

CONSTITUTION - Pilgrim Lutheran Church

As approved at the Voters' Meeting of: October 22, 2017 (slightly corrected for typos and citation detail)

PREAMBLE

God creates faith when and where He pleases in those who hear the Gospel message that we have a gracious God, not by our own merit but by the merits of Christ, when we believe (Augsburg Confession V:2-3). Such believers the Holy Spirit calls, gathers, enlightens, and sanctifies in the Christian Church on earth, keeping it with Jesus Christ in the one true faith (Small Catechism II:6).

As Christian people, we fear and love God so that we do not despise preaching and God's Word but hold it sacred and gladly hear and learn it (Small Catechism II). We strive to fulfill our callings both as individual Christians, illuminated by and hungering for God's Word (Psalm 119:105; 1 Peter 2:2), and as a collected body in the Church, being God's instrument for making disciples by baptizing and teaching, with God Himself present in our midst building us up as we meet together (Matthew 28:18-20; John 20:21-23; Ephesians 4:11-16; Hebrews 10:23-25).

Therefore, following the teachings of Christ and the examples of the apostolic church and our forefathers, we, the members of Pilgrim Lutheran Church of Kilgore, Texas, have joined together to receive God's gifts and, changed and empowered by them, to do His work in this place. For the sake of Christian order (1 Corinthians 14:40), we hereby adopt and subscribe to the following Constitution, according to which all the affairs of this congregation, both spiritual and material, shall be governed and conducted.

I. NAME

The name of this congregation shall be Pilgrim Lutheran Church of Kilgore, Texas.

II. PURPOSE

The purpose for which this congregation is formed is to glorify God by receiving the forgiveness of sins by grace through faith in Jesus Christ and sharing that salvation through word and deed with those in our midst, in our community, and throughout the world.

To achieve this purpose we intend, by grace, to faithfully preach law and Gospel and rightly to administer the Sacraments of Holy Baptism, Holy Absolution, and the Lord's Supper; and to provide regular opportunities for Bible study and Christian interaction, so that we and our children may come to faith and grow in the Christian faith. We also intend to share this faith both in our community, through personal witnessing and Christian service, and world-wide, through our support of mission programs,

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such as those of the congregation's District and The Lutheran Church—Missouri Synod.

III. CONFESSIONAL STANDARD

This congregation, as a body, and all of its members, as individuals, accept the following without reservation:

- A. The Scriptures of the Old and the New Testament as the inspired and inerrant Word of God and the only infallible rule and norm of faith and practice.
- B. All the Confessions of the Evangelical Lutheran Church contained in the *Book of Concord* of 1580, as faithful testimonies to and in agreement with that Word of God, and so a normed-norm of faith and practice.

This congregation insists that all doctrine preached, taught, or practiced in its midst must be in accord with this confessional standard. All doctrinal disputes that may arise shall be judged and decided according to this confessional standard.

IV. SYNODICAL MEMBERSHIP

This congregation shall hold membership in The Lutheran Church—Missouri Synod as long as this Synod remains true in doctrine and practice to the Word of God and the Lutheran Confessions.

V. MEMBERS OF THE CONGREGATION

The membership of this congregation may be categorized in three ways, as defined in the Bylaws of this congregation: baptized members, communicant members, and voting members.

VI. CHURCH WORKERS

The Voters' Assembly of this congregation, as defined in the Bylaws, in consultation with the District President and/or the Circuit Visitor, shall have the exclusive right to select or remove church workers, in accordance with Section II of the Bylaws.

VII. AUTHORITY OF AND WITHIN THE CONGREGATION

The Voters' Assembly, as defined in Section I of the Bylaws, shall be the congregation's governing body and shall select its church workers, elect its officers, and administer and manage its affairs as specified in the Bylaws.

The decisions of the Voters' Assembly shall be final and binding. However, if those decisions are not in

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accord with the Word of God and the Lutheran Confessions, they shall be null and void. Doctrine shall be decided according to the doctrinal standard in Article III of this Constitution. All other matters may be decided by a majority vote of the Voters' Assembly, unless otherwise specified by this Constitution, Bylaws, Standing Rules, or the rules of parliamentary procedure.

Only the Voters' Assembly, in order to accomplish its stated purpose, may purchase, hold title to, manage, encumber, or sell real property, including buildings; adopt the annual budget of the congregation; incur debt; terminate its membership in The Lutheran Church—Missouri Synod; or dissolve the congregation.

VIII. MEETINGS

Regular meetings of the Voters' Assembly shall be held in accordance with the schedule set forth in the Bylaws, with an agenda as set forth in the Bylaws. Special meetings may be called at the request of the Pastor, the congregation's President, or the Board of Elders. For each of the two weeks prior to any Voters' Meeting, notice of said meeting shall be published in the bulletin or announced at worship services, with reasonable efforts made to notify all voting members.

The voting members present at a properly called Voters' Meeting shall constitute a quorum. In addition to principles laid down in the Holy Scriptures and in the Constitution, Bylaws, and Standing Rules, basic rules of parliamentary procedure shall be followed.

IX. OFFICERS AND BOARDS

This congregation shall have such officers and boards as provided in its Bylaws, in addition to any other positions or organizational structures that the congregation shall establish from time to time.

X. DIVISION

If, at any time, major division shall take place within this congregation, serious efforts shall be made towards a God-pleasing resolution.

If an unresolvable division should take place in this congregation on account of doctrine, all property of the congregation and all benefits connected thereto shall remain with the members of the congregation who continue to adhere in doctrine and practice to the confessional standard set forth in Article III. If a division takes place for any other reason, the ownership of the property shall be determined by a simple majority vote of the Voters' Assembly.

In the event the congregation should disband, all its property, after due settlement of just claims, shall be conveyed to and become the property of the congregation's District of The Lutheran Church—Missouri Synod, provided the District is faithful in doctrine and practice to the Word of God and the Lutheran Confessions (see Article IV); otherwise it shall be conveyed to a Lutheran Church—Missouri

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Synod Registered Service Organization (RSO) or another non-profit 501(c)(3) organization.

XI. AMENDMENTS TO THIS CONSTITUTION

The members of this congregation hereby declare their intention to preserve unchanged the congregation's confessional standard as set forth in Article III. Any other portion of this Constitution may be amended, provided such amendment is not contrary to that confessional standard.

This constitution may be amended in a properly convened Voters' Meeting in the following manner:

- A. Prior to adoption, all proposed amendments shall be submitted to and approved by the congregation's District in accordance with the Bylaws of The Lutheran Church—Missouri Synod.
- B. Notice of all proposed amendments to this Constitution shall be given in writing at any regular Voters' Meeting, for consideration in the next regular Voters' Meeting, where adoption shall require a two-thirds majority of voting members present at the meeting.
- C. A master copy of this Constitution shall be kept in the church office, with a dated record of all constitutional amendments.

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As approved by the Voters' Meeting of October 22, 2017 (slightly revised for formatting consistency)

I. MEMBERSHIP

Categories of membership are established in Article V of the Constitution.

A. *Types of Membership*

There are three types of membership in the congregation.

1. **Baptized Membership**

Baptized Members of this congregation are all persons in this congregation who have been baptized in the Name of the Triune God, either in this congregation or elsewhere and received here by transfer or profession of faith. Expectations of Baptized Membership include:

- a. Regular, faithful reception of God's gifts through Word and Sacrament (John 3:6; 6:53)
- b. A Christian life (Galatians 5:19–26)
- c. Contribution of time, talents, and treasure as God has blessed, for the work of the congregation and extension of the church at large (1 Corinthians 16:2)
- d. Instruction in the Christian faith, especially, in due time, in preparation for Communicant membership in this congregation (Hebrews 5:12-13)
- e. Willingness to hear Christian admonition (Matthew 18:15-20)
- f. Christian witness by word and deed, showing God's love to others and building up their fellow members in the Christian faith (1 Peter 3:15)
- g. For the sake of love and peace, willing submission to all regulations properly adopted by this congregation, providing such regulations do not conflict with the Word of God (Ephesians 5:21)

2. **Communicant Membership**

Communicant Members are those baptized persons in this congregation who have been instructed and confirmed in the Lutheran faith, who are not members of any church other than this congregation, and who are not members or supporters of any group or organization whose teachings and/or practices conflict with the Word of God.

In addition to the duties of Baptized Members, expectations of Communicant Members are the following:

- a. To receive regularly and faithfully the Lord's Supper (a minimum of four times each year) (Small Catechism Preface 21-24)
- b. Having parental responsibility for children, to bring them for baptism as soon as possible, and to provide proper Christian training for them, both at home and through the congregation (Sunday

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School, Youth Catechesis, Vacation Bible School, etc.) (Proverbs 22:6)

- c. To become a Voting Member when reaching the age set for Voting Membership (see below)

3. Voting Membership

Voting Members are Communicant Members who have reached the age of majority as defined in the Standing Rules of this Congregation, and have been accepted as Voting Members by the Voters' Assembly. Voting Members are eligible to vote and to hold elected office or other positions in the congregation. By being absent from any Voters' Meeting, a Voting Member forfeits the right to vote at that meeting.

Voting Members are expected to do the following:

- a. Regularly attend meetings of the Voters' Assembly
- b. Faithfully serve, according to their God-given time and talents, in any capacity in which they may be asked and able to serve

B. Termination of Membership

Any and all types of membership in the congregation may be terminated for the following reasons:

1. Transfer to a recognized sister congregation
2. Release to join a congregation not in fellowship with this congregation
3. Removal for their whereabouts' being unknown and so being unable to be contacted
4. Removal for delinquency, including the following:
 - a. Neglect of the duties of membership
 - b. Commission of actions that call into question continued membership in the congregation
 - c. Being unresponsive to the witness and ministry of the church

II. CHURCH WORKERS

The right to select and remove church workers is established in Article VI of the Constitution.

A. Calling and Commissioning

A simple majority of all ballots cast shall be the minimum required to select a worker, subject to the process specified in the Standing Rules.

1. Ordained Workers

- a. In the event of a pastoral vacancy, the congregation shall call a pastor according to the practice established by The Lutheran Church—Missouri Synod, as set forth in the Standing Rules.
- b. The congregation, in consultation with the District President and/or Circuit Visitor, may call as pastor only ordained men who are members of The Lutheran Church—Missouri Synod, or members in good standing of a church body in altar and pulpit fellowship with the Synod. They may also call, through a placement committee, candidates for ordination who have

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been certified as having satisfied the requirements for assignment of first calls within the Synod. Women shall not hold the pastoral office nor carry out the distinctive functions of the pastoral office.

2. Commissioned Workers

The congregation, in consultation with the District President and/or Circuit Visitor, may also obtain the services of male or female commissioned workers who are members of the Synod, or members in good standing of a church body in altar and pulpit fellowship with the Synod, or, through a placement committee, candidates for commissioning who have been certified as having satisfied the requirements for assignment within the Synod.

B. Removal

1. Ordained workers may be removed only for one of the following three reasons: persistent adherence to false doctrine, scandalous life, or neglect of duties. Commissioned workers are employed at will and may be dismissed without cause.
2. Church workers will be given clear reason for proposed removal.
3. Prior to acting on any removal, the congregation shall obtain counsel from the District President and/or Circuit Visitor.
4. A vote on removal shall be held at a properly convened Voters' Meeting where notice of such proposed removal, as well as the time and place of the meeting, has been presented to the congregation, in keeping with Article VIII of the Constitution.
5. Removal must be approved by at least a three-fourths majority of Voting Members present at the meeting.

III. OFFICERS AND THEIR RESPONSIBILITIES

This congregation shall have the following officer positions, which, in accordance with the Standing Rules, would comprise the core of a Church Council:

- A. **President.** The president shall preside at all meetings of the Voters' Assembly and Church Council; ensure that the resolutions of the Voters' Assembly and Church Council are carried out; appoint committees; monitor the congregation's compliance with the Constitution, Bylaws, and Standing Rules of the congregation; represent the congregation in legal actions; and sign documents with the authority of the congregation. He shall also perform such other duties as are common for his office and as directed by the Voters' Assembly from time to time. Only male voting members may hold the office of president.
- B. **Vice president.** The vice president shall perform the duties of the president in his absence, his disability, or at his request. He shall also perform such other duties as are common for his office and as directed by the president from time to time. Only male voting members may hold the office of vice president.
- C. **Recording Secretary.** The recording secretary shall record the minutes of the Voters' Meetings and Church Council meetings and submit those minutes for adoption. All such minutes shall be

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the property of the congregation.

- D. Treasurer. The treasurer shall make monetary disbursements with the authority of the congregation and shall keep and preserve accurate financial records thereof. The treasurer shall submit a written report at all regular meetings of the congregation. All financial records shall remain the property of the congregation.
- E. Financial Secretary. The financial secretary shall be responsible for depositing all income into the congregation's bank account. The financial secretary shall keep an accurate record of contributions and shall prepare a report of individual contributions for the members.

IV. BOARDS

The Voters' Assembly of the congregation shall establish a Board of Elders and other boards and committees as necessary to assist the church workers, elected leaders, and members of the congregation in carrying out its mission. The pastor and president shall be ex-officio (non-voting) members of all boards and committees, but not counted for purposes of establishing quorum. The Board of Elders meeting will require a simple majority to convene; the members present at all other board or committee meetings shall constitute a quorum.

A. Board of Elders

The Board of Elders shall consist of only male Voting Members, with the number of elders determined by the Standing Rules. The Board of Elders shall have the following responsibilities:

1. Aid the church workers and the congregation in work of a spiritual nature and exercise general watchfulness over doctrinal matters and matters pertaining to a godly life on the part of church workers, officers, and other members of the congregation.
2. Assist the pastor in arranging for pulpit assistance, special services, guest speakers, and distribution of Holy Communion.
3. Ensure that all Divine Services are conducted in such a manner that those attending can faithfully receive God's gifts in Word and Sacrament.
4. Look after the temporal welfare of the church workers and any needy members of the congregation, and make a report on these at least once a year to the Voters' Assembly.
5. Assist the pastor with their counsel in difficult cases, and, to the best of their abilities, further the office of the pastor.
6. Other duties in accordance with the Standing Rules.

B. Other Boards

The responsibilities of other boards shall be as set forth in the Standing Rules and as required by the Voters' Assembly and/or Church Council.

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V. NOMINATIONS FOR, ELECTIONS TO, TERMS OF, AND REMOVAL FROM OFFICE

A. *Nominations, elections, and terms*

Officer, board member, and other such positions of this congregation shall be filled and shall function according to the following provisions:

1. All nominees for elected office shall be Voting Members noted for their Christian knowledge, zeal, and experience in the work of the church.
2. The nominating committee or Church Council shall produce a slate of nominees for all elected offices prior to the annual election meeting.
3. Individuals may be nominated by Voting Members at an annual election meeting, held in accordance with the Standing Rules.
4. Nominees who receive a majority of the votes cast by the Voting Members present at the annual election meeting shall be declared elected.
5. All elected officers will begin terms of office on the first day of the next calendar year after the annual election meeting.
6. Officers shall serve terms of one year.
7. Elders shall be elected for a two year term. Terms shall be staggered so that approximately one-half of the elders are elected each year.
8. No one serving in an elected or appointed position shall receive compensation from the congregation.
9. In the event of a vacancy in an office, the office shall be filled by election at the earliest properly called Voters' Meeting. The President may make a temporary appointment until the position is filled by election.

B. *Removal*

Officers, board members, and those in other such positions of this congregation may only be removed from office for the following reasons:

1. Poor performance or neglect of the duties of office.
2. Commission of actions that would change their voting membership status.

A vote on removal shall be held at a properly convened Voters' Meeting where notice of such proposed removal, as well as the time and place of the meeting, has been presented to the congregation in keeping with Article VIII of the Constitution.

VI. MEETINGS

Voters' Meetings shall be held at least annually, according to the schedule set forth in the Standing Rules. An agenda shall be set by the president in accord with the procedures set forth in the Standing Rules.

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VII. AMENDMENTS TO THESE BYLAWS

These Bylaws may be amended in a properly convened Voters' Meeting in the following manner:

- A. Prior to adoption, all proposed amendments shall be submitted to and approved by the congregation's District in accordance with the Bylaws of The Lutheran Church—Missouri Synod.
- B. Notice of all proposed amendments to these Bylaws shall be given in writing at any regular Voters' Meeting, for consideration in the next regular Voters' Meeting, where adoption shall require a two-thirds majority of voting members present at the meeting.
- C. A master copy of the Bylaws shall be kept in the church office with a dated record of all amendments to the Bylaws.

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As revised at the November 9, 2025, Voters' Meeting (and slightly corrected for punctuation and formatting)

1 MEMBERSHIP

The three kinds of membership are set out in Article V of the Constitution and defined in Article I of the Bylaws.

1.1 Admission into Membership

As indicated in the Bylaws (Article 1, Section A, 1), a person shall be admitted to baptized membership in the congregation in only the following ways:

1.1.1 By Baptism

All persons baptized under the authority of the congregation become members. (Infants and younger children may be baptized initially and instructed subsequently, while older children and adults may be instructed initially and baptized subsequently; if a complete course of instruction precedes Baptism, those so instructed are both baptized and communicant members when baptized, without any additional "confirmation".)

1.1.2 By Transfer

As stated in the Bylaws (Article 1, Section A, 1), applicants bring or obtain a letter of transfer to be received by action of the Board of Elders and maintain their previous congregation's non-communicant or communicant status.

1.1.3 By Profession of Faith

As stated in the Bylaws (Article 1, Section A, 2), those previously baptized may be received by profession of faith with the approval of the Board of Elders and be granted non-communicant or communicant status as circumstances warrant.

(Any potential member whose membership has been terminated by excommunication may, upon repentance and absolution, be reinstated to membership by a majority vote of the Voters' Assembly).

1.2 Communicant Status

Baptized children and adults, after instruction in the Word of God and Lutheran doctrine, and upon approval by the Board of Elders, may be confirmed in this congregation and become communicant members.

1.3 Voting Membership

Voting members are described in the Bylaws (Article 1, Section A, 3), where their expectations and privileges are also listed.

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1.3.1 Age of Majority

This congregation considers the Age of Majority to be eighteen (18) years from date of birth.

1.3.2 Process to become a voting member

Communicant members shall be admitted to voting membership according to the following process:

1.3.2.1 Qualification

Any confirmed member of this congregation who has reached the Age of Majority shall be considered qualified to vote in all matters before the congregation, subject to appropriate reception.

1.3.2.2 Documentation

All qualified voting members shall be given a copy of the Constitution, Bylaws, and Standing Rules of the congregation upon becoming a Communicant member or upon reaching the Age of Majority, whichever comes last.

1.3.2.3 Acceptance

All qualified prospective voting members shall be proposed for acceptance at the beginning of any properly called Voters' Meeting and may be approved by a simple majority vote.

1.3.2.4 Reception

After acceptance by the Voters' Assembly, all new voting members shall affix their signatures to the Constitution and Bylaws, signifying their familiarity with the contents of the Constitution and Bylaws and their acceptance of the provisions therein. They shall henceforth be immediately considered voting members of the congregation, with all privileges and expectations thereof.

1.4 Termination of Membership

As indicated in the By-Laws (Article I, section B), membership can be terminated for four different reasons.

1.4.1 Means for Termination

Membership in the congregation shall be terminated only in the following ways.

1.4.1.1 By Transfer

Baptized and communicant members who desire to transfer out to recognized sister congregations shall present their request for transfer to the pastor, to whom authorization is granted to issue such transfers without delay. Such transfers of membership shall be reported to the Elders and to the Voters at their next meetings. In some cases, the Pastor may consult the Elders, and, if the members are not in Good Standing, a transfer may be refused until such time as the members are in good standing.

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1.4.1.2 By Release

Those wishing to join a congregation not in fellowship with this congregation may be granted a peaceful release with the approval of the Board of Elders.

1.4.1.3 Because of Whereabouts Unknown

Members whose whereabouts are unknown and so who cannot be contacted may, after a period of one year without contact, be removed as members, subject to the approval of the Voters' Assembly.

1.4.1.4 Because of Delinquency

Any member who has neglected the expectations of membership as set forth in the Bylaws (Article 1, Section A) shall be considered for excommunication as defined in Bylaw Article 1, Section B, 4.a-c. After admonishing the member in Christian love according to the Word of God, the Board of Elders may recommend the Voters' Assembly excommunicate the member. The Voters' Assembly may consider such action at any regular meeting and requires only a simple majority vote to excommunicate.

1.4.2 LOSS OF RIGHTS AND PRIVILEGES

Anyone whose membership has been terminated shall forfeit all privileges as members of this congregation, including voting rights.

1.4.3 REINSTATEMENT

Terminated members might be reinstated according to section 1.1.3 of the Standing Rules.

2 VOTERS' MEETINGS

Voters' meetings are provided for by Article 6 of the Bylaws.

2.1 Meeting Requirements

For each meeting, the following are required:

2.1.1 Announcement

Every legal meeting of the Voters' Assembly shall be announced (orally or in the bulletin), as stated in the Constitution (Article VIII). Voters' Meeting packets may be made available in advance of the meeting.

2.1.2 Quorum

When a meeting has been properly announced, the voting members present at the meeting shall constitute the quorum. With reference to Article VIII of the Constitution, Bylaw 1.A.3, and this provision of Standing Rule 2.1.2, the annual or a special Voters' meeting may be held completely virtually, if the Council deems such a completely-virtual meeting necessary for the operation of the congregation, if/when the government has prohibited in-person meetings or under some other equally extreme circumstance (confer the limitations in standing Rule 4.3.2.2

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below). In such a completely-virtually Voters' meeting, appropriate steps should be taken to verify who is voting, for example, by the use of roll-call votes, with each voter's ideally being visible on the screen when verbally voting.

2.1.3 Parliamentary Authority

In all questions not covered by the Constitution and Bylaws of this congregation or these Standing Rules, the rules contained in the current edition of Robert's Rules of Order shall be applied in Christian Love.

2.2 Voters' Meetings

Annual meetings of the Voters' Assembly of this congregation shall be held in October or November, and needs to take into consideration holidays, hunting seasons, and Council meetings.

2.2.1 Agenda

The order of business at the annual Voters' Meeting is defined below. The order of business for special meetings may be customized to suit their purpose.

- Call to order
- Opening prayer/devotion
- Reception of new voting members
- Approval of minutes
- Pastor's Report
- Financial Reports
- Board of Elders Report
- Program-Area Coordinators' Reports
- Other Reports
- Unfinished Business
- New Business
 - Approval of annual budget
 - Election of officers
 - Consideration of review of Standing Rules
- Adjournment
- Closing devotion/prayer

2.3 Special Meetings

Special meetings of the Voters' Assembly may be called by the Pastor, the President, the Board of Elders, or the Church Council (under the aegis of the president). Business at special meetings shall be limited to the announced purpose. (As stated in 1.3.2.3 of the Standing Rules, all qualified prospective voting members shall be proposed for acceptance at the beginning of any Voters' Meeting and may be approved by a simple majority vote.)

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3 CALLING AND COMMISSIONING PROCESS FOR CHURCH WORKERS

The right to call and commission church workers is established in Article VI of the Constitution and further defined in Section II of the Bylaws.

3.1 Ordained Workers

In the event of a present or impending pastoral vacancy, the process of calling a new pastor shall be performed according to the practice established by the Lutheran Church-Missouri Synod, such as described in the paper *The Theology and Practice of the Divine Call, a Report of the Commission on Theology and Church Relations* published in February 2003.

3.1.1 Vacancy Pastor

A vacancy pastor provides pastoral services until a new pastor is installed.

The Board of Elders shall have the authority to arrange for a vacancy pastor in consultation with the Circuit Visitor and/or District President.

3.1.2 Call Committee

In the event of a pastoral vacancy, the Board of Elders shall immediately arrange for a Special Voters' Meeting to select a Call Committee.

At the special meeting of the Voters' Assembly, a Call Committee shall be selected from among the voting members, including at least the congregational President and one member of the Board of Elders. The current Circuit Visitor or District President shall serve as an advisory member. Approval of the Call Committee shall only require a simple majority vote.

3.1.3 The Call List

The Call Committee shall gather a "Call List" of qualified candidates to be considered as Pastor of the congregation. Names of candidates may come from different sources, including LCMS Texas District officials, the Synodical Board of Assignments, and members of the congregation.

The approval of the Call List shall be carried out at a special meeting of the Voters' Assembly, referred to as the "Call Meeting". At the Call Meeting, the Call Committee shall present the names that have been received, along with the qualifications of each candidate, for inclusion in the Call List. Any voting member is entitled to make additional suggestions from the floor. The Voters' Assembly shall decide the names that are to be included, and approval of the final Call List shall only require a simple majority vote.

3.1.4 Examination

The Call Committee shall arrange for suitable examination of all candidates on the Call List who are willing to consider a call, and shall, as a result of this examination, prepare its recommendations of candidates and distribute the same to the voting members.

3.1.5 Election

Subsequent to the distribution of the Call Committee's recommendations to the voting members, there shall be another special meeting of the Voters' Assembly, referred to as the

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“Election Meeting”, for the election of the candidate to be called. The election shall be from the Call List. The election shall be determined by ballot vote only (not by voice vote). A two-thirds majority of all ballots cast shall be the minimum required to elect a candidate, but the Call Committee, if possible, shall strive to achieve unanimity in the final election vote.

Should the Voters’ Assembly decide to call a candidate from a seminary of the Synod, the Synodical Board of Assignments shall be requested to appoint the person and thereby extend the call.

3.1.6 Extending a Call

The Call Committee shall extend the call to the elected candidate and shall monitor the progress of acceptance or rejection of the call.

3.1.6.1 Acceptance

In the event the candidate accepts the call, the Call Committee shall be responsible for arranging and organizing the candidate’s move and installation.

3.1.6.2 Rejection

In the event the candidate rejects the call, the Call Committee shall reopen and resume the calling process at an appropriate stage.

3.2 Commissioned Workers

Should the congregation decide to commission a worker, a process similar to that above shall be adopted at the appropriate time.

4 OFFICERS, BOARD OF ELDERS, AND CHURCH COUNCIL

The governance structure is established in Article IX of the Constitution and shall be in accordance with Article 3 of the Bylaws, as follows:

4.1 Officers

The congregation shall elect the following officers from its active voting membership: President, Vice-President, Recording Secretary, Treasurer, and Financial Secretary.

The office of President and Vice-President shall be filled by male members of the congregation who are at least twenty-one (21) years of age.

The Voters’ Assembly may establish other officers, as deemed necessary from time to time to carry out the congregation’s purposes.

4.2 Board of Elders

The congregation shall establish a Board of Elders. The office of Elder shall be filled by male members of the congregation who are at least twenty-one (21) years of age.

The Board of Elders shall consist of at least three (3) men, elected for a two (2) year term, with no limit

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on consecutive terms. The term of office of each Elder shall be staggered so that approximately one-half of the Elders are elected each year. The Board shall elect its own chairman and may elect a secretary. In addition to the responsibilities listed for Elders in the Bylaws (Article IV, Section A), the Board of Elders shall do the following:

- Divide the membership list of the congregation among themselves so they each may have an appropriate share of members to watch over, to encourage members to attend church regularly and lead lives pleasing to their Savior, to visit those members while sick, report such to the pastor for visitation and to do whatever can be done to encourage these members in the practice of their Christian faith.
- Make every effort to encourage members who have been negligent in their attendance at services, in the use of the Sacraments, to mend their ways, and fully enjoy the privileges of their membership.
- Consider concerns regarding members of the congregation that cannot otherwise be reconciled, in accordance with Matthew 18:15-18.
- Regularly ascertain that accurate records of births, deaths, and other vital statistics are kept and preserved, along with any material of an historical nature.
- Be an example of Christian conduct and conversation.

4.3 Church Council

The Church Council is the governance body responsible for the congregation's secular responsibilities and obligations. It shall regularly consider whether Special Voters' Assembly meetings need to be held.

The Church Council shall consist of the Officers, the Chairman of the Board of Elders (or his designee for a particular meeting), and the Program-Area Coordinators. (As indicated in Standing Rule 4.3.2, the Pastor is a non-voting ex-officio member.)

4.3.1 Program-Area Coordinators

A Program-Area coordinator is an elected member of the Church Council, responsible for the proper function of a specific area of the congregation's program.

The specific Program-Area Coordinator positions shall be established by the Voters' Assembly and shall include sufficient specialties to properly fulfill the mission of the congregation.

Program-Area Coordinator positions may include the Facilities Coordinator, Christian Education Coordinator, Outreach Coordinator, and Inreach Coordinator, with duties as specified below. As circumstances warrant, the Voters' Assembly may reduce or increase the number of Program-Area Coordinators and simultaneously consolidate or divide their responsibilities.

4.3.1.1 Facilities Coordinator

The Facilities Coordinator will be in charge of the physical structures and care of the buildings, including but not limited to the following:

- Care for the property of the congregation as a sacred, legal, and equitable trust.
- Concern him/herself about and, from time to time, report to the Church Council and Voters' Assembly on all matters relating to the congregation's property,

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including insurance.

- See that the facility is kept in good repair and appearance in keeping with the budget.
- In the case of emergency repairs of an unbudgeted nature, the Facilities Coordinator shall be authorized to spend up to \$500 immediately and, if necessary, to seek further expense authorization from a majority of the elected officers (having made reasonable effort to obtain the Treasurer's counsel and consent), until such time as a special Council Meeting and/or Voters' Meeting can be called to formalize the expenditure.

4.3.1.2 Christian Education Coordinator

The Christian Education Coordinator, in conjunction with the Pastor, is responsible for all educational programs of the congregation, including but not limited to the following:

- The Sunday School and all its activities, including, but not limited to, Rally Day, Vacation Bible School, and the Easter Egg Hunt.
- The development of congregation's Bible Class/Study program.
- Encouraging all facets of the congregation to increase their effectiveness as agents of Christian education.
- Ensuring that the congregation sponsors an adequate program of youth activity.
- Promoting and supervising other educational agents within the congregation.
- Choosing members to staff the Sunday School.

4.3.1.3 Outreach Coordinator

The Outreach Coordinator is responsible for any mission and outreach that is done outside of our congregation, including but not limited to the following:

- Recommending to the congregation how to distribute a portion of its offerings to the church at large.
- Seasonal events to host for the community. (Examples include spring cleaning garage sale, summer ice cream social, fall Oktoberfest, Christmas Nativity scene, etc.).
- Coordinating with area colleges to attend their church fairs.
- Coordinating and Participating in the Annual Kilgore Christmas Parade.
- Creating and maintaining the congregation's social media presence on platforms the congregation decides to use.

4.3.1.4 Inreach Coordinator.

The Inreach Coordinator is responsible for all activities directed more towards the congregation, including but not limited to the following:

- Encouraging members of the congregation to give to the church as God has blessed them.
- Coordinating and planning social gatherings (such as "The 15-2 Folk",

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Fifth-Sunday Meals, and Midweek Advent/Lenten Soup/Salad Suppers).

- Coordinating the mailing of greeting cards sent to members of the congregation on appropriate occasions.
- Coordinating and planning the Church Christmas Party.
- Coordinating and planning the annual Church Picnic (which traditionally has honored that year's high school graduate[s]).
- Coordinating and planning meals after funerals for congregational members.
- Acting as the Council liaison with Pilgrim's Mary Martha Society, which may host events such as bridal/baby shower for congregational members.

4.3.2 Council Meetings

The Church Council shall do the following:

- Meet at least quarterly to attend to business of the congregation, under the supervision and direction of the Voters' Assembly
- Review, discuss, and amend (if necessary) drafts of required regular reports in preparation for their presentation at the annual Voters' Assembly meeting
- Discuss and approve/deny proposed projects, events, etc. with reference to and guidance from the budget approved by the Voters' Assembly
- Follow regular parliamentary procedure with a simple majority of its voting members required to establish a quorum
 - The President votes only in the event of a tie.
 - The Pastor has no vote.
- Publish a detailed report that will be available to all congregational members at the conclusion of Council meetings
- In keeping with the By-Laws (Article III, Sections A & B), the President or Vice-President normally shall preside at all meetings of the Voter's Assembly and Church Council. If neither is available, the Chairman of the Board of Elders shall preside.

4.3.2.1 Calling Special Meetings

Special meetings of the Church Council may be called whenever the Pastor, President, or a majority of the Council members deems necessary. Announcement of Special Council Meetings should be given as with Voters' Meetings (see Standing Rule 2.1.1 above), two weeks public notice of Special Council Meetings.

4.3.2.2 Meetings Open to Congregation

Any member of the congregation may attend a Council meeting but shall have no voting rights in the Council meeting. Because Council Meetings are open to the congregation, only matters initially discussed in an open meeting that have not yet received a final vote may be voted on at a later time by the Council members electronically (for example, by email), with no further discussion, other than a short briefing on the matter. Such Council electronic voting is limited to issues previously discussed.

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Council Members may as needed, be present and participate, including by voting, in an open Meeting via electronic means (for example, Zoom or Jitsi). They should request such accommodation of the President at least 24 hours in advance of the Meeting in question and only as necessary due to travel away from the area for work or other serious circumstances (including compliance with government restrictions on face-to-face/in-person interactions over health concerns). Such accommodation is at the discretion of the President and subject to the limitation of available technologies, people to operate them, any difficulties that may arise, and the Council Member's attention to the Meeting and not distracting from it. Under extreme circumstances, whole Council Meetings could take place electronically, provided reasonable efforts were made to make the meeting open to and thereby include members of the congregation, in keeping with the title and initial provision of this Standing Rule.

4.4 Signing Authority

In terms of signing authority and expenditures, Bylaw III.A, regarding the President's signing documents with the authority of the congregation, should not be understood as limiting signing-authority to the President alone. For example, Bylaw III.B, regarding the Vice President's performing the duties of the President in his absence, disability, or at his request or direction, can include the Vice President's signing documents with authority of the congregation under those circumstances. Similarly, Bylaw III.D, regarding the Treasurer's making monetary disbursements with the authority of the congregation, implicitly includes the Treasurer's having signing-authority on financial accounts, which signing-authority on financial accounts usually also includes the President. Furthermore, other officers, members of the Church Council (such as the Program-Area Coordinators), the Pastor, and the like, have authority to incur expenses in the execution of their routine responsibilities, subject to the parameters of the budget and submission for reimbursement under protocols in use at the time. (As described in Article VII of the Constitution, only the Voters' Assembly can incur debt.)

When an outside entity requires specific multiple signatures (for example, the Synod's requesting that a form be signed by the President and Recording Secretary), the designated individual(s) is (are) authorized to sign in addition to the President. And, if the additional officer(s) is (are) not specified, the President's signature should be accompanied, if possible, by as many others' signatures as needed of the following, with the following order used in Bylaw III to be preferred: Vice President, Recording Secretary, Treasurer, Financial Secretary.

(While congregations, including Pilgrim Under its previous Constitution and Bylaws, traditionally have had a Board of Trustees whose members serve "as the legal representative of the congregation, at its direction and represent the congregation in all legal and business transactions in which the congregation, as property owner, may be required to act upon and perform, or as the Voters' Assembly may resolve, and shall sign all necessary documents and papers involved in such transactions", Pilgrim's current Constitution, Bylaws, and Standing Rules replaced the Board of Trustees conceptually with the Facilities' Coordinator and the Church Council as a "Committee of the Whole" and gave the primary legal signing-authority to the President, as noted above.)

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5 AMENDMENTS TO THESE STANDING RULES

These Standing Rules may be amended by a properly-convened Voters' Meeting in the following manner:

- Proposed changes to the Standing Rules shall normally be initiated and developed by the Church Council. Any voter may propose such changes to the Council for inclusion on the agenda of a special meeting or may bring it up under New Business during the Annual Meeting.
- For adoption in a special meeting, all proposed amendments shall be submitted to the Voters in their packet at least two weeks before the meeting.
- Any change to the Standing Rules must be approved by a two-thirds majority of the Voters' Assembly to take effect.