

CALVARY EVANGELICAL LUTHERAN CHURCH CONGREGATION

Proposed Changes Version 2 as of 5/20/2025

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). That Christ's mission for His church might be carried out according to His will, He has commanded that Christians unite in worship (Hebrews 10:24-25), practice fellowship with one another (Acts 1:8, Matthew 28:18-20), and serve the needs of all men in Christian love (Ephesians 4:7-16, Mark 10:24-44, John 13:35, Galatians 6:10). Since Christians are also to administer the Office of the Keys as His church (John 20:21-23, Matthew 18:15-20), and to maintain decency and order (I Corinthians 14:40) in the church:

Therefore, we, a number of Lutheran Christians living in and near Indianapolis, accept and subscribe to the fellowship to the following Constitution and Bylaws, in accordance with which all spiritual and material affairs of our congregation shall be governed.

Article 1: NAME

The name of this congregation ~~shall be~~ is: Calvary Evangelical Lutheran Congregation, Inc.

Article 2: DECLARATION OF CREED

This congregation as a body, and all its members as individuals, accepts without reservation:

- A. The Canonical Books of the Old and New Testaments as the verbally inspired and revealed Word of God, and the only rule and norm of faith and practice.
- B. All the Symbolical Books of the Evangelical Lutheran Church as the true and unadulterated statement and exposition of the Word of God, to wit:
 1. The Apostles' Creed
 2. The Nicene Creed
 3. The Athanasian Creed
 4. The Unaltered Augsburg Confession
 5. The Apology of the Unaltered Augsburg Confession
 6. The Smalcald Articles
 7. The Large Catechism of Luther
 8. The Small Catechism of Luther
 9. The Formula of Concord

Article 3: 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 set forth in Article 2.

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 4: MEMBERSHIP

A. Baptized Members

Baptized membership in this congregation is held by all those who are baptized in the name of the Triune God: with water and the Holy Spirit who are under the pastoral care of this congregation.

B. Communicant Members

Communicant membership in this congregation may be held only by those who:

1. Are baptized in the name of the Triune God.
2. Have declared their acceptance of the confessions of this congregation as contained in Article 2 of this Constitution.
3. Have been accepted into communicant membership in accordance with the Bylaws of this congregation and shall remain faithful to the responsibilities of membership as contained in these Bylaws.
4. Do not live in manifest works of the flesh (Galatians 5:19-21), but lead a Christian life.
5. Are not members of a secret society or of any other organization conflicting with the Word of God and the conduct of a Christian (2 Corinthians 6:14-18).
6. The membership, and membership privileges, of each communicant member shall remain in force so long as each member shall maintain his or her eligibility according to the above five (5) points of this article and shall meet the requirements stated or implied in the disciplinary or other provisions, of the Bylaws. A member who voluntarily severs his or her connection with this congregation, or who has been excommunicated or excludes himself or herself according to the provisions of the Bylaws, shall be deemed to have terminated his or her membership in this congregation along with all rights and privileges of such membership.

Article 5: ORGANIZATION

A. Voting Membership

This congregation shall be represented by, and administer all its affairs through, its Voting Membership and elected Officers and Parish Council as hereinafter set forth.

Only communicant members, who have qualified according to the membership provisions of the Bylaws, if any, shall be voting members of this congregation.

B. Officers of the Congregation

The officers of the congregation shall consist of the Executive Director, the Assistant Executive Directors~~-(2)~~, the Secretary and the Treasurer, elected from among the Voting Membership in accordance with the Bylaws of the congregation.

The Executive Director of the congregation, and the Assistant Executive Directors shall have a voice on all administrative-missional ministries, but the right to vote shall be limited to such ministries on which they hold membership. This voice does not carry to the Spiritual Life Ministry Team with respect to Pastoral oversight or administration of the same.

The Pastor(s) of the congregation shall be a non-voting member of all Ministries and their associated committees, and may attend any or all meetings related to congregational activity of any kind.

C. Executive Council

The Executive Council shall consist of the Executive Director, the Assistant Executive Directors, the Secretary, the Treasurer, and an at-large member. The Pastor(s), the Principal of the Christian school and other executive church staff shall be non-voting members of the Executive Council.

DC. Parish Council

The Parish Council shall consist of the Executive Director, the Assistant Executive Directors, the Secretary, the Treasurer, an at-large member, and the directors of the administrative-missional ministries listed in the Bylaws. The Pastor(s), the Principal of the Christian school and -other called church ministry staff shall be non-voting members of the Parish Council.

DE. Rights and Powers of the Voting Membership

This congregation, subject to the limiting provisions and regulations of this Constitution and its associated Bylaws, 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-missional~~ ministry, along with the Executive Council and the Parish Council, shall be responsible for the performance of such duties as the Bylaws specify, and for such additional duties as the Voting Membership may delegate to them by special resolution. Such specially delegated rights and powers, both of officers and ~~administrative-missional~~ ministries, shall be subject to revision or complete withdrawal by the Voting Membership at its discretion.

The following duties and responsibilities are specifically reserved for the ultimate approval of the Voting Membership:

- a. Issuing or revoking divine calls to pastors, teachers and a principal;
- b. Purchase or sale of real estate;
- c. Budget approval;
- d. Election or removal of officers and directors;
- e. Amendment of the Constitution and Bylaws;
- f. Distribution of principal from the endowment fund; and
- g. Dissolution of the congregation.

Article 6: PASTORS, TEACHERS AND OTHER CALLED AND/OR COMMISSIONED WORKERS

- A. The Pastoral Office in this congregation as well as that of a called teacher or principal in the Christian school or other called or commissioned workers shall be conferred only upon ministers, teachers, and candidates who profess and adhere to the confessional standard set forth in Article 2 of this Constitution and are well qualified for their work. Pastors, workers, teachers and the principal shall, in the call extended to them, and accepted by them, be pledged to this confessional standard.
- B. Teachers, a principal and other workers employed by contract for the Christian School or the congregation shall be well qualified for their work and at the time of their induction into office in this congregation shall be pledged to the confessional standard set forth in Article 2 of this Constitution.

Article 7: COMMITTEES AND ORGANIZATIONS

Permanent Committees and Organizations may be organized within the congregation only with the expressed approval of the Voting Membership, and all such committees and organizations shall be under the supervision of the Pastor(s) and the appropriate ~~administrative-missional~~ ministry under whose jurisdiction they function. Only communicant members of this congregation shall be President and Treasurer of such committees and organizations. Any decisions, enactment or performance of or by committees and organizations shall be invalid if they conflict with this Constitution and its associated Bylaws. The Pastor(s), by virtue of his office, shall be the advisor for such committees and organizations within the congregation. Nothing herein shall restrict the Executive Council's or the Parish Council's ability to establish working committees, task forces, project teams or other groups to carry out functions properly delegated to it and the ~~administrative-missional~~ ministries by these Constitution and Bylaws.

Article 8: PROPERTY RIGHTS

- A. This corporate body may receive, acquire, hold title to, and manage such real estate and other property as it may need to accomplish said purpose and may sell or dispose of such real estate and other property or any part thereof, and this corporate body shall have all the rights and powers that are granted by the laws of the State of Indiana to non-profit corporations.
- B. In case of dissension and division within the congregation, the Voting Membership shall seek the advice and assistance of the Lutheran Church - Missouri Synod. If ~~then~~ a separation cannot be avoided, the property of the congregation and all benefits therewith connected shall remain with those members who continue to adhere to the confessions contained in the Declaration of Creed, Article 2 above, ~~and who retain membership in the Lutheran Church - Missouri Synod.~~
- C. Should dissolution of this congregation ~~ever~~ become necessary, all property - personal and real - tangible and intangible - shall be transferred to the Indiana District of the Lutheran Church - Missouri Synod, or its successor, after all indebtedness has been satisfied.

Article 9: VALIDITY OF RESOLUTIONS

All congregation matters submitted to the Voting Membership shall be decided by a simple majority vote of the voting members present at a properly convened meeting of the Voting Membership; except amendments to the Article of Incorporation, the erection of buildings, the purchase or sale of property, shall require two-thirds (2/3) majority of those present at a properly convened meeting of the Voting Membership; and except as otherwise provided in this Constitution and its associated Bylaws for dealing with certain situations or matters therein specifically mentioned and defined.

Article 10: AMENDMENTS OF THE CONSTITUTION

A. This Constitution may be changed or amended, with the exception of 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 wording of the amendments proposed shall be announced and available to the Voting Membership for their advance appraisal prior to the meeting for worship services for two (2) weeks prior to the meeting at which the amendment is presented for action. A copy of the approved amended Constitution and By-Laws will be presented to the Indiana District President of the Lutheran Church-Missouri Synod.

B. Article 2 is hereby made unalterable and irrevocable.

CALVARY EVANGELICAL LUTHERAN CHURCH CONGREGATION BY-LAWS

Article 1: COMMUNICANT MEMBERSHIP

Section 1. Application for Membership - Procedure

Applicants for communicant membership in this congregation shall consult the Pastor(s), who, in conjunction with the Spiritual Care-Life Ministry, shall determine whether such applicants are eligible for membership in accordance with Article 4 of the Constitution. All applicants, regardless of religious background, shall be required to attend a course of instruction, and to make professions of their faith either before the congregation or, at the Pastor's discretion, before witnesses who are members of the Spiritual Care-Life Ministry, before being received as members.

Applicants from other congregations of the Lutheran Church - Missouri Synod shall submit a letter for transfer from their former congregation and attend a course of instruction at the direction of the Pastor(s) to establish their eligibility for membership. In the case of applicants whose previous membership in a Lutheran congregation has lapsed, the Pastor(s) may, with the consent of the Spiritual Care-Life 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 (2) preceding paragraphs, their admission as communicant members shall be recommended by the Pastor(s) to the Spiritual Care-Life Ministry which shall have the authority to act on such applications ~~in~~on 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 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. Regular attendance at worship service is expected and required.

Live a morally decent life before God and men, abstaining from open works of the flesh (Galatians 5:19-21), and so conducting themselves at all times 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 this congregation.

Contribute toward the maintenance of the congregation and the extension of the Kingdom of God at home and abroad to the limit of their financial ability.

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

Article 2: VOTING MEMBERSHIP

Section 1. Eligibility

All communicant members of this congregation who are eighteen (18) years of age or over shall be Voting Members. The congregation may adopt rules and regulations for continued Voting Membership as recommended by the ~~Spiritual Care~~Spiritual Life Ministry.

Section 2. Privileges and Duties of Voting Members

It shall be the privilege and duty of a voting member of this congregation to:

Conscientiously and prayerfully exercise his or her right of suffrage in all measures that will advance the work of Christ's Kingdom both locally and in the church-at-large.

Willingly serve in any office or capacity for which his or her talents and abilities equip him or her.

Faithfully attend all meetings of the Voting Membership.

Assist with wholehearted diligence in administering the temporal and spiritual affairs of the congregation.

Article 3: DISCIPLINE IN THE CONGREGATION —~~(amended April 2011 and Sept 2024)~~

All discipline in this congregation shall be administered in accordance with the order of discipline laid down in Matthew 18:15-20 and other related New Testament passages. The following procedure shall be followed under the direction of the Pastor(s) and the ~~Spiritual Care~~Spiritual Life Ministry.

Section 1. Communicant Membership - Termination

A. Transfers. A member desiring transfer to another congregation of the Lutheran Church- Missouri Synod shall apply to the Pastor(s). Upon approval by the Pastor(s) and the ~~Spiritual Care~~Spiritual Life Ministry, a letter of transfer shall be issued by the Pastor(s). ~~The Spiritual Care Ministry shall report all transfers from the congregation via church publications and to the Voting Membership at meetings of that body.~~

B. Joining Other Churches. When communicant members of this congregation have joined a congregation other than a Lutheran Church-Missouri Synod congregation, they shall, upon the decision of the Pastor(s) and the ~~Spiritual Care~~Spiritual Life 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 twenty-six (26) weeks shall, upon the decision of the Pastor(s) and the ~~Spiritual Care~~Spiritual Life Ministry, be removed from the membership list of the congregation and placed in a file designated "Whereabouts Unknown", and shall be considered as terminated.

D. Self-Exclusion.

The Pastor(s) and ~~Spiritual Care~~Spiritual Life Ministry shall maintain and carry out a structured, written policy and procedure for following up with inactive members who have been absent from worship for a prolonged period. This procedure shall be reviewed and updated on a regular basis ensuring an effective and efficient means of evangelically engaging inactive members. While the goal is to restore inactive members to active participation in the life of the congregation, this policy shall provide guidelines for termination of membership due to self-exclusion.

Such self-exclusion releases the individual from all responsibilities to this congregation, but it also excludes the member from the privileges of church membership. A PERSON WHO HAS BEEN REMOVED DUE TO SELF-EXCLUSION, HOWEVER, WILL AT ALL TIMES BE CORDIALLY WELCOME TO ATTEND ALL WORSHIP OPPORTUNITIES IN OUR CHURCH.

E. Excommunication.

Excommunication is to be applied to any member who conducts himself or herself in an unchristian manner; i.e., to one who openly adheres to false doctrine, gives evidence of immoral and offensive life, or willfully despises the preaching of the Gospel and the Lord's Supper. The pastor(s) Spiritual Care Ministry shall administer church discipline on behalf of the congregation in communication with the Spiritual Life Ministry.

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(s) ~~and the Spiritual Care Ministry.~~

F. Notice to Voting Membership. Acts of discipline and restoration shall be made known to all communicant members by whatever method the Pastor(s) and the ~~Spiritual Care~~ Spiritual Life Ministry deem most suitable. ~~All terminations shall be reported by the Spiritual Care Ministry at a meeting of the Voting Membership.~~

Section 2. Provisions Pertaining to Voting Membership

Continued Voting Membership is subject to rules and regulations adopted by the congregation. Any lapsed voting member may be reinstated by following the eligibility requirements outlined in Section 1 of Article 2 of the Bylaws and other rules and regulations as adopted by the congregation.

Section 3. Provisions Pertaining to Church Officers and Directors

Any officer or director of the congregation who neglects the duties of his or her office may be ~~deposed~~ removed by a two-thirds (2/3) majority of the voting members present in a meeting of the Voting Membership. The ~~Spiritual Care~~ Spiritual Life Ministry shall initiate such disciplinary action. A vacancy in any elected office other than the Executive Director or Assistant Executive Director positions may be filled on an interim basis by appointment by the Executive Director subject to ratification by the Parish-Executive Council. Vacancies in the Executive Director or Assistant Executive Director positions must be filled through recommendations of the Nominating Committee. When an office becomes vacant, whether filled on an interim basis by the Executive Director or not, the successor shall be elected by the Voting Membership at the next meeting.

Section 4. Provisions Pertaining to Pastors, Called Teachers and a Principal

Sufficient grounds for deposing a pastor or other duly called worker shall be persistent adherence to false doctrine, scandalous life, and willful neglect of official duties or evident and protracted incapacity or unwillingness to perform the function of the sacred office or other duties properly assigned by the supervising Ministry. Charges on any of these counts against a pastor shall be carefully investigated by the ~~Spiritual Care~~ Spiritual Life Ministry or, in the case of a teacher or principal, by the ~~Spiritual Care~~ Spiritual Life Ministry in concert with the Christian School Ministry. Charges against other called workers shall be initially investigated by the supervising ministry. Should such charges be substantiated by clear evidence, the individual involved shall first be given an opportunity to resign his or her position. Such opportunity having been given and declined, the above-mentioned Ministry or Ministries shall, after proper consultation with the appropriate officers of the Indiana District, notify the Voting Membership of the situation, and shall submit the matter for action at a special meeting of that body. A three-fourth (3/4) majority vote of the voting members present, shall be required to ~~depose-remove~~ a pastor or other called worker.

Should the occasion to ~~depose-remove~~ a pastor or other called worker ever arise, the intended deposition shall be announced by the ~~Spiritual Care~~ Spiritual Life Ministry at regular divine services for two (2) weeks preceding the meeting of the Voting Members called for that purpose.

Article 4: MEETINGS OF THE CONGREGATION

Section 1. Regular Meetings

A regular meeting of the Voting Membership shall be held ~~once during each calendar year~~ annually in late spring or early summer ~~no later than June 10, unless extraordinary events prevail to preclude such a meeting. In that event, the Executive Council shall, with the advice of the Senior Pastor, establish a date as immediate as possible following June 10.~~ The date and time of such meeting shall be set by the Parish Executive Council. The meeting shall deal with those items as set forth in Article 7, Section 2 following.

All communicant members of the congregation may attend the regular ~~meeting~~ or any special meeting of the Voting Membership and may submit recommendations and participate in discussion of any given item of business before the Voting Membership.

Every meeting of the Voting Membership and the agenda thereof shall be announced at worship services for two (2) weeks preceding the date of the meeting. Matters not included in the agenda shall not be eligible to be voted on by the Voting Membership, unless accepted as an additional item of business by a two thirds (2/3) majority of those present and voting.

Meetings, as envisioned here, are physical gatherings within the Calvary facilities. However, nothing herein shall preclude the Parish-Executive Council from making other arrangements, such as ~~use~~ voting by absentee ballot or special arrangements for electronic participation in a meeting or a vote when the Parish Executive Council is satisfied that relevant issues, such as assuring availability for all eligible members, security, identity and confidentiality, can be adequately addressed.

Section 2. Special Meetings

Special meetings of the Voting Membership may be called by the Executive or Parish Council, the Pastor(s), the ~~Spiritual Care~~ Spiritual Life Ministry or the Christian School Ministry. Notice of the date and time of such a meeting, and of the nature of the business to be transacted, shall be published given at worship services preceding the date of the meeting by at least two (2) weeks.

Section 3. Order of Business at Regular Meetings

Regular meetings of the Voting Membership shall generally proceed as follows:

1. Scripture reading and/or prayer.
2. Voting Membership report.
3. Minutes of previous meeting(s), including special meetings.
4. Unfinished business.
5. Treasurer's reports.
6. Reports from committees of the Voting Membership.
7. Reports of Administrative-Missional Ministries.
8. New business.
9. State of the Parish reports.
10. Adjournment with prayer.

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

In general, for purposes of order, Robert's Rules of Order, Revised, shall prevail.

Section 4. Restriction Pertaining to Meetings of the Voting Membership

Five percent (5%) of the communicant membership age eighteen (18) years and over ~~shall constitute~~ a quorum at a meeting of the Voting Membership. Limited ballot voting by non-attendees may be permitted only by authority of the Parish-Executive Council (shut-ins, etc.) to specific members in advance of any meeting requiring a vote.

In the event of a tie vote, the Executive Director shall cast the deciding ballot.

There shall be no voting by proxy.

Article 5: THE OFFICE OF PASTOR, CALLED TEACHER AND PRINCIPAL

Section 1. Procedure for Securing a Pastor, Teacher or Principal from the Field

After consultation by the ~~Spiritual Care~~Spiritual Life Ministry with the President of the Indiana District or his representative, candidates for pastorate shall be proposed at the next regular meeting of the Voting Membership or at a special meeting called for that purpose. In the case of a teacher or principal, the Christian School Ministry shall consult with the appropriate District representative and shall present a list of candidates in the same manner as described above. In either case, additional candidates may be proposed by any voting member at the meeting called to discuss the candidates. The Voting Membership shall then adopt a list of candidates. At that meeting, or at a subsequent regular or special meeting of the Voting Membership, the Voting Membership shall elect one (1) of the proposed candidates by ballot or simple majority. It shall be the duty of the Executive Director to deliver notice of his or her election to the candidate in whatever manner the Voting Membership shall deem advisable.

Section 2. Procedure for Securing a Teacher from a Synodical Graduating Class

The Christian School Ministry shall obtain approval from the Parish Council to extend a call to a graduate. The call committee shall then consult with the Placement Directors of the appropriate Synodical Schools and develop a list of candidates. The call committee shall then select a graduate for a designated call and report their selection to the Voting Membership. The Voting Membership shall confirm or reject the call by ballot or simple majority. It shall be the duty of the Executive Director to deliver notice of his or her election to the candidate in whatever manner the Voting Membership shall deem advisable.

Section 3. Procedure for Hiring a Contract Teacher or Principal.

A contract teacher or principal is one who is not a graduate of Synodical School of the Lutheran Church - Missouri Synod, is a part-time teacher or is not a member of this congregation. Negotiations for a contract teacher or principal (new or renewal) shall be delegated to the Christian School Ministry and such negotiations and terms agreed to shall be confirmed by the Parish Executive Council.

Section 4. 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 on behalf of all. The Pastoral Office, which is held only by those properly ordained as ministers in the Lutheran Church-Missouri Synod, 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 office.

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:

1. To administer the sacraments in accordance with their divine institution;
2. 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 to admonish indifferent and erring members;
3. To spiritually guard the welfare of the younger members of the congregation and adults during their preparations for acceptance of Holy Communion;
4. To guide the congregation in applying the divinely ordained discipline of the church;
5. To provide spiritual leadership and oversight in the educational agencies and the various adult and youth organizations within the congregation;
6. 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(s) shall have the authority and responsibility for supervising the musical portion of all worship services in conjunction with the ~~Spiritual Care~~Spiritual Life Ministry. Members of the congregation are obligated to accord the Pastor(s) 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 congregation.

Section 5. The Office of Called Teacher or Principal.

The office of a called teacher or principal is the authority conferred upon a teacher or principal by God, through a call of the congregation, to perform the duties of his or her office in all its parts according to the Word of God and the needs of the congregation.

Upon being installed, a called teacher or principal is authorized and obligated to instruct and train the children under his or her care diligently and faithfully in the Word of God as contained in the canonical books of the Old and New Testaments and confessed in the Confessional Writings of the Lutheran Church, and found in the Book of Concord of 1580, and to base such instruction on the Small Catechism of Dr. Martin Luther; to accord them also a thorough Christian Education in branches of learning prescribed by a course of study adopted or approved by the congregation; to maintain Christian discipline in the school and to this end employ such means as are in accord with Holy Scripture and within the bounds of Christian reason and justice.

To serve the congregation as an example of Christian conduct, to endeavor earnestly to live in brotherly unity with his or her pastor(s), principal, and the Christian School Ministry, and, by the grace of God, to do everything possible within the sphere of his or her calling toward the promotion of the school and for the general advancement of the Kingdom of Christ, both locally and generally.

To perform such other offices as are in the interest of Christian Education and to the welfare of church and school and as have been mutually agreed upon, as the circumstances of the congregation may require and as time and ability may permit.

The following duties are assigned to the Principal:

1. The Principal shall work with the Director of Christian School Ministry to plan representation of the school as necessary and endeavor to work for the efficiency of the entire school.
2. Exercise the office in a climate of brotherly unity, and serve as educational leader of the school.
3. Lead all colleagues in zeal for and devotion to the school and its improvement as an education agency and a Christian institution.
4. The Principal shall keep the Pastor(s) fully informed as to school activities and problems, counsel with the Pastor(s) and strive to manage and lead the school in accordance with the Pastors' spiritual advice based on the Word of God.
5. The Principal shall serve as executive advisor to the Christian School Ministry and primary support enabling them to fulfill their duties.
6. Report at regular meetings of the congregation, as directed by the Director of the Christian School Ministry.
7. Endeavor to advance professionally.
8. Prepare and administer the school budget in cooperation with the staff and the Christian School Ministry.

Members of the congregation are obligated to receive teachers and the Principal as servants of the Word, to honor and love them as such, to keep our children in true Christian submission to their rule and training, and to support their work among us with diligent, faithful assistance and prayer, to render their discharge of duties pleasant by a peaceable conduct and in every other possible way, to encourage them by word

and deed, to aid them in the maintenance of Christian discipline in school, and in love and respect and to provide for their maintenance according to the ability of the congregation.

Article 6: ELECTION OF OFFICERS AND ADMINISTRATIVE-MISSIONAL MINISTRIES

Section 1. Nomination Procedure

The Parish-Executive Council shall select at least three (3) qualified voting members who, together with the Pastor(s), shall serve as the Nominating Committee. Voting members may submit names of possible candidates for office to the Nominating Committee.

The Nominating Committee shall prepare a list of candidates ~~drawn from among~~ communicant members of the congregation who are eighteen (18) years of age or over, either male or female, and from names submitted by the Voting members of the congregation. This list shall then be made available to communicant members of the congregation at least four (4) weeks before the date of the annual meeting. Only male candidates ~~shall beare~~ eligible for membership to serve on ~~the-Spiritual-Care~~Spiritual Life Ministry.

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

- A. That such names shall be submitted and published at least two (2) weeks before the ~~date of the~~ annual meeting of the Voting Membership for purposes of election; and
- B. That the Nominating Committee, through consultation with the Pastor(s) and the ~~Spiritual-Care~~Spiritual Life Ministry, shall have investigated the status of the proposed candidates and found them spiritually eligible for office and willing to serve.

The Nominating Committee shall, at least two (2) weeks before the date of the said election meeting, provide notification to the Voting Membership of the list of candidates for the following offices:

Executive Director, Assistant Executive Director(s), Treasurer, Secretary, At-Large, and directors of the various ~~administrative-missional~~ ministries and the ministry members as necessary to complete the membership of each of the ~~administrative-missional~~ ministries.

Section 2. Election Procedure

From the list of candidates for each elective office submitted by the Nominating Committee, the Voting Membership shall at its election meeting, elect by ballot and simple majority, any of the following officers whose terms have expired in the order herein indicated:

1. Executive Director
2. Assistant Executive Director(s)
3. Secretary
4. Treasurer
5. Director(s), specifically nominated for the directorship on one (1) of the following ministries: ~~Spiritual-Care~~Spiritual Life, Outreach, Christian School, Parish Education, Youth, Stewardship, Facilities, Communications, Compassion and Parish Fellowship.
6. One (1) At-large member who is not a director or member of any of the ~~ten-(10)~~ ministries above.
7. Ministry members, to the number required to complete the membership of each of the ~~Administrative-Missional~~ Ministries.

Section 3. Installation of Officers and Directors - Terms of Office

The newly-elected officers, directors and ministry members of the congregation shall be installed in a worship service following their election, and shall assume their duties of office as of July 1st.

The term of office of all officers and ministry directors except Executive Director and Assistant Executive Director shall be three (3) years terminating on June 30th of the third year of their term.

The term for the Executive Director and Assistant Executive Director(s) will be a two-year term, expiring on June 30th of the second year of ~~the each~~ term.

The Ministry Directors and the officers other than the Executive Director, ~~and~~ Assistant Executive Director(s), ~~and Treasurer~~ may serve only two (2) consecutive elected terms in the same office. Such restriction shall not apply to ministry members.

The term of office for the Executive Director ~~and~~, the Assistant Executive Director(s), ~~and the Treasurer~~ will be a ~~two-three~~ term limit. Terms of the Executive Director and Assistant Executive Director(s) will run concurrently, with elections for all three (3) positions conducted in even-numbered years.

Other officers and ministry directors shall have staggered terms as follows:

Group One (1)	Group Two (2)	Group Three (3)
	Secretary	
At Large Member	Director-Outreach Ministry	Treasurer
Director-Spiritual Care <u>Life</u> Ministry	Director-Parish Education Ministry	Director-Youth Ministry
Director-Christian School Ministry	Director Stewardship Ministry	Director Facilities Ministry
Director Parish Fellowship Ministry	Director-Communications Ministry	Director-Compassion Ministry

Terms for members of each ministry will be staggered so that one-third of the terms within each ministry expire each year.

In the case where an individual has been appointed to serve a vacant position for half of the term or less as a Ministry Director or congregational officer, that person is able to be elected for a new full term of office. If an individual has been appointed to serve a vacant position for more than half of the term, it shall be considered a full term of service.

Article 7: DUTIES OF OFFICERS - FUNCTIONS, POWERS: ORGANIZATION OF ADMINISTRATIVE MISSIONAL MINISTRIES, THE EXECUTIVE AND THE PARISH COUNCILS

Section 1. Duties of Officers

Executive Director:

It is the duty of the Executive Director to partner with the Pastor(s) in leading the congregation by recommending, articulating and advancing the vision, mission and ministry of the Congregation, and to ensure that the administration of the congregation is carried out effectively and efficiently. This will be effected by:

1. Setting a Christian example;
2. Ensuring that organizations/ministries have the direction, personnel and resources to carry out their duties;
3. Conducting ~~the~~ meetings of Voters, Parish Council and Executive ~~Committee~~ Council;
4. Serving as an ex-officio member of the ~~Spiritual Care~~ Spiritual Life Ministry, excepting in any matter concerning Pastoral supervision or administration: the Executive Director may be consulted but will have no authority;
5. Enforcing the Constitution and Bylaws of the congregation and carrying out the expressed will of the congregation as embodied in the resolutions of the Voting Membership.
6. Appoint a Financial Review Committee consisting of any two (2) qualified communicant members of the congregation ~~other than the Treasurer, Financial Recording Secretary, or other financial staff or volunteers~~ to review the financial records of the congregation, such frequency to be determined by the Executive Council. The Executive Director shall submit the Financial Review Committee's report to the Executive and Parish Councils. ~~A Financial Review shall be conducted on a regular cycle, as agreed upon by Parish Council.~~

7. The Executive Director shall appoint an attorney licensed to practice law in the State of Indiana as general counsel to the congregation.

Assistant Executive Director(s) (2)

The Assistant Director(s) of the congregation are to share responsibility with the Executive Director for coordinating the efforts of the various ministries of the congregation and assist with special projects. In the absence of the Executive Director or failure to fulfill duties, the Assistant Executive Director(s) are to fulfill the duties of the Executive Director.

Secretary

It is the duty of the Secretary to maintain the official records of the congregation, including minutes and official records of attendance for meetings ~~of the Voters and the Parish Council~~; to serve as signatory for official documents regarding the organization of the congregation; to maintain the official records of membership for the congregation; to manage a system of records retention for the congregation; and such other duties as may be assigned by the Voters, the Parish Executive Council or the Executive Director.

Treasurer

The Parish Treasurer is the chief financial officer of the Congregation and shall see to the performance of all duties customary to that office. This includes:

1. Responsible for all funds of the Congregation.
2. Is signatory to all deposit accounts and investments of the Congregation
3. Is a proper fiduciary of the investments and endowments held by the Congregation.
4. Oversees the receipt of all monies due and payable to the Congregation from any source whatsoever.
5. Perform all duties that may be assigned by the Executive Council or these Bylaws, or as are usual to such office.

The Parish Treasurer shall render to the Executive Council and the Parish Council at each meeting of the same and to the overall Congregation, and whenever the same otherwise shall be requested, an account of all Congregation transactions and the financial condition of the Congregation or shall designate an individual to do so in his/her absence.

The Parish Treasurer shall work with the Chief Administrative Officer (CAO) on all financial and fiscal related questions as needed throughout the year and shall coordinate the budget efforts of the Congregation on an annual basis with the CAO.

The Parish Treasurer shall also ensure that a system of proper checks and balances are maintained within the various positions and functions of the financial staff and volunteers of the Congregation, making recommendations for improvements as needed.

It is the duty of the Treasurer to:

1. Ensure that accurate accounting is provided for all funds of the congregation;
2. Ensure that timely, written reports are made to the Voting Membership and the Parish Council, serving as the primary communicator to the congregation of Calvary's current financial status, needs, and areas for improvement;
3. Recommend improvements in accounting systems and policies to the Parish Council and financial staff of Calvary, providing guidance, direction, and assistance to both the professional staff and volunteers of Calvary;
4. Ensure that prompt payment of obligations of the congregation are made and prompt receipt of obligations due the congregation are secured, in order to manage an adequate and effective cash flow to best maintain the creditability of the congregation.
5. Ensure that the congregation is furnished with a surety bond in the sum designated by the Parish Council, such bond procured and premiums paid by the congregation.
6. Ensure that a system of proper checks and balances are maintained within the various positions and functions of the financial staff and volunteers of Calvary, making recommendations for improvements as needed.
7. Be a signatory for payment of bills, salaries, or other financial commitments of the congregation of any sort. The Treasurer may delegate signatory responsibilities to an appropriate financial staff member up to an agreed upon spending limit to be established by the Parish Council. The Treasurer shall make arrangements so that when absent, the Executive Director and/or Assistant Executive Directors will

~~be authorized to sign checks. All checks in excess of an amount established by the Parish Council require dual signature by the Treasurer, the Executive Director, and in the absence of one of these, by one of the Assistant Executive Directors.~~

~~8. Serve as custodian of the congregation's financial records.~~

~~9. Ensure that all necessary tax returns of the congregation and other governmental financial reports or forms, as may be required, are properly submitted.~~

~~10. Investigate means of investment of excess funds of the congregation and make recommendations to the Parish Council.~~

~~11. The Treasurer is authorized, subject to ratification by the Parish Council, to organize assistance in the performance of their duties.~~

Section 2. Executive Council

The Executive Council shall be comprised of the Executive Director, the Assistant Executive Director(s), the Secretary, the Treasurer, and the one at large member, each of whom will hold membership until the end of their term of office. The Pastor(s), the Principal of the Christian school and other executive church staff shall be non-voting members of the Executive Council. The Executive Council is responsible for:

1. Serve as the policymaking, administrative management, and decision-making body of the congregation, excepting for those items reserved distinctly for the Voting membership and/or the Parish Council.
2. Assure that the congregation is properly managed in accordance with Constitutional requirements and governmental and Synodical laws and regulations that may be relevant.
3. Operate as and have all power and authority as is given a board of directors under Indiana Code 23-17-1-1 et seq., as amended from time to time.
4. Select a Nominating Committee and conduct nominations and elections in accordance with these Bylaws.
5. Hire such personnel as may be required for the effective management and operation of the congregation.
6. Establish such fiscal controls, policies, and budget(s) for the operation of the congregation, and present such budget(s) to the Parish Council for approval.
7. Establish and maintain operating policies for the Endowment Fund of the congregation.

The Executive Council will typically meet each month. Any special meeting may be called by either the Executive Director or the Pastor(s).

Section 23. ~~The~~ Parish Council

The Parish Council shall consist of the Executive Director, the Assistant Executive Director(s), the Secretary, the Treasurer, the ten (10) Directors of the Administrative Missional ministries, and one (1) at-large member, all of whom will hold membership until their term of office expires. The Pastor(s), other called church ministry staff, and the Principal shall be non-voting members of the Parish Council. It shall be the specific functions of the Parish Council to:

1. Serve as an advisor to the policymaking and administrative management body of the congregation.
2. Provide leadership in setting the direction for the congregation.
- ~~3.1. Assure that the congregation is properly managed in accordance with Constitutional requirements and governmental and Synodical laws and regulations that may be relevant.~~
3. Establish and assure proper conduct of Voters Meetings.
4. Serve as the collaborative planning body that works to coordinate, cooperate, and communicate about upcoming ministry efforts, events, and directions, and upon recommendation of the Executive Council, for those matters referred to it by the Executive Council.
- ~~5. Select a Nominating Committee and conduct nominations and elections in accordance with these Bylaws.~~

The Parish Council will ~~typically meet monthly~~meet on a regular basis. Additional meetings may be called by the Executive Director, Assistant Executive Director(s) and/or Pastor(s). These additional meetings will not conduct official business unless proper notice, including the business to be deliberated, is provided to the members of the Parish Council at least two (2) weeks prior to the meeting.

~~The Parish Council shall serve as the decision-making body of the congregation except as limited by these Bylaws. The Parish Council shall be solely responsible for administration of the congregation except for the following duties and responsibilities of the Voting Membership:~~

- ~~a. Issuing or revoking divine calls to pastors, teachers and a principal;~~
- ~~b. Purchase or sale of real estate;~~
- ~~c. Budget approval;~~
- ~~d. Election or removal of officers and directors;~~
- ~~e. Amendment of the Constitution and Bylaws;~~
- ~~f. Determination of membership status;~~
- ~~g. Distribution of principal from the endowment fund and investment management changes of the endowment fund; and~~
- ~~h. Dissolution of the congregation.~~

Section 34. At-Large Member

One (1) communicant member, age eighteen (18) or older, shall serve on the Executive and Parish Councils as the at-large representative of the congregation. He or she shall not hold any other elected office in the congregation. His or her responsibilities shall be to the general membership of the congregation. He or she shall also serve as the chairperson of a standing long-range planning committee as may be appointed by the Executive or Parish Council.

Section 4. — Executive Committee

~~There will be an Executive Committee of the Parish Council whose responsibilities include facilitating primarily administrative functions of the Council and the Administrative Ministries, and to act in emergencies on behalf of the Parish Council. All emergency actions will be subject to report and review by the Parish Council at its next meeting. Responsibilities will include matters referred to it by the Executive Director and may include duties such as assembly of a budget, seeking candidates for the nominating committee and suggesting candidates to fill vacancies, assisting the Treasurer in addressing financial management issues within policies established by the Voters and Parish Council. The Executive Committee will be composed of the Executive Director, Assistant Executive Directors, Secretary, Treasurer and the Pastor(s). The Executive Committee may include other individuals and/or positions on short or long term bases as non-voting members.~~

Section 455. The Administrative Missional Ministries

Administrative Missional Ministries

Responsibility and authority for ~~the daily administration of~~ various congregational affairs are delegated to ~~the Parish Council~~ and administered by the Parish Council through ~~the following administrative-missional~~ ministries. ~~The Parish Council~~Each missional ministry will adopt policies and procedures to provide direction and structure to ~~the its~~ activities.

1. Spiritual Care-Life Ministry
2. Outreach Ministry
3. Christian School Ministry
4. Parish Education Ministry
5. Youth Ministry
6. Stewardship Ministry
7. Facilities Ministry
8. Parish Fellowship Ministry
9. Communications Ministry
10. Compassion Ministry

A. General Duties and Powers of Administrative Missional Ministries

Each administrative-missional ministry:

1. will support the vision and mission of the congregation, and cooperate with Parish Council and other ministries in advancing the Gospel;
2. is responsible for carrying out its assigned duties;
3. will establish the number of members required to carry out its mission, with no fewer than three members of any ministry team, including the Director;

3.4. will prepare a budget ~~proposal~~ recommendations for inclusion in the budget process, and will administer the funds allocated to it, subject to direction by the Parish-Executive Council;
4.5. is responsible to keep a permanent set of minutes for each meeting, which are the property of the congregation;
5.6. will recommend, to Parish-Executive Council, appropriate policies and procedures for efficient administration of the congregation and the administrative-missional ministry;
7. will submit a report of its activities at each regular meeting of the Voting Membership, and on such other occasions as the Voting Membership shall require, and recommendations for deliberation by the membership.

B. Organization and Meetings of Administrative-Missional Ministries

Each administrative-missional ministry shall be under the direct control and supervision of the Director of that ministry. One third (1/3) of the members of each ministry will be elected each year by the Voting Membership. Following the election of the Director of each ministry and the number of ministry members required, the Director of the respective ministry shall organize the ministry as deemed most effective, reporting such organization within two (2) weeks to the Executive Director of the congregation for publication to the congregation in the manner deemed most advisable.

The time and frequency of ministry meetings shall be at the discretion of the Director of the ministry and ministry members, except that, for good and sufficient reason, either the Executive Director or the Pastor(s) may call a meeting of the ministry 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 at least one week prior to the meeting.

To promote cooperation between our different missional ministry teams and to ensure a successful implementation of the Mission and Vision as may be routinely established and maintained by the Parish Council and the Executive Council, each missional ministry team shall participate in one or more of the "vision teams" that provide opportunities for collaboration, coordination, and planning around the identified areas of our congregational vision.

C. Constituency, Basic Objectives, and Specific Responsibilities of the SPIRITUAL CARE-LIFE MINISTRY

The nature of the duties of this ministry 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, in accordance with the Order of Creation. ~~The ministry shall consist of at least eighteen (18) members, including the elected Director.~~ The members of this ministry will be referred to as Lay Ministers ~~Elders~~.

The basic-main objectives of this ministry are the spiritual welfare of the Pastor(s) and congregation members, individually and corporately, and assisting the Pastor(s) in the supervision of everything pertaining to congregational worship.

The following specific duties are assigned to the Spiritual Care-Life Ministry:

The Ministry shall:

1. Pray for the Pastor(s) and other spiritual and administrative-missional leaders.
2. Serve as examples of Christian leadership;
3. Provide guidance and support to the pastoral and worship activities of the congregation, including pastoral supervision and administration;
4. In the event of a pastoral vacancy, serve as the Pastoral Call Committee. Assistance from other members of the Voting Membership in the call process is permitted and desirable.
5. Maintain discipline within the congregation according to Scripture, the Lutheran Confessions and Article 4 of the Constitution and article 3 of the Bylaws of this congregation and exercise discipline when required.
6. Ensure that the congregation functions in accordance with the established doctrine of the Church as listed in Article 2 of the Constitution

7. Provide for an orderly membership process and administration, and maintain accurate membership records.

8. Supervise and enrich the worship experience and opportunities within the congregation.

8-9. The Executive Director of the congregation, while an ex-officio member of the Spiritual Life Ministry, shall have no authority over or ability to intercede with pastoral supervision and administration; this authority is reserved for and limited solely to members elected to this ministry team.

D. Constituency, Basic Objectives and Specific Responsibilities of the OUTREACH MINISTRY

~~The Outreach Ministry shall consist of at least eight (8) members, including the elected Director.~~

The basic objectives of this ministry are the bringing of the Gospel to the un-churched, the enlistment of all of God's people in the work of spreading the Gospel, and the deepening of the faith and activity of the members of this congregation.

E. Constituency, Basic Objectives and Specific Responsibilities of the CHRISTIAN SCHOOL MINISTRY

~~The Christian School Ministry shall consist of at least seven (7) members, including the elected Director.~~

The basic objectives of this ministry are to plan and administer the Christian School of the congregation as an integral part of the Calvary ministry to its members and the community, to determine policies -subject to ratification by the Parish Council, to select personnel for the various agencies, and to provide the necessary means and facilities.

F. Constituency, Basis Objectives and Specific Responsibilities of the PARISH EDUCATION MINISTRY

~~The Parish Education Ministry shall consist of at least six (6) members, including the elected Director.~~ The basic objectives of this ministry are to plan and administer the Christian education program of the congregation, to recommend policies, to select personnel for the various programs, and to provide the necessary means and facilities for the programs.

G. Constituency, Basic Objectives and Specific Responsibilities of the YOUTH MINISTRY

~~The Youth Ministry shall consist of at least three (3) members, including the elected Director.~~

The basic objectives of this ministry 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 working together with the called Youth Director, if applicable.

H. Constituency, Basic Objectives and Specific Responsibilities of the STEWARDSHIP MINISTRY

~~The Stewardship Ministry shall consist of at least six (6) members, including the elected Director.~~ The basic objectives of this ministry 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 the financial stability of the congregation and its work through a developed program of dedicated, proportionate, first-fruits giving.

The Director of the Stewardship Ministry shall appoint a Financial Secretary ~~from among those persons elected to the ministry.~~ The Financial Secretary is responsible for the accurate counting, depositing, recording and reporting of all receipts for the congregation. The Financial Secretary may enlist the assistance of others for the counting, recording and depositing of receipts.

I. Constituency, Basic Objectives and Specific Responsibilities of the FACILITIES MINISTRY

~~The Facilities Ministry shall consist of at least five (5) members, including the elected Director.~~ The basic objectives of this ministry are the proper maintenance and repair of church property, remodeling and renovation, and the general protection of the congregation against loss or damage of whatever nature. The

Executive Council will review and approve any remodeling or renovation project prior to commencement of work. This does not include routine maintenance or repairs.

This ministry is responsible for ~~nominating-appointing~~ individuals to serve as ~~congregational-authorized~~ representatives to the Concordia Cemetery Association of Indianapolis, of which Calvary is both member and co-owner, to exercise such responsibilities as may be specified in the Constitution and Bylaws of that corporation. These individuals may not bind or otherwise commit this congregation to any financial obligation of that corporation without the written approval of the voting membership of the congregation.

J. Constituency, Basic Objectives and Specific Responsibilities of the PARISH FELLOWSHIP MINISTRY

~~The Parish Fellowship Ministry shall consist of at least five (5) members, including the elected Director.~~

The basic objectives of this ministry are the strengthening of the fellowship between congregation members spiritually and socially, the integration of new members into the life of the congregation, and the general fostering of mutual cooperation, trust, and enjoyment among the members of the congregation.

K. Constituency, Basic Objectives and Specific Responsibilities of the COMMUNICATIONS MINISTRY

~~The Communications Ministry shall consist of at least two (2) members, including the elected Director.~~ The basic objectives of this ministry are the presentation to the public and the membership of a Christian image which will reflect favorably upon the work of Christ and of the congregation as His instrument, and the publicizing of the work of the congregation through various channels.

L. Constituency, Basic Objectives and Specific Responsibilities of the COMPASSION MINISTRY

~~The Compassion Ministry shall be comprised of at least five (5) members, including the elected Director. Members of the ministry shall acknowledge and accept the principle of confidentiality.~~

The basic objective of this ministry is to minister compassionately to the entire spectrum of human needs - spiritual, physical, emotional, social, and economic - within our congregation, the surrounding community and God's world at large, by aiding in the prevention and relief of human distress and promoting and encouraging human development and well-being, ~~and~~ involving larger parts of the membership in this service. By so doing, we endeavor to fulfill the charge of our Lord, Jesus Christ, to build up the Body of Christ through the deployment of our individual and congregational Gifts.

Section 6. Amendments of the Bylaws

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 announced at worship services for two (2) weeks prior to the meeting of the Voting Membership; and
2. The proposed amendments ~~have been distributed~~ or amended document is provided in written ~~or electronic~~ form to the Voting Membership at least two (2) weeks prior to the meeting, at which such amendments are to be voted upon.

A copy of the approved amended Constitution and By-Laws will be presented to the Indiana District President of the Lutheran Church-Missouri Synod.

Article 8. ENDOWMENT FUND ~~(amended June 2021)~~

Section 1. Definitions

~~A. As used in this article, "contribution" includes a gift, devise, or bequest.~~

~~B. As used in this article, "the Congregation" refers to Calvary Evangelical Lutheran Congregation, Inc.~~

~~C. As used in this article, "the Parish Council" refers to the Parish Council of the Congregation.~~

1042 ~~D. As used in this article, "the Fund" refers to the Endowment Fund established by Section 2 of this~~
1043 ~~article.~~

1044
1045 ~~E. As used in this article, "restricted contribution" means a contribution that is made in such a manner~~
1046 ~~that restrictions are placed upon the Congregation's power to invest or use the assets of the fund.~~

1047
1048 ~~F. As used in this article, "the committee" refers to the Endowment Fund Advisory Committee.~~

1049
1050 **Section 2. Endowment Fund Established**

1051
1052 ~~A. An additional fund is established for the congregation. The name of the fund is the Calvary Evangelical~~
1053 ~~Lutheran Church Endowment Fund. The fund is not a separate entity. It is a fund of the congregation~~
1054 ~~and has the same status as the Congregation's other funds.~~

1055
1056 ~~B. The fund continues in existence until:~~

1057
1058 ~~1. The Voting Membership of the Congregation terminates the fund; or~~

1059 ~~2. The Congregation ceases to exist; whichever, if any, occurs first. If the Congregation ceases~~
1060 ~~to exist, then the assets of the fund shall be disposed of in the same manner as other property~~
1061 ~~of the Congregation.~~

1062
1063 **Section 3. Assets of the Fund**

1064
1065 ~~A contribution to the Congregation that is designated for the Fund becomes a part of the Fund upon~~
1066 ~~acceptance of the contribution by the Parish Council. Earnings from the investment of assets of the Fund~~
1067 ~~accrue to and become part of the Fund. Earnings on restricted funds accrue to that specific fund.~~

1068
1069 **Section 4. Uses of the Fund**

1070
1071 ~~A. Unrestricted assets of the Fund may be used only for the mission and ministry of one (1) or more of the~~
1072 ~~following entities:~~

1073
1074 ~~(1) The Congregation (subject to the limitations set forth in Section 6(c) of this Article);~~

1075
1076 ~~(2) The Lutheran Church—Missouri Synod, including its districts, seminaries, colleges, institutions,~~
1077 ~~and agencies;~~

1078
1079 ~~(3) The Greater Indianapolis Association for Lutheran Secondary Education, Inc.;~~

1080
1081 ~~(4) A non-profit organization or association which has been approved by the Congregation.~~

1082
1083 ~~B. Restricted contributions shall be used for the purposes, identified by the person(s) making the~~
1084 ~~donation. Permitted purposes may be for other than those set forth in Section A above.~~

1085
1086 ~~C. In any year, five (5) percent of the funds may be withdrawn from the Fund for projects as set forth in~~
1087 ~~Section 4.A or banked for up to three (3) years. If funds of the Fund are not allocated within three (3)~~
1088 ~~years of being received, they shall be added to the principal of the unrestricted or restricted fund as~~
1089 ~~applicable.~~

1090
1091 **Section 5. Management of the Fund**

1092 ~~A. The Parish Council shall provide ultimate oversight of the Fund.~~

1093 ~~B. The Parish Council may accept, on behalf of the Congregation, restricted contributions to the Fund.~~
1094 ~~The Parish Council shall adopt appropriate policies with regard to the use and distribution of any~~
1095 ~~such restricted contributions, including the ability to use assets distributed as set forth in the~~
1096 ~~policies adopted. The Treasurer may accept unrestricted contributions to the Fund.~~

1097 ~~C. Investment of Fund assets requires Parish Council authorization. The Treasurer may approve the~~
1098 ~~deposit of funds in interest-bearing accounts pending direction from the Parish Council.~~

1099 ~~D. Except as otherwise provided in this article, the Parish Council has, for purposes of managing the~~
1100 ~~fund, the same powers that the trustee of a trust has under the Indiana Trust Code IC 30-4-1-1 et~~
1101 ~~seq., as may be amended from time to time.~~

E. ~~The Parish Council shall appoint an Endowment Fund Advisory Committee as set forth in Section 10 below.~~

Section 6. ~~Distribution from the Fund~~

A. ~~Before the meeting of the Voting Membership to consider the budget, the Parish Council shall submit to the Voting Membership a written report of the administration of the Fund during the preceding fiscal year. Each report must include the following:~~

~~(1) A financial statement for that fiscal year which summarizes the receipts and disbursements from the Fund and sets forth the assets of the Fund as of the last day of that fiscal year (or the date of the Endowment Fund statement just preceding the annual Voters' Meeting).~~

~~(2) The Parish Council's recommendations for distributions from the Fund to those entities listed in Section 4 of this article.~~

B. ~~The Voting Membership must by resolution adopted by three-fourths (3/4) majority, authorize any additional distribution from the principal of the Fund, other than allowed by the regular distribution process as set forth in Section 4(c).~~

C. ~~Unrestricted funds may be designated to new or additional expenses that would improve and further the ministry of Calvary (e.g., the addition or expansion of a position or program, a capital project, or an expenditure associated with one-time renovations/updates/upgrades).~~

~~The Fund may not be used to pay expenses of the Congregation normally paid for from the church's operating budget, such as salary increases, monthly utilities, monthly mortgage payments or other routinely recurring expenses. However, funds may be used for items such as expanding a position from part-time to fulltime, upgrading the Congregation systems or providing an additional payment toward a mortgage principal.~~

~~The Fund may be used to pay for a new congregational program, position, or expense that would normally be paid for from the Congregation's operating budget during its first three (3) years. The fund may be used to pay for the new program's expenses set forth in the following table:~~

Year	Percentage
1st	100%
2nd	67%
3rd	33%

Section 7. ~~Treasurer of the Congregation~~

A. ~~The Treasurer of the Congregation shall oversee the receipts of and disbursements from the Fund.~~

B. ~~The Treasurer shall ensure that:~~

~~(1) complete and accurate books of account are maintained for the Fund;~~

~~(2) an annual financial statement is prepared for the Voters' Meeting to consider the budget, as required by Section 6. A. (1) of this Article, with input and assistance from the Endowment Advisory Committee; and~~

~~(3) the assets of the Fund are invested in the manner authorized by the Parish Council.~~

Section 8. ~~Restricted Contributions~~

A. ~~The Parish Council may either accept or reject a restricted contribution designated for the Fund.~~

B. ~~If the Parish Council accepts a restricted contribution, the Treasurer shall ensure that these transactions are separately identified, recorded, and tracked for proper accounting and disbursement. Proper policies, guidelines, and protocols shall be put into place for accurate and appropriate use of restricted funds.~~

Section 9. ~~Investment Management~~

The Parish Council may enter into a contract with the Lutheran Church-Missouri Synod Foundation or other investment management firm for management of all or part of the assets of the Fund. Selection of a management firm(s) requires a two thirds (2/3) majority vote of the Parish Council. The Parish Council is to use principles of balancing risk and return to optimize the value of the Fund in its selection of a management firm.

Section 10.— Endowment Fund Advisory Committee

A. The Endowment Fund Advisory Committee shall consist of three (3) or more communicant members of the Congregation appointed by Parish Council. In the event of a vacancy on the committee, the Parish Council shall appoint a replacement member.

B. The duties of the committee are, subject to overall management by the Parish Council, as follows:

- (1) To educate the Congregation about the Fund, promote the Fund and solicit donations in an appropriate manner;
- (2) To assist donors in the process of making donations to the Fund;
- (3) To work with the Treasurer or his/her designee to report on the Fund annually to the Congregation, including information such as new gifts, investment returns earned by the Fund, the size of the Fund, details of specific grants given, a list of grant requests and disposition of requests; and
- (4) To make recommendations to Parish Council concerning investment and management of the Fund, as well as any policies and procedures for effectively and efficiently administering the Fund, including the acceptance or rejection of proposed gifts by donors, including restricted donations.

C.A. The committee shall meet at least semi-annually, or more frequently as deemed by it in the best interest of the Fund. A quorum shall consist of three (3) members. When only two (2) members are present, a unanimous vote shall be required to carry any motion or resolution. The committee shall elect from its membership, a chairperson and recording secretary. The chairperson shall facilitate all Fund meetings. The recording secretary shall maintain complete and accurate minutes of meetings of the Fund and provide a copy thereof to the Parish Council.