerequisite for church fellowship, and it rejects religious syncretism or unionism in all its forms. It therefore adheres to the following principles:

4.2.1. Lutheran pulpits are for Lutheran pastors only and in determining any exception, the consent of the Bishop of the Church must be obtained;

4.2.2. Lutheran altars are for Lutheran communicants only and in determining any exceptions, the Pastor shall exercise conscientious judgment consistent with the confession of the Church and its pastoral guidelines.

4.3. In common with the Church the Congregation regards as anti-Christian any organisation or society, secret or open, which while practising forms of religion does not confess faith in the Triune God and in the Lord Jesus Christ as the only Saviour from sin, and which in teaching or in practice substitutes salvation by works for salvation in Christ.

5. Objects

5.1. The Objects of the Congregation are to:

5.1.1. glorify the Triune God in its worship and in its work;

5.1.2. bear witness to the Lord Jesus Christ through the proclamation of the Gospel in accordance with the Confession and practice of the Church;

5.1.3. gather into the Congregation such persons as are, or desire to become, members of the Church for their edification through the Word and the Sacraments;

5.1.4. help the members to dedicate their God-given spiritual, material and physical gifts to the service of their Lord;

5.1.5. enable the members to reach out into the community in their daily lives and in their congregational activities as bearers of the Gospel.

5.1.6. exercise discipline over its members in conformity with the Scriptures and the Confession of the Congregation;

5.1.7. join with the Church and the District in building and extending the Kingdom of God; and

5.1.8. acquire, dispose of or otherwise deal with real and personal property in the interest of the work of the Church and the Congregation.

6. Membership

6.1. The Congregation shall comprise baptised, confirmed, communing and guest members.

6.1.1. BAPTISED MEMBERS are all those who:

6.1.1.1. have been baptised in the Congregation; or

6.1.1.2. have been received as baptised members by transfer from another Congregation of the Church; or

6.1.1.3. have been baptised in accordance with the institution of Christ and have placed themselves or have been placed under the spiritual care of the Congregation; or

6.1.1.4. after instruction in the Christian faith and acceptance of it, have been received into the Congregation by adult reception according to the rites and practice of the Evangelical Lutheran Church,

6.1.1.5. and the Congregation recognises a continuing spiritual ministry towards these members while they remain in the community of the Congregation.

6.1.2. CONFIRMED MEMBERS are all those baptised members who:

6.1.2.1. have been confirmed in the Congregation; or

6.1.2.2. who have been received as confirmed members by transfer from another Congregation of the Church; or

6.1.2.3. who after instruction in the Christian faith and acceptance of it have been received into the Congregation by adult reception according to the rites and practice of the Evangelical Lutheran Church.

6.1.3. COMMUNING MEMBERS are all those baptised members who:

6.1.3.1. are defined as confirmed members in Clause 6.1.2 above and who commune at least twice a year; or

6.1.3.2. after instruction in the Sacrament of Holy Communion have been admitted to communion prior to confirmation and who commune at least twice a year.

6.1.4. GUEST MEMBERS are those who, while absent from their home Congregation, worship in the Congregation at least 2 times a year and are not voting members of the Congregation.

6.2. VOTING MEMBERS All confirmed and communing members who accept the Constitution of the Congregation and have reached the age of eighteen (18) years shall be regarded as Voting Members. It shall be the duty of Voting Members to attend the meetings of the Congregation, and there shall be no voting by proxy. Any voting member whose right to partake of the Lord's Supper has been suspended by the Congregation as an act of Church discipline is not entitled to exercise the right to vote while under such suspension.

6.3. Under Spiritual Care People are those people with whom the Congregation is in contact and who are not defined in any of the above categories. Towards these, the Congregation recognises a duty of spiritual care.

6.4. The duties of members shall be to:

6.4.1. strive to remain true to the baptismal covenant;

6.4.2. make diligent use of the Means of Grace, joining regularly in hearing the Word of God and partaking of the Lord's Supper;

6.4.3. lead a Christian life in love, humility and peace, endeavouring through admonition, consolation and encouragement to edify one another;

6.4.4. present their children for Holy Baptism in early infancy and diligently nurture them in the Christian faith in the home and where possible in the schools provided by the Church;

6.4.5. study the Scriptures in private and family devotions in the home;

6.4.6. promote the unity and welfare of the Congregation as a family of God;

6.4.7. express their gratitude to God for his material gifts and blessings by contributing regularly towards the financial support of the Congregation and of the Church as the Lord has prospered them;

6.4.8. recognise and carry out their mission to the community in their daily lives and in the activities of the Congregation;

6.4.9. minister to human need in the name of Jesus Christ our Lord in the spirit of Christian love and service;

6.4.10. support the Pastor in all work in the Congregation and community through prayer and personal concern for the Pastor's spiritual and material welfare; and

6.4.11. avoid holding membership in anti-Christian societies.

6.5. Membership in the Congregation shall terminate when:

6.5.1. the member is received into membership in another congregation of the Evangelical Lutheran Church after having obtained a Letter of Transfer from the Congregation;

6.5.2. the member joins another church outside the fellowship of the Evangelical Lutheran Church;

6.5.3. the whereabouts of the member is unknown and cannot be established, in which case their name shall be authorised to be removed from the list of members by decision of the Committee of pastoral assistants;

6.5.4. the member is excommunicated or excludes themselves.

6.6. Any action involving excommunication shall be determined according to the principles of Scripture contained in Matthew 18:15-20 and related passages. Any member who refuses to accept Christian admonition and to discuss their case with the Congregation or its representatives thereby excludes themselves.

6.7. Upon termination of membership, such members' right, title, interest or claim in, to, and upon any property of the Congregation shall cease and they shall have no claim to compensation for contributions made by them

6.8. Notwithstanding the responsibilities of members referred to in Clause 6.4, members have responsibilities as required by the Act.

6.9. Membership of the Congregation does not confer on a member any right, title or interest in any real or personal property of the Congregation.

7. The Ministry

7.1. The Congregation recognises and upholds the Office of the Ministry as the office divinely instituted for the public administration of the Means of Grace.

7.2. The Pastor of the Congregation shall be a man whose soundness in faith, aptness to teach, and other qualifications for office have been examined and approved by the Church in accordance with the Scriptures and Confessions of the Church regarding the public office of the ministry.

7.3. Unless otherwise stated, the duties of the Pastor shall be as contained in the Letter of Call and shall include the duty to

:

7.3.1. preach the Word of God and administer the Holy Sacraments according to the Confession of the Congregation as prescribed in Section 3;

7.3.2. comfort, instruct, reprove, admonish, and warn, both publicly and privately, the members of the Congregation as the Word of God directs in 2 Timothy 4:1-5;

7.3.3. exercise pastoral oversight over all organisations and activities of the Congregation;

7.3.4. live an exemplary life;

7.3.5. visit the sick, the infirm, the destitute, and the afflicted, and to exercise pastoral care among the members of the Congregation;

7.3.6. diligently instruct and train the young;

7.3.7. equip and help the members to fulfil their Christian ministry for the edifying of the body of Christ and for outreach into the community;

7.3.8. be mindful of the calling as a winner of souls, both within and without the Congregation;

7.3.9. be responsible for the keeping and preservation of accurate congregational records;

7.3.10. exercise as much as possible the right to attend the meetings of all committees and organisations of the Congregation; and

7.3.11. submit a written Pastoral report to the Budget and Election meeting and the Annual Meeting of the Congregation.

7.4. The right of the Congregation to call a pastor shall be exercised, where applicable in association with other congregations:

7.4.1. in consultation with the Bishop of the District or the Bishop's deputy, and with regard to the regulations of the Church and of the District; and

7.4.2. only at a meeting duly convened for this purpose and conducted according to the rules of the Church concerning calls and transfers.

8. Authority and Powers

8.1. The Congregation as a body shall have power, as conferred by the Act, to administer and manage all its affairs by a majority of those voting members present and casting a vote, unless otherwise specified by the Constitution.

8.1.1. These powers shall include without limitation, the right to:

8.1.1.1. acquire, hold, deal with and dispose of any real or personal property;

8.1.1.2. administer any property on trust;

8.1.1.3. open and operate bank accounts;

8.1.1.4. invest its monies in any security in which trust monies may, by Act of Parliament, be invested, or in any other manner approved by the Congregation;

8.1.1.5. borrow money upon such terms and conditions as the Congregation shall decide;

8.1.1.6. give such security for the discharge of liabilities incurred by the Congregation as the Congregation shall decide;

8.1.1.7. appoint agents to transact any business of the Congregation on its behalf;

8.1.1.8. enter into any other contract, arrangement or undertaking it considers necessary or desirable.

8.1.2. The Congregation shall not, however, be empowered to decide anything contrary to the Word of God and the Confession of the Congregation (Section 3) and any such decision shall be null and void. In matters of doctrine a decision shall be made only after careful study of the Word of God in accordance with Clause 3.1.

8.2. The Congregation shall have the right to appoint staff and volunteer helpers. It shall exercise this right, where applicable in association with other congregations, in accordance with the regulations of the Church and of the District.

8.3. Officers or committees, whether elected or appointed by the Congregation, shall have no authority beyond that which has been conferred upon them, and whatever power may have been delegated to them may at any time be varied or revoked by the Congregation.

8.4. Any Pastor, employee or officer may be removed from office by the Congregation in Christian and lawful order in accordance with the rules of the Church, for any one of the following causes:

8.4.1. persistent adherence to false doctrine,

8.4.2. scandalous life, or

8.4.3. wilful and persistent neglect of their official duties.

In any such procedure voting shall be by ballot.

8.5. The establishment and conduct of all institutions, committees, auxiliaries and other organisations accountable to the Congregation shall at all times be subject to the approval and supervision of the Congregation.

9. Meetings

9.1. Annual General Meeting

9.1.1. The Annual General Meeting of the Congregation shall be held within five (5) months after the end of the financial year.

9.1.2. The business to be conducted at the meeting shall include:

9.1.2.1. the presentation and receipt of the Chairperson's report;

9.1.2.2. the presentation and receipt of the Pastor's report;

9.1.2.3. the presentation and receipt of the reports of any institutions, committees, auxiliaries and other organisations of the Congregation;

9.1.2.4. the presentation and adoption of the audited financial statements of the Congregation for the previous financial year; and

9.1.2.5. any other matters listed on the agenda.

9.2. Budget and Elections General Meeting

9.2.1. The Budget and Elections General Meeting of the Congregation shall be held within the three (3) months prior to the end of the financial year.

9.2.2. The business to be conducted at the meeting shall include:

9.2.2.1. the presentation and receipt of the Chairperson's report;

9.2.2.2. the presentation and receipt of the Pastor's report;

9.2.2.3. the presentation and adoption of the budget for the next financial year;

9.2.2.4. the presentation and receipt of the reports of any institutions, committees, auxiliaries and other organisations of the Congregation; and

9.2.2.5. The election of the officers and committees of the Congregation for the following year;

9.2.2.6. any other matters listed on the agenda.

9.3. General Meetings

9.3.1. The Congregation may conduct other General Meetings, as determined by the Congregation from time to time.

9.4. Special Meetings

9.4.1. Special meetings of the Congregation may be called by:

9.4.1.1. the Pastor; or

9.4.1.2. the Committee of pastoral assistants;

or 9.4.1.3. the Executive Committee.

9.4.2. A Special Meeting shall be called by the Chairperson upon the written request of any ten (10) voting members.

9.4.3. Details of the reason for the request for a Special Meeting must be made available in writing (or electronically) to the Chairperson at the time of request.

9.5. Notice of meetings

9.5.1. Subject to any other provisions in this Constitution, notice of a meeting of the Congregation shall be given at any duly convened meeting of the Congregation, or by spoken, printed or electronic announcement to the Congregation at two (2) divine services preceding the meeting, the first announcement being at least one (1) week before the date of the meeting.

9.5.2. The chief business to come before the meeting shall be announced at the same time that the notice of such meeting is given.

9.5.3. The scheduling of a Special Meeting shall not exceed one (1) calendar month from the date on which the initial request was received by the Chairperson.

9.6. Quorums

In addition to any other specific provisions concerning a quorum laid down in the Constitution, the following provisions shall apply:

9.6.1. A quorum of one seventh (1/7) of all voting members shall be required for the transaction of ordinary business.

9.6.2. A quorum of three quarters (3/4) of all voting members shall be required for the consideration of the dissolution of the Congregation.

9.6.3. A quorum of one quarter (1/4) of all voting members shall be required for

9.6.3.1. the calling of a pastor,

9.6.3.2. appointing of a salaried church worker,

9.6.3.3. removal from office of the Pastor, salaried church worker or other officer,

9.6.3.4. buying or selling of property, or

9.6.3.5. undertaking of an unbudgeted financial commitment by the Congregation in excess of five percent (5%) of the annual budget.

9.6.4. In the event of there not being a quorum within thirty (30) minutes of the appointed starting time of the meeting of the Congregation, the meeting shall lapse and be rescheduled to occur within one (1) calendar month at a day, time and venue decided on by the voting members present.

9.6.5. If, within thirty (30) minutes of the time appointed for the rescheduled meeting, a quorum is still not present, the members who are present may proceed only with the business on the agenda of which notice had been given, as if a quorum was present.

9.7. Voting at Meetings

9.7.1. The Chairperson may determine when a vote is to be taken.

9.7.2. During a debate the Chairperson may seek an indication of readiness to vote. If there is an indication of a significant or high number of possible abstentions from voting by reason of indecision or by absence from the meeting, the Chairperson may decide to continue the discussion or defer the motion.

9.7.3. Unless otherwise stipulated, a majority of those voting members casting a vote shall decide the motion, and in the event of an equality of votes, the Chairperson shall, in addition to a deliberative vote, be entitled to a casting vote, or may refer the motion for further discussion.

9.7.4. Unless otherwise stipulated, the Chairperson shall ordinarily decide the manner of voting, whether by show of hands or by ballot, but the meeting may itself decide by special resolution the manner of voting to be adopted.

9.7.5. It shall be the duty of every member entitled to vote to attend the meetings of the Congregation unless unable to do so.

9.7.6. There shall be no voting by proxy at any meeting of the Congregation.

9.7.7. All resolutions carried at a duly convened meeting of the Congregation shall be binding upon all members of the Congregation, whether present or absent, or refraining from voting, provided always that the required quorum was present.

9.7.8. The conduct of the meetings shall, where applicable, be in accordance with the rules for transacting business adopted by the Church.

9.8. Agenda

9.8.1. Items may be placed on the Agenda of any General Meeting by

9.8.1.1. any voting member;

9.8.1.2. any committee appointed by the Congregation;

9.8.1.3. any organisation of the Congregation; and

9.8.1.4. the Pastor(s).

9.9. Minutes of Meetings

9.9.1. The Chairperson shall ensure that minutes of all meetings of the Congregation, recording all Resolutions and proceedings, are kept and signed by the Chairperson as a true and correct record of the meeting.

9.9.2. All minute books, records and correspondence of the Congregation, its officers and Committees shall remain the property of the Congregation

10. Officers and Administration

10.1. Officers of the Congregation

10.1.1. The Congregation shall elect annually from its Voting Members:

10.1.1.1. a Chairperson,

10.1.1.2. a Vice-Chairperson,

10.1.1.3. a Secretary,

10.1.1.4. an Assistant Secretary

10.1.1.5. a Treasurer,

10.1.1.6. an Assistant Treasurer, and

10.1.1.7. such other officers and standing committees as it may from time to time determine.

10.1.2. The Congregation shall elect Synod Delegates according to the rules of the District and the Church who shall serve at the Convention of Synod for the District and/or the Church and for the period of the relevant Synodical Term.

10.2. Duties

10.2.1. The Chairperson shall:

10.2.1.1. preside at meetings of the Executive Committee and the Congregation;

10.2.1.2. ensure that all elected and appointed officers and committees effectively carry out their assigned duties and generally encourage and cooperate with all office bearers;

10.2.1.3. ensure that an agenda is prepared for the meetings of the Executive Committee and the Congregation; and

10.2.1.4. submit a report to the Budget and Election Meeting and the Annual General Meeting of the Congregation.

10.2.2. The Vice-Chairperson shall:

10.2.2.1. serve as Chairperson in the absence or inability of the Chairperson to act, or at the request of the Chairperson; and

10.2.2.2. assume the office of Chairperson, when a vacancy occurs.

10.2.3. The Secretary shall:

10.2.3.1. keep an accurate record of all proceedings of the Administration Committee, Executive Committee and the Congregation;

10.2.3.2. attend to all correspondence unless it be delegated to another person;

10.2.3.3. receive all items and motions for the Agenda from the institutions, committees, auxiliaries, and other organisations and members of the Congregation at least two [2] weeks before any General Meeting of the Congregation;

10.2.3.4. prepare an Agenda for each meeting of the Congregation and Administration Committee and ensure that it is distributed in time for the meeting;

10.2.3.5. ensure that a notice signifying the purpose and date of any special meeting is given to the Congregation in accordance with the requirement in Article 9.5.1; and

10.2.3.6. ensure that officers and committees are informed of any resolutions which affect their functions.

10.2.4. The Assistant Secretary shall

10.2.4.1. serve as Secretary in the absence or inability of the Secretary to act, or

10.2.4.2. assume the office of Secretary when a vacancy occurs.

10.2.5. The Treasurer shall ensure that:

10.2.5.1. an accurate record of receipts and payments is kept in the form required by the Congregation;

10.2.5.2. all accounts authorised by the Administration Committee or the Congregation are paid promptly;

10.2.5.3. all monies for Church and Parish purposes are remitted regularly

10.2.5.4. progress reports on the finances of the Congregation for meetings of the Administration Committee and the Congregation are prepared;

10.2.5.5. a budget is prepared for the following financial year for presentation to the Congregation for adoption; and

10.2.5.6. financial records of the Congregation are submitted for audit as required by the Congregation.

10.2.6. The Assistant Treasurer shall

10.2.6.1. serve as Treasurer in the absence or inability of the Treasurer to act, or assume the office of Treasurer when a vacancy occurs.

10.3. The Executive Committee

10.3.1. The Executive Committee shall consist of the Pastor, the Chairperson, The Vice-Chairperson, the Secretary, the Treasurer, and the Chairperson of pastoral assistants.

10.3.2. The Executive Committee shall

10.3.2.1. meet as the need arises, to consider all matters pertaining to the general welfare of the Congregation and its programme of activities. It shall receive reports from the Standing Committees; and

10.3.2.2. make recommendations to the Congregation.

10.3.2.3. In all matters, including the interpretation of policy established by the Congregation, the Executive Committee shall be responsible to the Congregation.

10.4. Administration Committee

10.4.1. The Congregation shall elect a committee, called the Administration Committee, which shall consist of:

10.4.1.1. the Chairperson of the Congregation;

10.4.1.2. the Vice-Chairperson of the Congregation;

10.4.1.3. the Secretary of the Congregation;

10.4.1.4. The Treasurer of the Congregation

10.4.1.5. the Pastor of the Congregation; and

10.4.1.6. at least 5 other members (who are Voting Members),

10.4.2. The Administration Committee members elected at the Annual General Budget and Election Meeting of the Congregation shall meet within three weeks of that Meeting to elect a Convenor from among themselves.

10.4.3. The Administration Committee shall take up duties in the next calendar year.

10.4.4. The Administration Committee shall not usurp the role of the Congregation but act as a responsible body to carry out its duties to the satisfaction of the Congregation.

10.4.5. The Administration Committee shall:

10.4.5.1. hold regular meetings not less than once a quarter

10.4.5.2. take responsibility for the following Administrative Areas:

Property & Planning;
Finance & Financial Management;
Welfare & Community Care;
District & General Church.

10.4.5.3. Prepare a proposed Budget for the Annual Financial Budget and Election Meeting of the Congregation, taking into account the programme of the T.E.A.M. Committee and the concerns of the Treasurer.

10.4.5.4. Ensure that the financial records of the congregation and all its organisations, projects and agencies are audited annually.

10.4.5.5. Supervise the carrying out of any major works programme of the Congregation.

10.4.5.6. Appoint a Congregational Safety Officer.

10.4.5.7. Liaise with the T.E.A.M. Committee especially where financial expenditure is entailed and the employment of personnel is involved.

10.4.5.8. Maintain close liaison with Congregational Auxiliaries whose charter falls within the area of Administration.

10.4.5.9. As the need arises appoint Individuals or Sub-Committees responsible to the Administration Committee.

10.4.5.10. Use expertise from outside the Congregation where necessary for the purpose of carrying out its tasks more effectively.

10.4.5.11. Shall submit a written report to the Annual General Meeting and Budget and Election Meeting of the Congregation.

10.4.5.12. The quorum for the conduct of business of Administration Committee shall be one half (1/2) of the membership of the Administration Committee plus one (1). In the event of this formula not resulting in a whole number, the quorum will be rounded down to the next lowest whole number.

10.5. Teaching Education And Ministry Committee (T.E.A.M. Committee)

10.5.1. T.E.A.M Committee shall consist of at least five (5) members, elected annually. The Pastor shall also be a member,

10.5.2. The T.E.A.M. Committee members elected at the Budget and Election Meeting of the Congregation shall meet within three weeks of that Meeting to elect a Convenor from among themselves.

10.5.3. The T.E.A.M. Committee shall take up duties in the next calendar year.

10.5.4. The T.E.A.M. Committee shall hold regular meetings not less than once a quarter.

10.5.5. The general aims of the T.E.A.M. Committee shall be:

10.5.5.1. to obtain an oversight of the total ministry and education needs of the Congregation;

10.5.5.2. to endeavour to put in place ministries, programmes, courses and persons to service and develop these needs and the outreach of the Congregation;

10.5.5.3. to integrate the ministry and mission of the Congregation with that of the wider District and Church.

10.5.5.4. When and where necessary the T.E.A.M. Committee may obtain assistance from outside the Congregation in order to carry out these general aims. In implementing ideas and programmes all care should be taken to ensure the Biblical and Confessional stand of the Congregation is not undermined or compromised (Section 3).

10.5.5.5. Members of the T.E.A.M. Committee shall be concerned with Areas of Ministry as determined by the T.E.A.M. Committee. (see 10.5.7.)

10.5.5.6. Members responsible for Areas of Ministry shall report to the regular meeting of the T.E.A.M. Committee concerning their particular Area of Ministry.

10.5.5.7. Each member of the T.E.A.M. Committee should work with other gifted people in the Congregation in order to develop their particular Area of Ministry.

10.5.6. The T.E.A.M. Committee shall:

10.5.6.1. enlist the help of others in the Congregation by means of sub-committees, groups and individuals to perform particular tasks;

10.5.6.2. review personnel needs in the Congregation and recommend accordingly to the Congregation regarding its staffing needs;

10.5.6.3. work closely in conjunction with the Pastor, who shall be a member of the Committee and exercise Pastoral oversight over all its functions;

10.5.6.4. co-operate closely with the Committee of pastoral assistants in all matters relating to the spiritual life of the Congregation.

10.5.6.5. co-operate closely with the Administration Committee, particularly in all matters relating to the expenditure of money and use of other physical resources;

10.5.6.6. assist the Nominations Committee in finding suitable nominees for Congregational ministries;

10.5.6.7. submit a written report to the Annual General Meeting and Budget and Election Meeting of the Congregation.

10.5.7. The T.E.A.M. Committee shall concern itself with at least the following Areas of Ministry :

Worship and Music;
Education
Small Groups;
Stewardship;
Evangelism;
Fellowship;

10.5.8. The T.E.A.M. Committee shall not usurp the role of the Congregation but act as a responsible body to encourage, stimulate, organise and review activities within the Congregation.

10.6. Auditor

10.6.1. The Congregation shall elect an Auditor annually who shall be suitably qualified to examine thoroughly the books of the Treasurer and vouch for their correctness or otherwise and advise on aspects of the Congregation's finances

10.7. Seal holders

10.7.1. The Congregation shall appoint two voting members to be the Seal holders of the Congregation.

10.7.2. The Seal may only be affixed to a document by resolution of the Congregation.

10.7.3. All documents requiring the affixing of the Seal shall be signed by the Chairperson or the Secretary of the Congregation and one (1) Seal holders.

10.7.4. The Seal shall be stored securely in the Congregation office.

10.8. Officers and Committees

10.8.1. The election of officers and committees shall be undertaken in the following manner:

10.8.2. The Congregation shall elect a Nominations Committee which shall consist of the Pastor, a pastoral assistant and three [3] other members at the Budget and Election Meeting .

10.8.3. The Nominations Committee shall:

10.8.3.1. consult all committees in good time to learn of possible vacancies and to solicit from the respective committees their nominations;

10.8.3.2. receive from officers intending to decline re-election an indication of such intention in good time;

10.8.3.3. seek and receive nominations from members of the Congregation for all offices and committees of the Congregation;

10.8.3.4. nominate such persons as it considers suitable for the various offices and committees in addition to the nominations received but without the necessity of nominating more candidates than positions to be filled;

10.8.3.5. ensure that all nominees are eligible and willing to accept office; and

10.8.3.6. present a list of candidates for all positions to the Budget and Elections Meeting.

10.8.3.7. Additional nominations, except for the position of pastoral assistant, may be made voting member at the meeting, provided that the consent of the person nominated has been obtained.

10.8.4. Where there are more nominations for any position than the required number to fill such position(s), an election by ballot shall be conducted.

10.8.5. The newly elected officers and committee members shall assume their duties at the beginning of the next calendar year.

10.8.6. All voting members of the Congregation shall be eligible for positions on standing committees except the Committee of pastoral assistants.

10.8.7. All members shall be eligible for appointment to such other committees and special duties as the Congregation may determine from time to time.

10.8.8. Other appointees shall be elected annually.

10.8.9. No person shall ordinarily be a Chairperson of more than one [1] standing committee at the same time.

10.8.10. The office of Elder is restricted to voting members over the age of _____
twenty-one (21) years

10.8.11. The Congregation shall appoint such other officers, committees and persons and establish auxiliaries as need and occasion require for the proper conduct of its worship and the management of its affairs as prescribed or as determined from time to time by resolution of the Congregation.

10.8.12. The Pastor, by virtue of his office, shall have the right to attend all meetings of the committees.

10.9. Lay readers

10.9.1. The Congregation shall appoint annually from its Voting Members, three (3) lay readers.

10.10. The Committee of pastoral assistants

10.10.1. The Congregation shall elect at least one (1) pastoral assistant for every fifty (50) confirmed members.

10.10.2. A nomination for the position of pastoral assistant must be submitted in writing by any two [2] voting members to the Nominations Committee at least one [1] week before the meeting at which the elections are to be conducted. All nominations shall be submitted to the meeting together with any nominations by the Nominations Committee.

10.10.3. Approximately one-half to one-third of the pastoral assistants shall retire annually.

10.10.4. A pastoral assistant who is elected for a first term of office shall be installed in office at a divine service.

10.10.5. The pastoral assistants shall assist the Pastor in his ministry and for this purpose they shall concern themselves with the spiritual life of the Congregation and its members

10.10.5.1 praying for and encouraging the Pastor, and caring for the spiritual, emotional, and physical health and welfare of the Pastor and the Pastor's family;

10.10.5.2. visiting members and encouraging them in regular attendance at services, in the use of the Sacraments, in the support of the Congregation and the Church with their means and talents, in prayer, and in involvement in the mission of the Church;

10.10.5.3. notifying the Pastor of sick and spiritually distressed members;

10.10.5.4. assisting the Pastor in arranging for pulpit assistance, special services and guest speakers and helping to ensure that an attitude conducive to worship is maintained in the services; and

10.10.5.5. being an example of Christian conduct and conversation, and observing confidentiality regarding all private matters

11. Church Discipline

11.1. The Congregation shall exercise church discipline in an evangelical manner in accordance with the procedure laid down in Matthew 18:15-17.

11.2. The stages of discipline are:

11.2.1. In an endeavour to convince the erring member at fault, there shall be

11.2.1.1. personal admonition; and, if necessary,

11.2.1.2. admonition in the presence of witnesses; and, if necessary,

11.2.1.3. admonition by the Congregation

11.2.2. Any member who is evidently impenitent and unheedful of the admonition, shall be excluded from membership in the Congregation, through excommunication, pronounced by the Pastor as the called and ordained servant of the Word.

11.3. The purpose of all church discipline is to achieve reconciliation and restoration. This purpose is to be observed at all stages of the procedure.

11.4. If the stages of discipline cannot be carried out because the erring member refuses to submit to the discipline of the Congregation, self-exclusion shall be declared to have taken place.

11.5. The exercise of church discipline shall give due regard to the procedure adopted by the Church in its regulations in the Constitution of the Church under Article 9. Discipline, Adjudication and Appeals.

12. Dissolution

12.1. Any resolution for dissolution shall be made according to the following procedure, noting the quorum requirements under Clause 9.6:

12.2. Notice of a motion to dissolve the Congregation shall be given to the members of the Congregation.

12.2.1. The motion shall be presented to the Congregation only after the Bishop of the District has been consulted.

12.2.2. At least 30 days' written notice of a meeting, specifying the intention to dissolve as a special motion, shall be given to all the voting members of the Congregation.

12.2.3. The motion shall require a two-thirds majority vote of all the voting members at the meeting.

12.2.4. The decision shall only become operative after the sanction of the Church Board of the District has been obtained.

12.2.5. In the event of such dissolution, the Congregation may give indication regarding the use of its assets by the District and/or the Church. Where no such indication is given, if any surplus remains following the winding up of the Congregation, the surplus shall not be paid to or distributed amongst members, but be transferred to the District absolutely.

12.3. Once the decision has been made to dissolve the Congregation according to the above procedure, a date for dissolution shall be set contingent upon all matters pertaining to dissolution and the transference of all titles and other assets of the Congregation being effected according to law.

13. Auxiliary Bodies

13.1. Any auxiliary body under the umbrella of the Congregation shall

13.1.1. remain mindful of the mission of Christ;

13.1.2. submit its Constitution to the Congregation for approval;

13.1.3. submit to the rules of the Congregation.

13.2. Auxiliary Bodies of the Congregation shall submit a written report to the Secretary for presentation to the Congregational Annual General Meeting and the Budget and Election Meeting

13.3. Where the Auxiliary Body has a substantial membership, and there are financial transactions with Books of Account and Financial Statements, an audited Annual Report shall be presented to the Annual General Meeting of the Congregation.

14. By-laws

14.1. The Congregation shall have power, by majority of those voting members casting a vote at a duly convened meeting to make, add to, amend, alter or repeal By-laws not inconsistent with these or any amended rules for the regulation of its proceedings and the management of its business and affairs and for giving effect to the rules

14.2. Notice of any such proposed addition, amendment, alteration or repeal of the By-laws shall either be given at a duly called meeting of the Congregation held at least seven days earlier or be published to the Congregation on the two (2) immediately preceding Sundays

14.3. The quorum required for such a meeting is as prescribed for ordinary business.

15. Alterations to the Constitution

15.1. The Congregation shall have power by a two-thirds majority of those voting members casting a vote at a duly convened meeting, to amend, alter, add to or repeal these rules, except as hereinafter provided in Clause 15.4, and subject to Clause 4.1.4.

15.2. Notice of the proposed amendment, alteration, addition or repeal shall be presented in writing and shall be read to the Congregation at a duly called meeting of the Congregation held at least fourteen [14] days earlier or be published to the Congregation on the two [2] immediately preceding Sundays.

15.3. The quorum for such a meeting shall be one-quarter of the members entitled to vote and the result of such a ballot shall be recorded in the minutes.

15.4. Section 3 and this Clause (Clause 15.4) of this Constitution shall be considered fundamental and shall not be amended, altered, added to or repealed so as to alter their intent and meaning.

By-Laws of St Marks Lutheran Church Dalby

Adopted at Special Meeting of St Mark's Lutheran Church Dalby on Sunday January 15, 2017.

Chairperson _____

Signed _____ Date _____

Secretary _____

Signed _____ Date _____

APPENDICES

(These appendices to the By-Laws are a guide to the intentions of new aspects of the Committee structures, and do not form a part of the By-Laws themselves.)

APPENDIX ONE: ADMINISTRATION COMMITTEE

Description of Administrative Areas.

(a) PROPERTY & PLANNING

Ensure that the property of the Congregation is kept in good order.

Carry out regular inspection of all Congregational plant, buildings and equipment, reporting on the condition of same to the Administration Committee.

Supervise the carrying out of any major repairs to plant, building or equipment as finances permit.

Establish and maintain an up to date inventory of all equipment owned by the Congregation.

Review the suitability of Congregational land, buildings, plant and equipment, for recommendation to the Congregation of any desirable improvements or replacements.

(b) FINANCE & FINANCIAL MANAGEMENT

Supervise the raising and collecting of funds in the Congregation.

Be responsible for investigating the arrangement of facilities for investment of Congregational funds should it be required.

Review available programmes of education in Christian giving and make recommendations to the Administrative Committee re these programmes.

Promote the grace of proportionate giving to the members of the Congregation.

From time to time study methods of improving the financial management to the Congregation, and the publicizing of the Congregation's needs.

(c) WELFARE & COMMUNITY CARE

Monitor the need for the Congregation to become involved or remain involved in Community Care Programmes.

Bring to the attention of the Administration Committee any welfare areas in the community where the Congregation could express its faith effectively through involvement as in Acts 6:1-7.

Supervise all Welfare Projects of the Congregation so as to ensure that the love of Christ remains the basis for their existence.

Be willing to serve on the boards of such Welfare Projects where appropriate to gain greater insight into their workings.

(d) DISTRICT & GENERAL CHURCH

Receive mailings from District and Church that affect or interest the Congregation.

Make the Administration Committee aware of District and Church Programmes that could benefit the Congregation.

Ensure that appropriate publicity and encouragement is given to all appeals for funds from the District and the Church.

Publicize the work of the wider Church so as to lead to an appreciation of the collegiate nature of the Church.

Promote the work of the Lutheran Laymen's League.

Co-operate with and seek the assistance of the District and Church in all matters relating to the Administration Committee's role.

APPENDIX TWO: T.E.A.M. COMMITTEE

The TEAM Committee shall concern itself with:

(a) WORSHIP & MUSIC

1. Provide assistance to the Pastor and **pastoral assistants** in planning services
2. Encourage the use of a variety of liturgy, musical expression, drama etc in the Congregation's Worship
3. Identify and encourage Musicians in the Congregation to use their talents to enrich the Congregation's Worship
4. Provide the Congregational Musicians with necessary resources
5. Train and work with those who act as Stewards, PA & Power Point operators at Worship Services
6. Ensure that those unable to attend Worship, such as the sick and elderly, have access to recorded Worship Services
7. Recommend to the Administration Committee and the Congregation any improvement to the facilities and fittings

(b) EDUCATION (Child, Youth & Family Ministry)

1. General oversight and promotion of Ministry to children, youth and adults, as well as intergenerational activities
2. Care and guidance of the leaders and assistants
3. Source suitable resources in conjunction with the Pastor
4. Provide training opportunities for leaders and assistants in keeping with LCA requirements

(c) SMALL GROUPS

1. General oversight and promotion of the Small Groups of the Congregation
2. Encourage and support leaders of the Small Groups
3. Encourage Members to participate in the Small Groups
4. Encourage the formation of special groups based on interest or need
5. Source suitable resources in conjunction with the Pastor

(d) STEWARDSHIP

1. Be aware of and encourage the use of Members' talents, gifts and abilities for the benefit of the Congregation
2. Maintain Role Statements for all leadership roles in the Congregation
3. Inform Nominations Committee of suitable people for positions
4. General oversight and maintenance of resources

(e) EVANGELISM

1. Encourage all Members of the Congregation, as the Body of Christ, in carrying out the Great Commission of Matthew 28:18-20.
2. Provide resources and explain their use (eg provision and use of tracts).
3. Encourage Members to personal evangelism (sharing God's love)
4. Initiate and take up opportunities to present the Gospel to the wider community (eg Holiday Fun Time, Nativity display)

(f) FELLOWSHIP

1. Ensure the organization of Fellowship activities (eg Longest Lutheran Lunch, Parish events)
2. Invite and encourage Members to participate in the activities of the Congregation
3. Encourage leaders and organizers to be inclusive of all Members of the Congregation
4. Provide opportunities for wider Congregational fellowship (eg community meals, camps)

Revised May 2017