
CONSTITUTION AND BY-LAWS OF CHRIST THE KING LUTHERAN CHURCH
NEWBURY PARK, CALIFORNIA

CONSTITUTION
PREAMBLE

It is the will of our Lord Jesus Christ that His disciples should preach the Gospel to the whole world (Mark 16:16, Matthew 28:18-20, Acts 1:8, II Timothy 4:1-4).

That Christ's mission for His Church might be carried out according to His will, He has commanded that:

- A. Christians unite in worship (Hebrews 10:24-25);
- B. Administer the Sacraments (Matthew 28:18-20, Acts 2:38, Matthew 26:26-28, I Corinthians 11:23-26);
- C. Practice fellowship with one another (Acts 2:42);
- D. Witness to all men (Acts 1:8);
- E. Help each other grow in the Word (Ephesians 4:11-14);
- F. Serve the needs of all men in Christian love (Ephesians 4:11-16, Mark 10:42-44, John 13:35, Galatians 6:10);
- G. Administer the Office of the Keys of His Church (John 20:21-23, Matthew 18:15-20);
- H. Maintain decency and order in the Church (I Corinthians 14:40)

Therefore, we, a number of Lutheran Christians living in and near Newbury Park, California, accept and subscribe to the following Constitution and By-Laws, in accordance with which all spiritual and material affairs of our congregation shall be governed.

ARTICLE I- NAME

The name of, this congregation shall be: Christ the King Lutheran Church of Newbury Park, California.

ARTICLE II - CONFESSION

This congregation accepts all the canonical books of the Old and New Testaments as the inspired, revealed and inerrant Word of God, and all the confessional writings of the Evangelical Lutheran Church, contained in the Book of Concord of the year 1580, as the correct presentation and true exposition of Christian Doctrine drawn from the Holy Scriptures, viz:

- A. The Three Ecumenical Creeds, viz: the Apostolic, the Nicene, and the Athanasian;
- B. The Unaltered Augsburg Confession;
- C. The Apology of the Augsburg Confession;
- D. The Smalcald Articles;
- E. Luther's Large Catechism;
- F. Luther's Small Catechism;
- G. The Formula of Concord.

No doctrine or practice in conflict, or inconsistent, with the above norms of our faith and life shall be taught or tolerated in this congregation.

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ARTICLE III - SYNODICAL AFFILIATION

This congregation shall be affiliated with the Lutheran Church -Missouri Synod as long as the confessions and constitution of said Synod are in accord with the confession and Constitution of this congregation as laid down in Article II.

This congregation shall, to the best of its ability, collaborate with said Synod and assist it in effecting all sound measures intended for the building up of the Kingdom of God.

ARTICLE IV - MEMBERSHIP

- A. Baptized membership in this congregation is held by all those who are baptized with water in the Name of the Triune God and are under our pastoral care.
- B. Communicant membership in this congregation may be held only by those who:
 - a. Are baptized in the Name of the Triune God;
 - b. Have declared their acceptance of the confessions of this congregation as contained in Article II of this Constitution;
 - c. Have been accepted into communicant membership in accordance with the Constitution and By-Laws of this congregation and shall remain faithful to the responsibilities of membership as contained in these By-Laws;
 - d. Do not live in manifest works of the flesh (Galatians 5:19-21), but lead a Christian life; and
 - e. Are not members of a secret, oath bound society and/or subversive society, or of any other organization conflicting with the Word of God and the conduct of a Christian (II Corinthians 6:14-18, and I John 4:1-2).
- C. The membership and membership privileges of each communicant member shall remain in force so long as each member shall maintain his eligibility according to the five points in Section B of this article and shall meet the requirements stated or implied in the disciplinary or other provisions, of the By-Laws. A member who voluntarily severs his connection with this congregation, or who has been released or transferred, or who has been excommunicated or excludes himself according to the provisions of the By-Laws, shall be deemed to have terminated his membership in this congregation along with all rights and privileges of such membership.

ARTICLE V - ORGANIZATION

A. Voting Membership

This congregation shall be represented by, and administer all its affairs through, its Voting Membership.

Only communicant members, who have qualified according to the membership provisions of the By-Laws, shall be received as Voting Members of this congregation.

B. Administrative Boards

Responsibility and authority for the daily administration of congregational affairs shall be delegated to the following boards:

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- a. A BOARD OF LAY MINISTRY;
- b. A BOARD OF EVANGELISM;
- c. A BOARD OF CHRISTIAN EDUCATION;
- d. A BOARD OF YOUNG PEOPLE'S WORK;
- e. A BOARD OF STEWARDSHIP;
- f. A BOARD OF CHURCH PROPERTIES;
- g. A BOARD OF PARISH FELLOWSHIP;
- h. A BOARD OF PUBLIC RELATION; and
- i. A BOARD OF CHRISTIAN PRESCHOOL.

One member of each Board shall serve as the Director of that Board.

C. Officers of the Congregation

The Officers of the congregation shall consist of a President, a Vice President, a Secretary, and a Treasurer, elected from among the Voting Membership in accordance with the By-Laws of the congregation.

The President of the congregation (or the Vice President when acting in the President's capacity) shall have a voice on all Administrative Boards but no vote unless he has been specifically elected to a Board.

D. Parish Planning Council

The Parish Planning Council shall consist of the Pastor, President, the Vice President, the Secretary and the Treasurer of the congregation, and the Directors of the nine Administrative Boards listed in Section B of this article. Each shall hold a position on the Parish Planning Council by virtue of their call or election by the voting members of the congregation so long as their term of office continues.

E. Rights and powers

This congregation, subject to the limiting provisions and regulations of this Constitution and its associated By-Laws, shall have supreme power in the administration of its affairs. No duly elected officers of this congregation shall have any power or authority beyond that conferred upon them by the congregation acting through its Voting Membership. Each Administrative Board, along with the Parish Planning Council, shall be responsible for the performance of such duties as the Voting Membership may delegate to them by special resolution. Such specially delegated rights and powers, both of Officers and Administrative Boards, shall be subject to revision and complete withdrawal by the Voting Membership at its discretion.

ARTICLE VI - PASTORS AND CHRISTIAN DAY SCHOOL TEACHERS

Only such candidates shall be called and elected to serve as Pastors, or as Christian Day School Teachers, who profess acceptance of, and pledge faithful adherence to, the confessions of this congregation as set forth in Article II of this Constitution. Only males may serve as Pastor.

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In the absence of adequate cause for dismissal, as defined in By-Laws of the congregation, the tenure of office of a called or elected Pastor or Christian Day School Teacher shall be the remainder of his active life or until the Lord calls him into another field of service.

ARTICLE VII - AUXILIARY ORGANIZATIONS

Auxiliary organizations may be established within the congregation only with the expressed approval of the Voting Membership, and all such organizations shall be under the supervision of the Pastor and the appropriate Administrative Board under whose jurisdiction they may function. Only communicant members of this congregation shall be officers of such auxiliary organizations. Any decisions, enactments or performance of or by such organizations shall be invalid if they conflict with this Constitution and its By-Laws. The Pastor, by virtue of his office, shall be the advisor for such organizations within the congregation.

ARTICLE VIII - PROPERTY RIGHTS

The property of this congregation is irrevocably dedicated to religious and charitable purposes and no part of the net income or assets of this organization shall ever inure to the benefit of any director, officer or member thereof or to the benefit of any private individual.

If, at any time, a separation should take place within this congregation, which God in His grace may prevent, the advice of the officers of District and Synod shall be sought. If, despite all efforts to compose differences in peace and love, a division into factions of the congregation shall occur, the property of the congregation and all benefits therewith connected shall remain with those members, whether majority or minority, who continue to adhere in confession and practice to Articles 2, 3, 4 and 6 of this Constitution. If division takes place for any other reason, or if each group professes adherence in confession or practice to the above Articles, the matter shall be submitted for review and ruling to the Pacific Southwest District of the Lutheran Church -Missouri Synod. The decision of the District may be appealed to the Lutheran Church -Missouri Synod, for review and ruling, which ruling shall be considered final. Should the congregation be dissolved for any reason, the property and rights shall be transferred to the Pacific Southwest District of the Lutheran Church -Missouri Synod.

The congregation may only be dissolved after two-thirds of the voting members present have in three consecutive meetings cast their vote in favor of dissolution. The matter shall have been publicly announced prior to each of these meetings.

ARTICLE IX - VALIDITY OF RESOLUTIONS

All congregation matters shall be decided by a simple majority vote of the qualified voting members present at a properly convened meeting of the Voting Membership, except as otherwise provided in this Constitution and its By-Laws.

ARTICLE X - AMENDMENTS

- A. This Constitution may be changed or amended, with the exception of the Articles listed in section B of this article, by a three-fourths (3/4) majority of the votes cast in a regular meeting of the Voting Membership, provided that the intention to amend the Constitution and the wording of the amendments proposed shall be read to the congregation assembled for worship on two different Sundays prior to the date upon which the amendment is presented for action.

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B. Articles 2, 3, 4, 6 and 8 are hereby made irrevocable.

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THE BY-LAWS OF THE CONSTITUTION

ARTICLE 1: COMMUNICANT MEMBERSHIP

Section 1. Application for Membership - Procedure

Applicants for communicant membership in this congregation shall normally consult the Pastor who shall determine whether such applicants are eligible for membership in accordance with Article 4 of the Constitution. Applicants not familiar with the doctrines and confessions of the Lutheran Church shall be required to attend a course of instruction, and to make profession of their faith either before the congregation or, at the Pastor's discretion, before witnesses who are members of the Board of Lay Ministry, before being received as members.

Applicants from other Evangelical Lutheran churches shall submit a letter of transfer from their former congregation to establish their eligibility for membership. In the case of applicants whose previous membership in a Lutheran congregation has lapsed, the Pastor may, with the consent of the Board of Lay Ministry; arrange for a period of re-instruction prior to reaffirmation of faith for such applicant.

After applicants have given satisfactory evidence of their eligibility in accordance with the two preceding paragraphs, their admission as communicant members shall be recommended by the Pastor to the Board of Lay Ministry which shall have the authority to act on such application in behalf of the Voting Membership. The roster of new members shall be publicized in the various news media of the congregation.

Section 2. Privileges and Duties of Communicant Members

It shall be the privilege and duty of members of this congregation as a measure of their love of Christ to:

Grow in the Christian faith and life through faithful use of the means of grace, searching the Scriptures at home and in fellowship with other members of the congregation and its agencies, and partaking of the Lord's Supper frequently.

Live a morally decent life before God and men, abstaining from open works of the flesh (Galatians 5:18-21), and so conducting themselves at all times as to bring credit rather than blame upon the Church of Jesus Christ.

Provide for the proper Christian training of their children by instruction at home and through the agencies of the Church.

Contribute toward the maintenance of the congregation and the extension of the Kingdom of God at home and abroad. Members are encouraged to give proportionately as God has blessed them.

Place their God-given talents and abilities at the disposal of the Pastor, the officers, and other agencies of the congregation as set forth in its Constitution and By-Laws, so that the purposes and functions of the congregation may be effectively implemented.

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ARTICLE 2: VOTING MEMBERSHIP

Section 1. Eligibility

Any communicant member of this congregation, who is 18 years of age or over, male or female, shall be eligible to apply for Voting Membership. Such application shall be made in person at a regular Voters' Meeting of the congregation. Upon affirmation by the applicant of his intention to fulfill such duties as are required of a Voting Member to the best of his ability, he shall be accepted as a Voting Member with all the rights and privileges pertaining thereto. The applicant shall have read and shall be required to sign the official copy of the Constitution and By-Laws of the congregation at the time of his acceptance into Voting Membership.

Section 2. Privileges and Duties of Voting Members

It shall be the privilege and duty of a Voting Member of this congregation to:

- A. Conscientiously and prayerfully exercise his right to vote in all measures that will advance the work of Christ's Kingdom both locally and in the church-at-large.
- B. Willingly serve in any office or capacity for which his talents and abilities equip him.
- C. Faithfully attend all meetings of the Voting Membership.
- D. Assist with wholehearted diligence in administering the temporal and spiritual affairs of the congregation.
- E. Encourage, by personal example, friendly interest, and judicious counsel, such eligible communicant members who are not yet Voting Members to consider seriously accepting the responsibilities' and privileges of Voting Membership.

Section 3. Termination

If a Voting Member has been absent without excuse from two consecutive regular Voters' Meetings, the secretary shall contact the member in writing to remind him of the duties of Voting Membership and will ascertain by the next regular Voters' Meeting whether the absent member desires to remain a member of the Voters' Assembly. Unexcused absence for any consecutive 12 month period shall terminate voting membership. Such action shall be reported at the next regular Voters' Meeting and duly recorded in the minutes. A Voting Member may have his membership in the Voters Assembly terminated at his request.

ARTICLE 3: DISCIPLINE IN THE CONGREGATION

All discipline in this congregation shall be administered in accordance with the order of discipline laid down in Matthew 18:15-20, I Corinthians 5:1-5, and other related New Testament passages. The following procedure shall be followed under the direction of the Pastor and the Board of Lay Ministry.

Section 1. Communicant Membership - Termination

- A. Transfers. A member desiring transfer to another Lutheran congregation shall normally apply to the Pastor. Upon approval by the Pastor and the Board of Lay Ministry, a letter of transfer shall normally be issued by the Pastor. The Board of Lay Ministry shall report all transfers to the congregation via church publications and to the Voters' Assembly at the next regular meeting of that body.

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- B. Joining Other Churches. In cases where communicant members of this congregation have joined a non-Lutheran congregation, they shall, upon the decision of the Pastor and/or the Board of Lay Ministry, be deemed to have terminated their membership in this congregation forfeiting all rights and privileges of such membership. Their name(s) shall be removed from the membership list of the congregation.
- C. Whereabouts Unknown. The names of members whose whereabouts are unknown and cannot be established within a period of six months shall be removed from the membership list of the congregation and placed in a file designated "Whereabouts Unknown". Such membership is terminated and shall be reported as such to the next regular meeting of the Voters' Assembly.
- D. Excommunication and Self-Exclusion. When a member of Christ the King Lutheran Church has not communed for three months, he or she will receive a visit from their respective Lay Minister, and shall be admonished and encouraged in a spirit of Christian love. If such a member has not communed after 6 months, he or she shall receive another visit by at least two members of the congregation, one the respective Lay Minister of the area and the Pastor or some other concerned member of the congregation. Additional admonition and encouragement shall be given. If, after nine months, such a member still has not communed and is not attending the worship services of the Church, he or she shall be evangelically admonished more firmly and told that if such neglect continues for another 3 months, it shall be interpreted as impenitence, lack of faith in Jesus Christ, and indifference to church membership, privileges, and responsibilities. If then, after 12 months, the member has not responded to Christian admonition as outlined above, the member's name shall be removed from the membership roll and transferred to the mission file of the congregation or turned over to the Board of Evangelism. The individual shall be notified of such action by certified mail and shall be declared to have excluded himself from this Christian congregation.

Excommunication is to be applied to any member who conducts himself in an unchristian manner; i.e., to one who openly adheres to false doctrine, gives evidence of an immoral and offensive life, or willfully despises the preaching of the Gospel and the Lord's Supper. The Board of Lay Ministry shall administer church discipline in behalf of the congregation, except in the final step of Matthew 18:17, dealing with "excommunication, this shall be the responsibility of the Voters' Assembly and not that of a lesser body."

Persons who have been removed from membership for whatever reason shall be restored with all rights and privileges when they repent and ask forgiveness through the Pastor and/or the Board of Lay Ministry. Both acts of discipline and restoration shall be made known to all communicant members by whatever method the Pastor and the Board of Lay Ministry deem most suitable.

Section 2. Provisions Pertaining to Church Officers and Directors

Any officer, director or financial secretary of the congregation who willfully neglects the duties of his office may be removed by a two-thirds majority vote of the Voting Members present in a regular or special meeting of the Voters' Assembly, after The Board of Lay Ministry has initiated such disciplinary action. Disciplinary action in regard to a member of the Board of Lay Ministry shall be initiated by the Parish Planning Council. When an office is made vacant by removal, resignation, death or excommunication the incumbent, a successor to such officer or director shall be elected by the Voting Membership at the next regular or special meeting.

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Section 3. Provisions Pertaining to Pastors and Called Personnel

Sufficient grounds for removing a pastor or duly called person shall be persistent adherence to false doctrine, scandalous life, and willful neglect of official duties or evident and protracted incapacity to perform the function of the sacred office. Charges on any of these accounts shall be carefully investigated by the Board of Lay Ministry. Should such charges be substantiated by clear evidence, the individual involved shall first be given an opportunity to resign his position in the congregation. Such opportunity having been given and declined, the above mentioned Board shall, after consultation with the appropriate officers of the Pacific Southwest District, notify the Voting Membership of the situation, and shall submit the matter for action at a special meeting of that body. A three-fourths majority vote of the Voting Members present shall be required to remove a pastor, or other called personnel.

Should the occasion to remove a pastor or other called person ever arise, the intended removal shall be announced by the Director of Lay Ministry at regular divine services on the two Sundays preceding a special meeting of the Voting Members called for that purpose. All Voting Members shall be notified by mail at least two weeks in advance.

Section 4. Provision Pertaining to Preschool Personnel

Teachers and personnel who are hired or contracted by the Preschool shall be governed by the policy manual of the Preschool Board.

ARTICLE 4: MEETINGS OF THE CONGREGATION

Section 1. Regular Meetings

Regular meetings of the Voting Membership shall be held four (4) times during each calendar year in the following months: March, June, September, and November. Should the June meeting be an election meeting, it shall be held during the first full week of the month. Dates and times of all Voters' Meetings shall be set by the Parish Planning Council and announced for the year. All voting members shall be apprised in writing or by personal contact of any change in the announced schedule. The November meeting of the Voters' Assembly shall include the consideration and acceptance of the budget for the following year.

All communicant members of the congregation may attend the meetings of the Voters' Assembly and may, with the consent of the Voting Membership participate in a discussion of any given item of business before the Voting Membership.

Every meeting of the Voting Membership shall be announced at the worship services on the Sunday preceding the date of the meeting.

At all regularly scheduled Voters meetings representatives of boards and committees shall be called upon by the congregational president to give written report of their activities.

All board recommendations, resolutions and reports shall be submitted to the congregational president in writing at least two days prior to the Voters' meeting.

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Persons who are not members of the congregation, and who are not parts of a Board or committee report, may request from the President, time to speak at the Voters' meeting. Said person shall receive permission to speak subject to approval of the Voters.

Section 2. Special Meetings

Special meetings of the Voting Membership may be called by the President, the Board of Lay Ministry, the Pastor, at the request of anyone of the Administrative Boards, or at the request of ten voting members of the congregation. Notice of the date and time of such a meeting, and of the nature of the business to be transacted, shall be given as early as possible in advance of the meeting date. In no event shall notice fail to meet State requirements. Business transacted shall be limited to the previously announced agenda.

Section 3. Order of Business at Regular Meetings

In general, regular meetings of the Voting Membership shall proceed as follows:

1. Scripture Reading and/or Prayer
2. Roll Call of Voting Members
3. Minutes of Previous Meeting(s), including Special Meetings
4. Unfinished Business
5. Treasurer's Report
6. Reports of Administrative Boards
7. Reports from Committees of the Voting Membership
8. New Business
9. State of the Parish Report by Pastor
10. Reception of New Voting Members
11. Adjournment

The President may, with the consent of the Voting Membership, vary the above order in the interests of efficiency.

In general, Robert's Rules of Order shall prevail. A printed agenda shall be available the Sunday before the meeting.

Section 4. Restriction Pertaining to Voters' Assembly Meetings

Attending Voting Members of a properly called Voters' Assembly meeting shall constitute a quorum, except as otherwise provided in this Constitution and By-Laws for dealing with certain specific situations herein defined.

For the purchase or sale of property, for the securing of loans, for the erection of buildings, for the calling of a pastor or Christian Day School teacher, an affirmative vote by two-thirds of the quorum shall be required.

In the event of a tie vote the president shall cast the deciding ballot.

There shall be no voting by proxy or absentee ballot.

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ARTICLE 5: THE OFFICE OF THE PASTOR

Section 1. Procedure for Securing a Pastor

The right of calling pastors shall be vested in the Voters' Assembly and shall never be delegated to a smaller group. The following procedures shall be followed:

- A. The Parish Planning Council shall recommend to the Voters' Assembly a nominating committee consisting of three members of the Parish Planning Council and three voting members of the congregation who are not members of the Parish Planning Council, which committee the Voters' Assembly must approve by a majority vote. In addition, the president of the congregation is to be a voting member of this committee, and the Circuit Counselor is to be a member in an advisory capacity.
- B. The committee is to request names of nominees from members of the congregation and from District and Synodical officials. The congregation will be given a minimum of two weeks to submit names. After making known to the congregation the names of all nominees and after carefully considering the qualifications of all nominees suggested, the committee is to choose three¹ and present the names of these nominees, together with pertinent information concerning each, to the congregation, the Voters' Assembly reserving the right to reject one or all nominees presented and to add one or more names from the committee's original list of nominees.
- C. After the names of the nominees have been presented, the Voters' Assembly shall proceed with balloting.²
- D. If no candidate shall receive two-thirds majority of the vote in the first ballot, the one receiving the least number of votes shall be dropped and the Voters' Assembly shall proceed to ballot on the other two candidates. If one of the remaining candidates is unable to receive a two-thirds majority vote, the Voters' Assembly may by resolution decide to reconsider the committee's list of nominees as it may have been altered by the Voters' Assembly or call for a new list of nominees from the call committee and to thereupon again follow the election procedure of sub-paragraph "c" above.
- E. After any candidate shall receive a two-thirds majority vote, the voting members shall thereafter be called upon for a unanimous vote. The absence of a unanimous vote shall not void the calling of the candidate elect. It shall be the duty of the President to see that notice of his election is delivered promptly to the candidate in whatever manner the Voting Membership shall deem advisable.
- F. In the event the candidate elect declines the call, the nominating committee is to again choose three names from the original list and/or any additional list supplied by one of the sources listed above³ and proceed as outlined in sub-paragraph "B" above and following.

¹ 11/18/01 Voters approved changing "five" to *"three."*

² 11/18/01 Voters approved removing, "and the three receiving the highest number of votes shall be considered candidates for pastor of the congregation. In the event of a tie vote, balloting on all approved nominees shall continue until three nominees having the highest number of votes are chosen."

³ 11/18/01 Voters approved revising "In the event the candidate elect declines the call, the nominating committee is to again choose five *three* names from the original list *and/or any additional list supplied by one of the sources listed above* and proceed as outlined in sub-paragraph "b" above and following.

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Section 2. The Pastoral Office

The Pastoral Office is the authority conferred upon pastors by God, through a call of the congregation (the holder of the priesthood and of all congregational authority) to exercise in public office the common rights of spiritual priesthood in behalf of all. The Pastoral Office is the primary office in the congregation from which all other offices of the congregation issue. However, the congregation may establish as many auxiliary offices as its needs require and determine what work is to be assigned to such offices.

Upon being installed the pastor is authorized and obligated to proclaim to the congregation, jointly and severally, the Word of God in its full truth and purity as contained in the canonical writings of the Old and New Testaments and professed in the Book of Concord of the year 1580. He is further:

To administer the sacraments in accordance with their divine institution;

To discharge toward all members of the congregation the functions of a minister and curate of their souls in an evangelical manner, in particular to visit the sick and the dying and admonish indifferent and erring members;

To spiritually guard the welfare of the younger members of the congregation and adults during their preparation for acceptance of Holy Communion;

To guide the congregation in applying the divinely ordained discipline of the church;

To provide spiritual leadership and oversight in the educational agencies and the various adult and youth organizations within the congregation;

To serve as an example by Christian conduct and to do all that is possible for the up building of the congregation and for the advancement of the Kingdom of Christ. By reason of his position the pastor is not only a servant and steward of God, but also of the congregation. The pastor shall supervise the musical portion of all worship services in conjunction with the Board of Lay Ministry so that it is at all times in harmony with the doctrine and practice of the Lutheran Church - Missouri Synod.

Members of the congregation are obligated to accord the pastor honor, love, and obedience in his ministry of God's Word, and to support his ministrations with diligence and faithful prayers; to help him in the discharge of his duties by cordial one-mindedness, by willing readiness, by peaceable conduct, and in every other way possible; and to provide for his maintenance according to the ability of the congregation.

In calling a pastor to preach the Word of God and to administer the sacraments on their behalf, the members of the congregation exercise their royal priesthood and by no means relinquish it. This is the privilege and responsibility of all members of the Church.

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ARTICLE 6: ELECTION OF OFFICERS AND ADMINISTRATIVE BOARDS

Section 1. Nomination Procedure

At the March meeting of the Voting Membership in an election year, the Parish Planning Council shall announce its selection of six (6) qualified Voting Members who, together with the Pastor, shall serve as the Nominating Committee. At this meeting, the Voters may submit to the Committee the names of possible candidates for office.

The Nominating Committee, as soon after the March meeting as possible, shall prepare a list of candidates drawn from among communicant members of the congregation who are 18 years of age or over, either male or female, and from the list submitted by the Voters at the March meeting. This list shall then be made available to communicant members of the congregation at least 21 days prior to the June meeting. Only male candidates shall be eligible for membership on the Board of Lay Ministry.

Following the publication of the Nominating Committee's list, any communicant member of the congregation may submit to the Committee additional names for inclusion on the list, and such names shall be placed in nomination by the Committee along with the candidates already chosen, provided:

1. That such names shall be submitted at least 14 days before the date of the June meeting of the Voters' Assembly, and
2. That the Nominating Committee, through consultation with the Pastor and the Board of Lay Ministry, shall have investigated the status of the proposed candidates and found them spiritually eligible for office and willing to serve.

The Nominating Committee, at least 7 days before the date of the June meeting, shall post conspicuously on the church bulletin board the list of candidates for the following offices:

President, Vice President, Treasurer, Directors of the various Administrative Boards, and Board members as necessary to complete the membership of each of the Administrative Boards.

Section 2. Election Procedure

From the list of candidates for each elective office submitted by the Nominating Committee, the Voting Membership shall, at its June Meeting, elect by ballot and simple majority, the following officers and Board members in the order herein indicated:

1. A President
2. A Vice President
3. A Secretary
4. Treasurer
5. Nine Directors specifically nominated for the directorship of one of the following boards: Lay Ministry, Evangelism, Christian Education, Young People's Work, Stewardship, Church Properties, Parish Fellowship, Public Relations, and Christian Preschool.

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6. Board Members, to the number required to complete the membership of each of the Administrative Boards. The determination of the number of members required on each Board shall be the function of the Parish Planning Council having been established no later than the March meeting of that body.

Only candidates defeated for office, with their concurrence, may be placed in nomination by the Voting Membership at the election meeting for any office not yet filled.

Section 3. Installation of Officers - Term of Office

The newly elected officers and Board members of the congregation shall be installed on the last Sunday in June, and shall assume their duties of office as of July 1st. The term of office of all Officers, Directors, and Board members shall be two years, terminating on June 30th of the second year of their terms. They may succeed themselves in the same position only once.

ARTICLE 7: DUTIES OF OFFICERS - FUNCTIONS, POWERS, ORGANIZATION OF
ADMINISTRATIVE BOARDS AND THE PARISH PLANNING COUNCIL

Section 1. Duties of Officers

The President of the congregation shall preside at all meetings of the Voting Membership. He shall, to the best of his ability, enforce the Constitution and By-Laws of the congregation and carry out the expressed will of the congregation as embodied in the resolutions of the Voting Membership. All Boards, committees, auxiliaries, groups, etc., in the congregation shall be responsible to the President, and he shall be welcome at any and all meetings of such groups, either in person or as represented by such person or persons as he may appoint. He shall also call and preside over the meetings of the Parish Planning Council and shall endeavor to coordinate the functions, plans, and activities of the congregation in all its parts for the total furtherance of the work of Christ's Kingdom in our midst.

The Secretary shall be present at all Voters' meetings of the congregation and at all meetings of the Parish Planning Council and shall enter the minutes of all meetings of said groups in a permanent record book over his signature. The Secretary shall conduct all official correspondence of the congregational Boards and committees with coordination of the president, and in general shall perform all the duties normally pertaining to the office and such additional duties as the Voting Membership may delegate.

The President shall appoint an Auditing Committee consisting of any two qualified communicant members of the congregation other than the Treasurer and Financial Secretary to audit the financial records of the congregation, Christian Preschool, and all auxiliary organizations. The President shall submit the Audit Committee's report at the March meeting of the Voting Membership in each year.

The Officers shall assist the Lay Ministry Board in negotiating contracts as required for Church Secretary, Organist and Choir Director and submit to the Board of Church Properties for signing.

The Officers will assist the Lay Ministry Board review yearly the compensation and performance of the Church Secretary, Organist and Choir Director and make appropriate recommendations to the Board of Stewardship or, in case of vacancy, interview and hire a replacement in conjunction with the Pastor.

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The Vice President of the congregation in the absence of the President shall act for and in the stead of the President. He shall be available for whatever duties the President shall assign do him as his representative.

The Treasurer shall:

1. Be responsible for accurate recording of congregational receipts and disbursements and budgeted and actual expenditures according to proper accounting procedures and, as deemed advisable, shall suggest for congregational consideration improved methods and systems for keeping financial records.
2. Shall present a written, duplicated financial report at Voters' Meetings and a preliminary report at the Parish Planning Council meetings
3. Shall submit permanent financial records for annual audit.
4. Shall be responsible for monthly remission of offerings for missions and church agencies and for prompt payment of salaries and bills authorized by the congregation or the Boards and Directors as duly constituted sources.
5. Shall be bonded, and such surety bond shall be procured and the premiums paid by the congregation.
6. Shall coordinate the flow of monies from the treasury to the various Boards in such a way that an adequate balance is retained for the payment of salaries and other regularly recurring expenses.
7. Shall remit to the professional workers of the church for documented expenses incurred while attending professional workshops, conferences, conventions, etc., approved by the Board under whose jurisdiction they function.
8. Shall receive from the Financial Secretary a report of all monies received through worship services, special offerings, or any other source and duly record same.
9. Shall see that all checks for payment of bills, salaries, or other financial commitments of the congregation of any sort are signed by any two of the following: Treasurer, President⁴, Vice President, Secretary, Director of the Board of Stewardship, or a trustee.
10. Shall make available to all Boards a monthly report containing monthly expenses, year to date expenditures, and descending unexpended funds versus budget.
11. Shall have the authority to work out with salaried workers of the congregation a breakdown of the worker's total compensation into salary and fringe benefits.
12. Shall fulfill the position of Preschool Treasurer.

⁴ 10/20/85 Voters approved Amendment adding "*President*."

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Section 2. The Parish Planning Council

The Parish Planning Council shall consist of the President, the Vice President, the Secretary, the Treasurer, the nine Directors of the Administrative Boards, and the Pastor of the congregation, all of whom will hold membership on the Parish Planning Council until their term of office expires. It shall be the specific functions of the Parish Planning Council to:

1. Serve as the point of liaison between the Pastor, the Officers of the congregation, and the various Administrative Boards in planning the total work of the congregation.
2. Settle jurisdictional disputes between the several Administrative Boards.
3. Present to the Voters' Assembly at its September meeting a yearly plan of activity for the entire congregation as well as long-range plans for the development and expansion of Christ's work in our midst.
4. Prepare the agenda for the four (4) meetings of the Voters' Assembly.
5. Set the dates and times for the Voters' Assembly meetings.
6. Appoint the Nominating Committee as required and at the time required.
7. Fill unexpired terms or shortages of Board members by appointment until the next regular meeting of the Voters Assembly at which time the nominating committee shall present names for election to fill the vacancy.

The Parish Planning Council shall normally meet in each of the following months: February, May, August and October. Additional meetings may be called by the President of the congregation and/or the Pastor as required.

The Parish Planning Council is not primarily a decision-making body but serves as a forum where the activities of the Administrative Boards may be discussed, evaluated and coordinated, and where all such activities may be integrated into an overall congregational program. The Parish Planning Council shall be available at all times, however, for any additional functions which the Voting Membership may wish to confer upon it.

The Parish Planning Council shall keep a permanent set of minutes for each meeting and such minutes shall be the property of the congregation. Updated copies of the policy manuals of all Boards shall be on file with the Parish Planning Council and shall be the property of the congregation.

Section 3. The Administrative Boards

A. General Duties and Powers of Administrative Boards

Each Administrative Board shall submit a written report of its activities at each regular meeting of the Voting Membership, and on such other occasions as the Voting Membership shall require. Such reports shall include specific recommendations (if any) for congregational action and/or approval.

Each Administrative Board shall initiate and carry out such activities and programs within the congregation as will enable it to effectively perform the functions and duties assigned to it by the Constitution and By-Laws, or by specific resolution of the Voting Membership.

Each Administrative Board shall be empowered to administer all funds set aside for its work by budget appropriation or by special resolution of the Voters' Assembly, provided that the Voting Membership may, at its discretion, restrict such expenditures to conform with the actual financial

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condition of the congregation at any given time. Each Administrative Board shall be jointly and severally liable for all expenditures not authorized either by the budget or by special resolution of the congregation.

Each Administrative Board shall keep a permanent set of minutes for each meeting, and such minutes shall be the property of the congregation. Sufficient copies shall also be forwarded to the President for distribution to the members of the Parish Planning Council prior to its next meeting.

B. Organization and Meetings of Administrative Boards

Each Administrative Board shall be under the direct control and supervision of the Director of that Board. Following the election of the Director of each Board and the number of Board members required, the Director of the respective Board shall designate and appoint from among the Board members at his own discretion those individuals who are to be responsible for various phases of the work of that Board. Such appointments are to be made within two weeks of the date of their election, and notification of such appointments is to be given to the President of the Congregation for publication to the members in the manner he deems most advisable.

The time and frequency of Board meetings shall be at the discretion of the Director of the Board and the Board members, except that they shall meet at least once prior to each quarterly meeting of the Parish Planning Council. Publication of meeting dates should be made as far in advance as possible. For good and sufficient reason, either the President of the congregation or the Pastor may call a meeting of the Board at any time. Meetings thus called shall be classified as special meetings, and each person involved shall be notified of the date, time and purpose of such a meeting.

THE BOARD OF LAY MINISTRY

The nature of the duties of this Board requires that only men noted for their Christian knowledge, zeal and experience in the spiritual work of the Kingdom of Christ Shall be elected to membership. The Board shall consist of one Board member (including the elected Director of the Board) for every 25 families of the congregation or fraction thereof.

The basic objectives of this Board are the spiritual welfare of the Pastor and congregation members, individually and corporately, and the supervision of everything pertaining to congregational worship.

That the objectives of this Board may be carried out, the Board, either corporately or through specifically designated individuals, including the pastor, shall:

1. Pray for the Pastor and other spiritual leaders.
2. Encourage the Pastor in his work by word and action.
3. Be concerned about the spiritual, emotional and physical health and welfare of the Pastor and his family (adequate compensation, housing, free time, vacation, assistance in times of illness), and to that end specifically review these items once a year and make recommendation to the Board of Stewardship.
4. Assist the Pastor in counseling with difficult cases and in finding peaceful and God-pleasing solutions to personal problems within the congregation.

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5. Maintain discipline within the congregation according to Scripture, the Lutheran Confessions and Article 4 of the Constitution and Article 3 of the By-Laws of this congregation and exercise discipline when required.
6. Take spiritual charge and oversight of the geographical or familial groupings assigned to them in liaison with the Pastor and other concerned Boards of the congregation.
7. Ensure that the congregation functions in accordance with the established doctrine of the Church as listed in Article 2 of the Constitution.
8. Determine eligibility for membership of all individuals and families applying for membership in this congregation according to Article 4 of the Constitution and Article 1 of the By-Laws.
9. See to the prompt transfer of all members who move away and of new Lutheran families moving into the community.
10. Engage in member conservation and discipleship training in conjunction with the Board of Evangelism and the Board of Stewardship.
11. Engage in continual review of communion and church attendance of all members; make calls on delinquents, follow-up on all newborn children in the congregation until they are baptized.
12. Assist the pastor in ensuring visitation of all sick, hospitalized, aged, and shut-ins in the congregation continually.
13. Investigate cases of severe financial need within the congregation and render aid as needed.
14. Assist the pastor in ensuring thorough instruction of youth and adults for confirmation and church membership.
15. Be present for periodic training as determined by the Pastor and this Board.
16. Encourage spiritual programs in the societies of the congregation generally.
17. With assistance from the Officers, negotiate contracts as required for Church Secretary, Organist and Choir Director and submit to the Board of Church Properties for signing.
18. With assistance from the Officers, review yearly the compensation and performance of the Church Secretary, Organist and Choir Director and make appropriate recommendations to the Board of Stewardship or, in case of vacancy, interview and hire a replacement in conjunction with the Pastor.
19. Submit an annual budget request in the form and at the time requested by the Board of Stewardship.

For the worship of the congregation:

1. Assist the Pastor in the supervision of the organists and the music program of the congregation.
2. Provide for vicars, assistants, substitute pastors and guest speakers as needed.
3. Staff, train and supervise the ushering staff.
4. With pastor's assistance, staff, train and supervise the acolytes.
5. Assist the Pastor with communion distribution, reading of Scripture, preaching, etc., as required.
6. Set the time, schedule and number of communion services in conjunction with the Pastor and the Voting Membership.
7. Approve or disapprove new forms of worship, liturgies, and hymns for use in public worship.
8. Assist the Pastor in the supervision of the Altar Guild in the care, use and maintenance of the sacred vessels, the altar, the altar furnishings, and vestments.
9. Ensure the Altar Guild has an adequate supply of expendable items for worship such as communion cards, pencils, communion wine and wafers, baptismal napkins, candles, etc
10. Plan and publicize the services of the church year.
11. Supervise the budgeted allotment for the selections and procurement of appropriate music, supervision of choirs, and other related matters in conjunction with the choir director and organist.
12. Arrange and publicize special services as required.

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13. Maintain and supervise adequate nursery facilities and personnel.
14. Submit an annual budget request in the form and at the time requested by the Board of Stewardship.

THE BOARD OF EVANGELISM

The Board of Evangelism shall consist of an elected Director of the Board and members whose number is established by the PPC per Article 6, Section 2.

The basic objectives of this Board are the bringing of the Gospel to the unchurched, the enlistment of all of God's people in the work of spreading the Gospel, the deepening of the faith and activity of the members of this congregation and proper record keeping at all times.

That the objectives of this Board may be carried out, the Board, either corporately or through specifically designated individuals) shall:

1. Share with the Pastor in the entire program of proclaiming the Gospel to all men.
2. Encourage prayer in church and homes for sincere evangelistic concern toward all people inside and outside the Church.
3. Foster a climate of evangelism that encourages congregation members informally and spontaneously to share Christ with one another, the backsliding, and the unsaved.
4. Emphasize evangelism through an intensive every-member education program annually.
5. Maintain an ongoing visitation program, offering people more than membership in a church - a saving relationship with Christ.
6. Promote and direct congregation-wide evangelism undertakings.
7. Be responsible, together with the Director of Public Relations, for a program of community relations that identifies the congregation with the Gospel of Christ.
8. Utilize the evangelism potential of THE LUTHERAN HOUR, THIS IS THE LIFE, and other Synodical or Christian programs.
9. Emphasize evangelism and encourage evangelism programs in and through the societies and auxiliary organizations of the congregation and suggest projects for such organizations.
10. Emphasize, in conjunction with the Board of Christian Education, child and youth evangelism, both in participation and outreach.
11. Canvass the congregation's area of responsibility and effectively record, study, and utilize the results in churching the lost and straying.
12. Be responsible for maintenance and follow-up of a prospect file at all times.
13. Be responsible for a friendly personal welcome of visitors at worship, including follow-up and for orientation and integration of new members in conjunction with the Board of Evangelism.
14. Before organization of Pastor's instruction classes, conduct special visitations to witness for Christ and to invite prospective members to attend.
15. Be genuinely concerned for those moving into the community and for those (both members and prospects) moving into other areas. Use any and all means available for maintaining such contacts.
16. Be concerned for the reception, orientation, and integration of new members into the congregation. Review their progress after 6 to 12 months.
17. Assist the Board of Parish Fellowship to periodically sponsor dinners, fellowship nights, etc., which will serve the cultivation, reception, orientation, and integration of new families or individuals.
18. Be conscious of the atmosphere of friendliness in the congregation toward members and visitors and suggest ways and means of improvement.
19. Study and adopt or adapt suggestions by the evangelism departments of Synod, District, and circuit.

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20. Encourage evangelism programs in the societies of the congregation.
21. Engage at least once yearly in self-study of methods, progress, and the like of the Board's work.
22. Submit to the Board of Stewardship, in the appropriate form and at the time requested, a budget request for the coming year's work.

THE BOARD OF CHRISTIAN EDUCATION

The Board of Christian Education shall consist of an elected Director of the Board and members whose number is established by the PPC per Article 6, Section 2. One member of this Board shall be appointed to also serve as a member of the Board of Christian Preschool.

The basic objectives of this Board are to plan, administer, direct and supervise the educational program of the congregation, to determine policies, to select personnel for the various agencies, to provide the necessary means and facilities for the agencies.

That the objectives of this Board may be carried out, the Board, either corporately or through specifically designated individuals, shall:

Sunday School Education/Classes and training

1. Be responsible for the Christian nurture of children, youth, and adults in the congregation and, through them, in the community and beyond.
2. Establish objectives, set policies for, and supervise the education program for the congregation, including the personnel, for Sunday School, Vacation Bible School, Bible classes, and all other educational groups except Preschool.
3. Provide for active expression of Christian love and concern as an integral part of the total education program.
4. Approve curriculum of each education agency, and analyze their performance except Preschool, and seek constant improvement. The preschool shall provide a curriculum report to the Board of Christian Education twice a year.
5. Continually review existing agencies to determine whether all age groups are being served, and recommend revisions and additions as deemed advisable.
6. Be concerned, together with the Board of Young People's Work, for the assimilation of newly confirmed youth into appropriate agencies for study and activity.

Participation/Recruitment/Maintenance

1. Make annual analyses, by age groups, to determine the degree of participation of the total membership of the congregation in its total educational program.
2. Maintain an attendance/filing system to record members' participation in the education program and to follow up the uninvolved.
3. Work other Boards and committees to coordinate educational activities within the congregation.
4. Encourage, along, with the Board of Evangelism, increasing participation of every congregation member in Bible Study, privately and in formal and informal groups.
5. Delegate administration of education agencies to qualified persons.
6. Be concerned about the spiritual, emotional and physical health and welfare of the education staff and their families.

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7. Establish a system of commendation for and recognition of faithful service by all persons involved in the educational task of the congregation.
8. Provide opportunities for spiritual growth through special classes, courses, conferences, retreats and the like for special purposes and for special groups.
9. Consider provision of special education opportunities for mentally retarded and other handicapped persons.

Education Materials; Library/Resources

1. Enlist, and provide for the continual training and placement of lay teachers and leaders as the congregation's needs require.
2. Encourage Christian educational programs in societies of the congregation such as the L.L.L., Couples Club, and Lutheran Ladies Guild.
3. Maintain, improve and cultivate the use of a church library to include audio and audio visual aids.
4. Provide and/or promote subscriptions to church periodicals.
5. Study and adopt or adapt helps suggested by the education departments of Synod, District, and circuit.
6. Establish and maintain, in conjunction with other Boards, a continuing program for the recruitment of Sunday School teachers and Sunday School Superintendent.
7. Prepare and submit an annual budget request in the form and at the time requested by the Board of Stewardship.

Sunday School Superintendent

The Director of the Board of Christian Education shall appoint from among the elected members of the Board a Sunday School Superintendent.

The Superintendent shall:

1. Together with the Pastor (and/or his delegated representatives) develop a teacher training program to meet present and future needs of the congregation.
2. Conduct or delegate opening Sunday School services.
3. Direct or delegate Sunday School participation in festival activities as needed.
4. Order Sunday School supplies.
5. Submit to the Board of Christian Education a monthly report.
6. Direct or Delegate Vacation Bible School responsibilities

THE BOARD OF YOUNG PEOPLE' S WORK

The Board of Young People's Work shall consist of an elected Director of the Board and members whose number is established by the PPC per Article 6, Section 2.

The basic objectives of this Board are to involve the young people of the congregation in the work of Christ, provide for their spiritual growth and nurture and to promote genuine Christian fellowship for the young people of the congregation. That the objectives of this Board may be carried out, the Board, either corporately or through specifically designated individuals, shall:

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Spiritual Growth and Service

1. Provide for the continuing spiritual growth of the young people of the congregation through Bible study, prayer, and Christian service.
2. Plan and observe, together with the Pastor and the Board of Lay Ministry, a yearly Congregational Young People's Sunday.
3. Provide opportunities for involvement as servants in the life of the community such as civic, school, cultural, humanitarian, recreational and social groups.
4. Ensure the spiritual, moral, social, and vocational development of our congregation's youth.
5. Establish regular meeting times for the various youth groups in the congregation which includes junior high age youth through senior high and college age (young adult).
6. Recruit, together with the Board of Christian Education, young people for full-time service in the church as pastors, teachers and the like.
7. Welcome and use college students during the summer months for various young people's activities.

Fellowship

1. Develop a year-round program for the social fellowship of both young people and the young adults of the congregation, including recreational programs.
2. Plan and coordinate activities for youth with other young people's groups outside the congregation, particularly with other Lutheran young people's groups at various levels.
3. Plan a special event to welcome the newly confirmed young people of the congregation and to invite them to join the young people's groups.

Outreach

1. In conjunction with the Board of Evangelism, train and involve the young people of the congregation in bringing others to faith in Christ.
2. Encourage the use of fellowship activities to include youth outside our congregation.
3. Provide for public recognition of various youth achievements and accomplishments.

Financial/Administrative

1. Promote attendance and involvement of the congregation's youth at all youth activities.
2. Actively engage in the selection and training of leaders/assistants/chaperones for the young people's program at all times.
3. For administrative purposes and program development, supervise the work of all youth and Young Adult groups in the congregation.
4. Negotiate any contract for a paid Youth Director and submit to the Board of Church Properties for signing.
5. Submit, at the time and in the form required, an annual budget as requested by the Board of Stewardship.

THE BOARD OF STEWARDSHIP

The Board of Stewardship shall consist of an elected Director of the Board and members whose number is established by the PPC per Article 6, Section 2.

The basic objectives of this Board are to initiate programs for the development of good stewardship attitudes in the members of the congregation in regard to time, talents, and treasures, to provide for the training and utilization of members of the congregation for the work of Christ's Kingdom, and to ensure

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the financial stability of the congregation and its work through a developed program of dedicated, proportionate, first-fruits giving.

That the objectives of this Board may be carried out, the Board, either corporately or through specifically designated individuals, shall:

1. Study the Scriptural principles regarding the total stewardship calling of the Christian - as a member of his family, as a neighbor and citizen, and as a congregation member - and share these insights with congregation members.
2. Encourage the Gospel-motivated practice of joyous, worshipful, liberal, proportionate, first fruits giving in response to received blessings and recognized needs. Conduct an intensive program annually to confront every member personally with basic Biblical stewardship principles and practices. Annually give every member an opportunity to make a commitment of his treasure for Kingdom work through the congregation.
3. Maintain a program to discover and enlist for Kingdom service the talents God has given members, old, and new, young people and adults. Be responsible for maintenance of a congregational talent file at all times, and provide for the immediate recording of the talents and abilities of incoming members. Contact and encourage new members for service to the congregation and endeavor to stir up the talents of present members for use in Christ's work.
4. Be concerned, together with the Treasurer and Financial Secretary, for safe deposit and recording of all funds, monthly remissions of offerings for missions and church agencies, and prompt payment of salaries and bills as authorized by the congregation and the appropriate Boards.
5. Evaluate the offerings of the congregation regularly, and share these evaluations with the members of the congregation. Give a quarterly report to the Voters' Assembly.
6. Initiate an annual, preparation and presentation to the congregation of a God-pleasing work program, determine anticipated receipts and recommend a budget for adoption by the Voters' Assembly. Annually prepare and submit as part of the budget of this Board a selected list of charities for the congregation to support. Annually review the budgeting procedures of the congregation in conjunction with the Treasurer and Financial Secretary and recommend to the congregation any necessary improvements or revisions.
7. Provide opportunities for the development of talents (training courses, workshops, and the like).
8. Review, accept, or decline all offers of non-solicited gifts to the congregation.
9. Foster support for missions and charities through an ongoing program of mission information and education through education agencies, committees, and organizations, rallies, festivals, videos, letters and tracts, appearances of missionaries, and the like.
10. Evaluate and make recommendations for gifts of love by individuals and the congregation as a whole. Evaluate various programs for endowments, remembrance of the congregation in wills, bequests, and the like and develop ways of implementation.
11. Encourage stewardship programs in the societies and auxiliaries of the congregation. Review and approve or disapprove all requests for fund raising activities from the congregation. Screen all outside appeals for funds and initiate the necessary action appropriate to such an appeal.

Financial Secretary

The Director of the Board of Stewardship shall appoint from among the elected members of the Board a Financial Secretary. The Financial Secretary shall:

1. Be responsible for the accurate counting, recording, and depositing of all receipts for the congregation in a local financial institution or institutions and to that end shall enlist a Finance Committee. Furnish the Treasurer with a duplicate deposit slip for all deposits. Be responsible for expediting and safe deposit and keeping of all funds.

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2. Record all contributions by members for whatever purpose and be responsible for issuance of regular quarterly statements to members, showing their offerings to date..
3. Be responsible for requisitioning and distribution of offering envelopes.
4. Be bonded, and such bond shall be procured and the premium paid by the congregation.
5. Maintain a monthly financial report. Furnish financial information as requested by the Board of Stewardship.

Social Welfare Coordinator

The Director of the Board of Stewardship shall appoint from among the elected members of the Board a Social Welfare Coordinator. This Coordinator shall:

1. Pray for various human needs and encourage others to do the same.
2. Plan and recommend a year-round program of support for Lutheran World Relief (financial gifts, clothing drives, kiddy kits, and the like) through the various agencies and committees of the congregation.
3. Study and maintain a list of available social agencies for help with alcoholics, drug problems, delinquents, mental retardation, emotionally disturbed individuals, unwed mothers, and the like, either of Lutheran, private or public nature. Maintain contact with benevolent and charitable agencies in the community, state and on the national level and recommend to the congregation responses to opportunities for service.
4. Together with the Pastor, study the possibilities and recommend implementation of offering spiritual services and care to hospitals, homes for the aged, prisons, and other institutions within the community.

THE BOARD OF CHURCH PROPERTIES

The Board of Church Properties shall consist of an elected Director of the Board and members whose number is established by the PPC per Article 6, Section 2.

The basic objectives of this Board are the proper maintenance and repair of church property, the representation of the congregation in all legal matters, and the general protection of the congregation against loss or damage of whatever nature.

That the objectives of this Board may be carried out, the Board, either corporately or through specifically designated individuals, shall:

1. Make a quarterly inspection of church properties and equipment for needed repairs, improvements, or replacements. Repairs, improvements, or replacement of church properties and equipment that exceed the operating budget are recommended to the Voters' Assembly for approval.
2. Maintain a continuous inventory of all church properties, equipment, and supplies, including acquisition date and approximate value of each item. An annual physical inventory shall also be conducted.
3. Review and approve all donations of physical property (e.g. electronics, furniture, maintenance tools, appliances, etc.).
4. Carry out all resolutions of the Voters' Assembly on purchases, repairs, replacement of church property and equipment.

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5. Determine, engage, and terminate a church custodian or a custodial service. The Board shall also meet periodically with custodians to discuss the care of the buildings, needs and problems in custodial service, and the like.
6. Prepare for the custodial help a detailed list of the required daily and weekly, monthly or annual maintenance of the facilities and equipment of the congregation.
7. Annually review performance and recommend adequate compensation for all custodial help.
8. Determine and establish, with the approval of the Voters' Assembly, regulations governing the use of church property and equipment, and transmit these regulations and policies in writing to the Board of Parish Fellowship.
9. Make and issue keys for church property, and keep and review annually a list of the keys issued.
10. Supervise, control, and recommend adequate storage facilities for all church property, equipment, and supplies and the orderly maintenance of the same.
11. Annually check the adequacy of all types of insurance for church property and equipment, negotiate insurance contracts and procure all surety bonds.
12. Check all property twice a year for fire and other hazards, and take remedial action.
13. Enlist work crews for special repair, improvement, cleaning, painting, and decorating, landscaping and other projects.
14. Arrange for immediate repairs of an urgent nature and also all normal repairs and alterations for which budget funds have been allocated.
15. Obtain legal information necessary for the wise consideration of contracts, deeds, and the like by the congregation. All legal fees require prior congregational approval.
16. Negotiate service contracts, if deemed necessary, for the organ, office machines, and the like.
17. Make an annual inventory of official documents in safekeeping, and enter its completion in the official minutes of the congregation.
18. Sign official documents and contracts (includes all church employees except teachers) that have been negotiated and approved by the congregation, and to this end the Director of the Board shall appoint two members of the Board of Church Properties to serve as Trustees for the congregation.
19. Obtain legal information on the laws governing nonprofit organizations.
20. Set all policies and fees with the approval of the Voters Assembly for use and lending of church properties. These policies and fees shall be set down in a policy manual and kept current.
21. Make provisions for utility services, such as water, gas, electricity, telephone, garbage collection, etc.
22. Submit an annual budget request to the Board of Stewardship in the form and at the time requested by that Board.

THE BOARD OF PARISH FELLOWSHIP

The Board of Parish Fellowship shall consist of an elected Director of the Board and members whose number is established by the PPC per Article 6, Section 2.

The basic objectives of the Board of Parish Fellowship is to help strengthen the fellowship between the congregation members spiritually and socially, the integration of new members into the life of the congregation. The general theme is to build the mutual cooperation, trust, and enjoyment among the members of the congregation.

These objectives may be carried out by committee or by designated individuals:

1. Plan, supervise, and implement larger gatherings of the congregation from time to time through the year which will further the goals of the congregation.

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2. Maintain constant contact with other Administrative Boards, both suggesting to them ways of furthering the work of their Boards through fellowship and drawing from them requests and suggestions for fellowship activities.
3. Maintain an adequate group of willing workers who will help to plan, coordinate and execute the work necessary to the successful accomplishment of fellowship goals.
4. Provide for the integration of new members and their families into the congregation through periodic fellowship night, dinners, raffles, and the like in conjunction with the Board of Evangelism.
5. Review and adopt or adapt materials and ideas from various sources which will bring congregation members into personal contact in groups such as family nights, plays, Fun Fairs, talent shows, and the like.
6. Plan, supervise and implement recurring yearly events which will focus attention on the major aspects of the congregations' work.
7. Plan, supervise and implement recurring yearly events which will focus attention on the major aspects of the congregation's work.
8. For all Board meetings, one Fellowship representative will be present.
9. Submit an annual budget request in the form and at the time requested by the Board of Stewardship.

THE BOARD OF CHRISTIAN PRESCHOOL

The Board of Christian Preschool shall consist of an elected Director of the Board and members whose number is established by the PPC per Article 6, Section 2. One member of the Board shall have served on the outgoing Board and agree to stay on for at least two years with the new Board. The Church Treasurer shall serve as the Board Treasurer.

The basic objectives of the Board are to carry out the mission and ministry of Christ the King Lutheran Church by providing a faith-based Lutheran Preschool. The Board is to plan and govern by setting policy to provide for a quality Christian early childhood education. The Board shall also establish plans and govern policies as set forth by the State of California. The Board shall monitor policy implementation to ensure standards are met...

That the objectives of this Board may be carried out, the Board, either corporately or through specifically designated individuals, shall:

Lutheran Early Childhood Program

1. Provide for Christian learning of Jesus Christ as Lord and Savior, where faith is integrated across all areas of the curriculum.
2. Ensure the indoor and outdoor areas reflect a Lutheran early childhood program.
3. Provide opportunities and activities to help the children develop a healthy self-concept which includes accepting themselves, their limitations, and their talents as God has given them.
4. Ensure that the Christian Preschool continues to meet California State and local requirements as set forth in Title 22.

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Outreach

5. Carry out the mission and ministry of Christ the King Lutheran Church by building relationships between our students, their families and our church. Establish a connection between the school and church that would nurture a relationship with Christ.
6. Introduce the children and their families to our church and its overall ministry by inviting them to services and activities on a regular basis.
7. Provide chapel services during preschool hours twice a week to ensure all children have an opportunity to attend.

Curriculum

8. The Preschool Board shall provide a written report to the Christian Board of Education with curriculum plans prior to the start of school in the Fall and prior to the start of the Summer program.
9. Provide age and developmentally appropriate programs that are child focused and meet the needs of the "whole child," to ensure each child grows spiritually, physically, intellectually, emotionally, and socially.
10. Approve curriculum that is faith-based and provide learning experiences and materials that reflect our Early Childhood Philosophy: Every person is created and valued by God. Students need to develop his or her gifts as a child of God. We will foster all areas of development to create a loving and successfully school experience.

Finances

11. Govern and permanently record all expenditures and monies received for the preschool.
12. Set all policies, fees and tuitions and ensure all preschool families are provided with a Parent Handbook, which is to be updated annually.
13. Ensure that the Parish Treasurer receives all tuitions and monies from the Preschool Director and presents a financial statement at the Parish Planning Council and Voters Assembly meetings..
14. Ensure that staff hours are recorded and given to the Parish Treasurer for payroll.
15. Prepare and submit an annual budget as requested by the Board of Stewardship.

Facility

16. Oversee the upkeep, repairs and replacements needed of the Preschool facility and equipment. Ensure that the Board of Church Properties is notified of all maintenance and repair requests. Ensure completion of such tasks in compliance of the State of California.
17. Ensure safety standards are met through CPR, First Aid Certification of staff, fire drills, and emergency/disaster plans. Ensure facility is safe: steps, handrails, lights, exits, housekeeping practices, and playground equipment.
18. Make recommendations to the Board of Church Properties with respect to liability and other insurance to be carried in connection with the operation of the Preschool. as may be required by the State.

Preschool Staff

19. Analyze the performance of the Director and provide a performance evaluation on an annual basis.

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20. Ensure that the Preschool Director will be of model of Christian faith to staff, students and families and will serve in both word and deed to practical and real faith for themselves.
21. Ensure that the Director acts in a manner that is professional and ethical, consistent with the philosophy and mission of the school, and within the boundaries of the job description, school policies and bylaws.
22. Ensure Director provides performance evaluations for staff on an annual basis.
23. Work with the director to resolve conflicts regarding staff, students and parents.
24. Implement employee standards and guidelines as outlined in Employee Handbook.
25. Provide opportunities for staff to grow spiritually and professionally to develop a team ministry.
26. Provide opportunities for staff to develop knowledge of the Lutheran Church Missouri Synod through Bible studies and Catechism sessions lead by a member of the church. These sessions are to be provided during work hours.
27. Employ personnel who subscribe to a high moral, ethical and spiritual lifestyle in the Christian faith and attend church on a regular basis.
28. Employ personnel that agree to refrain from teaching, sharing or outwardly displaying religious acts, which are not common doctrines held by the Lutheran Church Missouri Synod.
29. Employ personnel that believe in prayer only to the one true God - Father, Son and Holy Spirit.
30. Ensure Preschool staff agrees to the basic tenets of the Lutheran faith as written in the Employee Agreement- Modeling Role of the Christian Teacher.

Section 4. Amendments

These By-Laws may be amended at any meeting of the Voting Membership by a simple majority vote, provided:

1. That a motion to submit for consideration such a proposal to amend has been made at a regular meeting of the Voting Membership; and
2. That the entire Voting Membership has been advised of the nature of the proposed changes and of the date of the meeting at which the proposed amendment is to be acted upon at least 14 days in advance.

Submit all amendments to the By-Laws and/or constitution to the Committee on Constitutions of the Pacific Southwest District of the Lutheran Church - Missouri Synod for their approval.

All amendments to the By-Laws or to the Constitution shall be recorded in the official copy of the Constitution and By-Laws in the possession of the current Secretary of the congregation.

Effective

Explanatory note: The gender construction used generally throughout this document is the masculine form, chosen for its clarity and simplicity. Unless specific gender requirements are made herein (as for example that the pastor be male), feminine references may be freely substituted in interpreting this constitution.

[illegible]