

CONSTITUTION OF KING OF GLORY LUTHERAN CHURCH WILLIAMSBURG, VIRGINIA

PREAMBLE

A Christian congregation is required to conform to the Word of God in doctrine and practice (Psalm 119:105; Matthew 28:18-20; Galatians 1:6-8; II Timothy 4:1-5) and assure that all things are done decently and in order (I Corinthians 14:40). We, the members of King of Glory Lutheran Church, which includes the main campus in Williamsburg, Virginia and other associated sites, therefore accept and subscribe to the following Constitution and Bylaws. They shall govern all spiritual, material, and mission affairs of our congregation.

ARTICLE I NAME AND LOCATION

The name of this congregation shall be King of Glory Lutheran Church, and includes members gathered at the main campus in Williamsburg, Virginia and at any associated or satellite sites.

ARTICLE II MISSION

The Mission of the Church is to proclaim the Gospel, administer the Word and Sacraments and announce the forgiveness of sins in the name of Jesus our Savior and Lord. With God's help, we accomplish this by Connecting to God and His people, Growing in faith and love, and Living through service and sharing.

ARTICLE III CONFESSIONAL STANDARD

This congregation holds all canonical books of the Old and New Testaments to be the inspired Word of God and the sole rule of faith and truth.

This congregation accepts all the Confessional Writings of the Lutheran Church, which are contained in the Book of Concord of the year 1580, as the correct and sound exposition of Christian doctrine, taken from and in full accord with the Holy Scriptures. These writings are the three Ecumenical Creeds (Apostles', Nicene, and Athanasian); the Unaltered Augsburg Confession of 1530; the Apology of the Augsburg Confession; the Smalcald Articles; Luther's Large and Small Catechisms; and the Formula of Concord.

ARTICLE IV MEMBERSHIP

The life of the church is Jesus Christ working through her members. In view of that, it is expected that all members will regularly attend worship services, receive the Lord's Supper and support the mission and ministry of the Lord in this place with their time, talents, and offerings. The membership of the congregation includes the following:

Approved by SED 6-6-2013

A. Baptized Members:

Those who are baptized in the Name of God the Father, Son and Holy Spirit and who are under the pastoral care of King of Glory Lutheran Church.

B. Confirmed Members:

Baptized members who accept all canonical books of the Old and New Testament as the only divine rule and standard of faith and life and, have studied the Christian faith, and have publicly declared their faith before the congregation are Confirmed Members of the congregation.

C. Voting Members:

Confirmed members age 13 and over who attend a Voters' Assembly meeting and sign this Constitution shall be Voting Members. Only Voting Members who are 18 years of age or older may vote on matters authorizing the congregation to enter into contractual obligations such as buying, selling, or encumbering real property; construction contracts or contracts of employment.

ARTICLE V PASTORS AND OTHER CALLED WORKERS

The Pastoral Office shall be conferred only upon such candidates who (1) are well qualified for their work, (2) profess and adhere to the confessional standard set forth in Article III of this Constitution, and (3) uphold this Constitution and its Bylaws.

The Pastoral Office shall include:

A. Senior Pastor

- i. Shall be certified by the Lutheran Church, Missouri Synod.
- ii. Shall be called by a 2/3 (two-thirds) majority vote of the Voting Members present in a properly announced Call Service.
- iii. Shall serve in such capacity unless removed by death, resignation, or removal by a 2/3 (two-thirds) majority vote of the Voting Members present in a properly called Voters' Assembly.
- iv. Shall be accountable to the Voters' Assembly through the Church Council.
- v. Shall serve as Executive Director of King of Glory Lutheran Church and provide spiritual and programmatic leadership to the congregation.

B. Associate Pastors—Called

- i. Shall be certified by the Lutheran Church, Missouri Synod.
- ii. Shall be called by a 2/3 (two-thirds) majority vote of the Voting Members present at a properly announced Call service.

- iii. May be called to serve in either a full-time or a part-time capacity.
- iv. Shall be subject to annual performance evaluations.
- v. Shall be accountable to the Senior Pastor (in cases of Vacancy shall be accountable to the Church Council).
- vi. Shall assist the Senior Pastor in providing spiritual and programmatic leadership to the congregation.

C. Associate Pastors—Contracted

- i. May be contracted by the Senior Pastor or, in the case of vacancy or emergency, by the Church Council.
- ii. Shall be certified by the Lutheran Church, Missouri Synod.
- iii. Shall be accountable to the Senior Pastor, Senior Pastor's designee or, in case of vacancy, the Church Council.
- iv. Shall assist the Senior Pastor or designee in providing spiritual and programmatic leadership to the congregation.
- v. Serve on the staff as at will employees of the congregation.

D. Other Called Workers

- i. Shall be rostered by the Lutheran Church-Missouri Synod
- ii. Shall be called by a 2/3 (two-thirds) majority vote of the Voting Members present at a properly announced Call service
- iii. May be called in either full-time or part-time capacity
- iv. Shall be accountable to the Senior Pastor or, in cases of Vacancy, shall be accountable to the Church Council

ARTICLE VI POWERS OF THE CONGREGATION

A. General

This congregation is organized to carry on the work of Christ's Church. The congregation as a body, through its Voters' Assembly, shall have final authority to govern and direct all of its external and internal affairs and its activities in pursuit of the congregation's mission given by God. To pursue that mission, the Voters' Assembly shall elect a Church Council whose members shall follow the pattern of service and leadership set by our Lord Jesus Christ (Mark 10:35-45; Philippians 2:1-11). The Voters' Assembly and the Church Council shall strive to make all decisions in accordance with the Word of God and the Confessions of the Lutheran Church (Article III above).

B. The Right of Calling

The right of calling pastors and other called workers shall be vested in the congregation through the Voting Members, and shall never be delegated to a smaller body or individual.

C. Removal from Office

The Voting Members of the congregation, acting in Christian and lawful order, may remove a called pastor or other called worker from office by a 2/3 (two-thirds) majority vote of those present at a properly called Voters' Assembly. They may remove a called worker for one or more of the following reasons, as provided in the By-Laws:

- i. Persistent adherence to false doctrine;
- ii. Scandalous life;
- iii. Inability and/or unwillingness to perform official duties or neglect of them;
- iv. Approval of the recommendation of the Senior Pastor and the Church Council not to renew the worker's call.
- v. A significant or repeated recurrence of exceeding of authority granted under this Constitution, the Bylaws, or other limitations imposed in accordance with the Constitution and Bylaws.

ARTICLE VII SATELLITE SITES

- A. Any satellite sites of King of Glory Lutheran Church are part of King of Glory Lutheran Church and will be governed under this Constitution and Bylaws.
- B. Based on a petition signed by 2/3 (two-thirds) of a satellite site's Voting Members, a site can request peaceful release with the intention of obtaining their own charter from the Southeastern District of the Lutheran Church, Missouri Synod. The Voters' Assembly as a whole will vote on the peaceful release at a regularly scheduled Voters' Assembly. At that Assembly, the quorum rules for amending the Constitution and Bylaws will apply.
- C. Any member who signs a petition requesting peaceful release for the satellite site will be considered a Voting Member of the satellite site. By signing such a petition, the member declares his or her intent to leave King of Glory Lutheran Church and become a member of the new congregation.

ARTICLE VIII CHURCH COUNCIL

A. Membership

The Church Council shall be composed of 11 (eleven) Voting Members elected by the congregation as specified in Bylaws Article IV Section B. The Senior Pastor will shall serve as an ex-officio, non-voting member of the Church Council.

B. Powers and Duties

- i. The Church Council, acting on the congregation's behalf, is authorized, empowered and directed to establish Governance Policies for the congregation for the management and administration of all congregational affairs.

- ii. Assure compliance with these policies.
- iii. Ensure that the congregation operates efficiently and in compliance with the church's mission as established in Article II of this Constitution.
- iv. The Church Council has authority to exercise all the powers of the congregation, except as limited by this Constitution, the By-laws, or the congregation in a Voters' Assembly through the rules and guidelines of the Constitution and By-laws
- v. The Church Council will support, encourage, and empower members of the congregation in their involvement in mission and ministry.
- vi. The Voters' Assembly and the Church Council should strive to make all decisions in accordance with the Word of God and the Confessions of the Lutheran Church (Article III)
- vii. The Church Council, acting in Christian and lawful order and in consultation with the Senior Pastor, may remove any appointed official from office for one or more of the following causes:
 - a. Persistent adherence to false doctrine.
 - b. Scandalous life.
 - c. Inability or unwillingness to perform official duties or neglect of them.
 - d. Refusal to work towards the mission and flow of the congregation.
 - e. A significant or repeated recurrence of exceeding of his or her authority.
- viii. The Chair, Vice Chair and Treasurer are authorized to sign all legal papers on behalf of the congregation and shall serve as the congregation's Legal Trustees.

ARTICLE IX PROPERTY

A. Legal Trustees

The Chair, Vice Chair and Treasurer of the Church Council shall serve as Legal Trustees, in whom title of all church property shall be vested.

B. Property Rights

In the event the congregation should decide to no longer be a member of the Lutheran Church-Missouri Synod, the property and all rights therewith shall remain with the congregation and whatever church body they deem appropriate and right to affiliate themselves with. In the event the congregation should totally disband, the property and all rights therewith shall be conveyed to the Southeastern District of the Lutheran Church - Missouri Synod.

ARTICLE X AMENDMENTS TO THE CONSTITUTION AND BY-LAWS

A. Amendment of the Constitution

- i. Amendment of the Constitution will take place at a properly called meeting of the Voters' Assembly.

- ii. Proposed changes to the Constitution will be published at least two weeks before the Voters' Assembly at which the changes will be approved or disapproved.
 - iii. Meetings at which agenda items include voting on an Amendment to the Constitution require a 25% quorum of the Voting Members.
 - iv. Amendments to the Constitution require a $\frac{2}{3}$ approval of the Voting Members present.
- B. Amendment of the By-laws
- i. Amendment of the By-laws will take place at a properly called meeting of the Voters' Assembly.
 - ii. Proposed changes to the By-laws will be published at least two weeks before the Voters' Assembly at which the changes will be approved or disapproved.
 - iii. Meetings at which agenda items include voting on an Amendment or change to the By-laws require a 25% quorum of the Voting Members.
 - iv. Amendments to the By-laws require a simple majority vote of the Voting Members present.

**THE BYLAWS OF
KING OF GLORY LUTHERAN CHURCH
WILLIAMSBURG, VIRGINIA**

ARTICLE I MEMBERSHIP

Section 1. Duties and Responsibilities

A. It shall be the responsibility of all Confirmed Members of King of Glory Lutheran Church to:

- i. Acknowledge Jesus Christ as Savior and Lord;
- ii. Participate in worship services regularly;
- iii. Participate in the Lord's Supper frequently;
- iv. Participate in small groups, Bible studies, and/or Christian fellowship;
- v. Develop and use spiritual gifts to live and share the Gospel of Jesus Christ;
- vi. Contribute regularly and faithfully, as God has prospered them, toward the building of Christ's Kingdom in the congregation and throughout the world;
- vii. Provide a setting for sharing Christian values from generation to generation;
- viii. Support the Pastors and staff through prayer, honor, and respect for their ministry;
- ix. Give of their time and talents towards the mission and ministry of the church.

B. It shall be the responsibility of all Voting Members to:

- i. Conscientiously and prayerfully exercise the right to vote in all matters placed before them;
- ii. Encourage others to be active in accepting the responsibilities and privileges of Voting Membership;
- iii. Willingly serve in any office or capacity for which their spiritual gifts equip them.

Section 2. Termination of Membership

Members may be removed from King of Glory's membership rolls for one of the following reasons:

- A. Death;
- B. Request of the member for transfer of membership to another Lutheran church with whom we are in confessional agreement;
- C. Request of the member for release from membership;
- D. "Whereabouts Unknown" for an extended period of time (usually at least 12 months);
- E. Excommunication, but only in accordance with the Word of God as recorded in Matthew 18:15-18;

- F. Member has moved out of the area;
- G. Member has not been active or participated in fulfilling responsibilities of membership during a period of time (usually at least 12 months) and therefore has been released.

ARTICLE II VOTING RIGHTS OF MEMBERSHIP

Section 1. Voting Rights

The Church Council acts as representatives of the Voters' Assembly; all authority afforded the Church Council comes from their election by the Voters' Assembly. The Voters' Assembly, through election, grants the Church Council the authority to act on their behalf in all matters except the following:

- A. The official call or removal of Called Workers as stated in the Constitution Article VI, Sections B & C;
- B. The adoption of the annual church budget and any other budgets associated with the church;
- C. The acquisition, encumbrance, or disposal of real property (i.e., land, fixed improvements and construction of fixed properties), except undesignated bequests and estates;
- D. The amending of the Constitution;
- E. The merger or dissolution of the church;
- F. Separation from the LCMS church body;
- G. The Vision of the congregation;
- H. Other matters determined by the Church Council or by the Voters' of the congregation.

Section 2. Voting

- A. The Voters shall meet at a Voters' Assembly at least annually, preferably by June 1st, for the purpose of electing members to the Church Council, passing the annual budget, and hearing the Annual Report of the Senior Pastor and Church Council. The required quorum for these meetings is ten percent (10%) of the Voting Members of the congregation.
- B. Should the Voters' Assembly involve the following agenda items, a quorum of twenty-five percent (25%) of the Voting Members is required:
 - i. The sale, purchase or encumbrance of real property;
 - ii. The construction of new buildings or additions;
 - iii. Removal of a pastor or called staff from office;
 - iv. Amendment of the Constitution or its Bylaws;
 - v. Realignment: The merger with another church, dissolution of the congregation, or separation from the LCMS church body.
- C. The method for voting on other matters shall be determined by the Church Council. This may

include voting by written ballot at worship services, through the mail, ballot boxes in the Church, Voters' Assembly of the Voting Members, or other method as designated by the Church Council. However, a Voters' Assembly shall be held upon petition of 25 Voting Members of the congregation.

D. It is preferred that no issue be submitted to the Voting Members for a vote unless the issue has been published prior to the Voters' Assembly in at least one of the two following ways:

- i. At worship services at least two consecutive weeks prior to the Voters' Assembly
- ii. Submitted to the Voting Members by mail—regular and/or electronic—and delivered to the members at least seven days prior to the vote.

Voters may make and ask for a vote on any resolution at a Voters' Assembly. At his/her discretion, the Chair may ask for a simple majority vote asking the Voters to table the resolution until another Voters' Assembly is called.

E. Issues may be brought before the Voting Members by the Church Council, or by petition of 25 Voting Members of the congregation. All decisions shall be by simple majority vote of the Voting Members voting, except the following, which shall require 2/3 (two-thirds) majority vote of the Voting Members voting:

- i. Amending the Constitution;
- ii. The call or the removal of a Pastor or other Called Workers, and;
- iii. The merger, dissolution or separation from a church body of the church.

ARTICLE III GOVERNANCE POLICY MANUAL

Section 1: Development and Purpose

The Governance Policy Manual shall be developed by the Church Council, and shall be in full conformance with this Constitution and Bylaws. The purpose of the Governance Policy Manual shall be:

- A. To define and develop guidelines for all missions and ministries at King of Glory;
- B. To support and guide the Senior Pastor and the staff as they develop and implement mission and ministry;
- C. To provide boundaries that assure mission and ministry align with the mission and flow of the congregation.

Section 2: Publication and Review

The Governance Policy Manual will be made available to the congregation.

- A. The Governance Policy Manual will be reviewed by the Council and made available to the

congregation at least annually.

- B. The Governance Policy Manual may be made available through various methods including print, e-mail, and web.

ARTICLE IV CHURCH COUNCIL

Section 1: Members of the Church Council

- A. The Voting Members of the congregation shall elect members of the Church Council.
- B. The Church Council shall be composed of 11 (eleven) elected members of the congregation; the Senior Pastor shall serve as an ex-officio, non voting member of the Church Council.
- C. The normal full term of office as a member of the Church Council shall be two years. A Church Council member may be re-elected twice consecutively. A voting member may serve any number of non-consecutive terms.
- D. The Church Council will appoint a Voting Member for a partial term to complete the term of any Council member who resigns or is removed from office. A partial term will not be considered a full term for the purpose of paragraph 1C above.
- E. Sharing or splitting a seat on the Church Council will not be allowed.
- F. Board members will be elected to represent and guide King of Glory as a whole as opposed to individual campuses and ministries.

Section 2: Council Responsibilities

The Church Council represents the members of the congregation in congregational affairs and assures that all ministry activities support the mission of the congregation as established in Article II of the Constitution and the vision of the congregation as developed by the Senior Pastor and approved by the Voters' Assembly as provided in Article II, Section 1 of these By- Laws.

- A. The Council will ensure that all activities and related ministries focus on the Mission and Vision of King of Glory.
- B. The Council will develop, maintain and approve the Governance Policy Manual for Church activities; the Senior Pastor will develop and maintain Operational Policies for Church activities.
- C. The Council will:
 - i. Review the annual proposed budget;
 - ii. Approve the budget for presentation to the Voters;
 - iii. Present the proposed budget to the congregation for each fiscal year (1 July to 30 June).
- D. The Council will ensure that the financial policies and decisions of the Council and the congregation are executed in accordance with the Constitution, Bylaws and approved policies by reviewing the financial status of the congregation at each meeting.
- E. The Council will proactively seek the views and ideas of the members of the congregation to

ensure that the congregation is properly represented in Council actions.

F. The Council, in consultation with the Senior Pastor, has the authority to appoint lay members to lead and serve on Ministry Teams for specific purposes and ministries.

G. The Council, in consultation with the Senior Pastor, has the authority to remove lay members appointed to serve on ministry teams and to disband Ministry Teams.

H. The Council will evaluate the Senior Pastor's leadership annually.

I. In cases of a vacancy or emergency, the Council may contract for or hire additional Pastors or other individuals as needed to provide spiritual leadership and support to the mission and ministry of the church.

Section 3. Election Procedures

A. The Church Council shall appoint a nominating committee to nominate candidates for the members of the Church Council. The nominating committee will be instructed to seek candidates who represent the diverse membership of King of Glory.

i. The Senior Pastor will serve as an ex-officio member of the nominating committee.

ii. Any member of the congregation may propose a candidate for membership on the Church Council to the nominating committee in accordance with procedures established in the Governance Policy Manual by the Church Council.

iii. The names of the nominees shall be published at services at least twice before elections, which shall preferably be held by June 1 of each year.

iv. The congregational Voters' Assembly may elect only Voting Members of the congregation who have been nominated in accordance with the Constitution, these Bylaws and the Governance Policy Manual.

B. The Church Council shall elect a Chair from its elected members; at least one nominee for Chair shall be nominated by the Senior Pastor. The Council shall also elect a Vice Chair, a Finance Director and a Secretary from the elected members of the Church Council.

Section 4: Executive Officers

A. The Chair, Vice Chair, Treasurer and the Secretary shall serve as the Executive Officers of the Church Council and the congregation.

B. The Senior Pastor shall serve as an Ex-Officio, nonvoting member of the Executive Officers.

C. The Executive Officers shall perform duties as outlined in the Governance Policy Manual.

Section 5: Legal Trustees

A. The Chair, Vice Chair, and Treasurer shall serve as the Legal Trustees of the congregation.

B. Within one month of the congregational elections, the names of the Legal Trustees will be published by the Church office.

- C. The Voting Members of the congregation may override the appointment of any Legal Trustee by presenting to the Council in writing a petition signed by at least 25 (twenty-five) Voting Members of the congregation. This petition should be presented to the Council within one month of the publication of the names of the Legal Trustees. If a petition is received, the Council will revote for the position questioned in the petition. The revote of the Council is binding.
- D. The Chair, Vice Chair and Treasurer take office as Legal Trustees and are vested upon election by the Council and upon subsequent appointment by the local Circuit Court, if no petition from the voters is received to remove them from office.

ARTICLE V PASTORS AND OTHER CALLED WORKERS

Section 1. Senior Pastor

- A. The Senior Pastor's primary responsibilities are proclaiming the Word and administering the Sacraments.
- B. The Senior Pastor shall be called by a 2/3 (two-thirds) majority vote of the Voting Members at a properly called Voters' Assembly.
- C. The Senior Pastor shall serve as an ex-officio non-voting member of the Church Council in all matters outside of those that pertain to his performance review.
- D. The Senior Pastor will be accountable to the congregation through the Church Council.
- E. The Senior Pastor may contract for or hire additional Pastors, administrators or other individuals as needed.
- F. The Senior Pastor shall serve as the Executive Director of King of Glory Ministries. As such, he shall:
 - i. Be the senior leader of all called and contracted staff;
 - ii. Have the authority to manage all staff in the best interest of the congregation;
 - iii. Lead and direct the staff according to the guidelines established in the Governance Policy Manual;
 - iv. Oversee the operations of the congregation within the guidelines of the approved Governance Policy Manual;
 - v. Develop and maintain the Operational Policies of the congregation;
 - vi. Develop the operational budget and present that budget for approval to the Council and Congregation;
 - vii. Oversee the financial affairs of the congregation;

Section 2. Associate Pastors and Other Called Workers

Called Associate Pastors and other Called Workers may be called as needed to assist the Senior Pastor in providing spiritual leadership to the congregation.

- A. Called Associate Pastors/Other Called Workers shall be called by a 2/3 (two-thirds) majority vote of the members voting.
- B. Called and Contracted Associate Pastors and other Called Workers will be accountable to the Senior Pastor.
- C. Called Associate Pastors and other Called Workers will have their performance reviewed annually by the Senior Pastor. Failure to meet minimum performance standards for two or more years in a row may result in the Senior Pastor consulting with the Church Council on a recommendation to the Voting Members concerning revocation of the Call.

ARTICLE VI ENDOWMENT AND INVESTMENT FUNDS

Section 1. Purpose and Description

The King of Glory Lutheran Church and School will establish multiple endowment and investment funds to ensure its enduring ministry in the future.

- A. Endowment funds are for long-term, continuing financial support while maintaining Christ centered stewardship of donor gifts in perpetuity. The General King of Glory Endowment Fund supports the mission and objectives approved by the Church Council.
- B. Special Purpose King of Glory Endowments that provide perpetual support for missions designated by donors may be established by the Church Council. Special Purpose Endowment Funds may be established within this structure to accommodate the wishes of donors contributing substantial amounts, as set by the Church Council, generally twenty five thousand dollars or more.
- C. Investment funds may be established to accept major gifts and to manage funds for other long term objectives, such as building programs or operational reserves.

Section 2. Donor Gifts, Use of Income, Capital Gains, and Restrictions on Withdrawal of Principal

- A. Donor gifts to all Endowment funds are accepted with the commitment that they will generate continuing long-term financial support for the missions of the church and school.
- B. Capital gains and income generated by the invested principal may be used for King of Glory Church and School programs and ministries as recommended by the Investment Committee and approved by the Church Council.
- C. Principal amounts invested in The King of Glory Lutheran Church and School General Endowment Fund may only be expended with approval of the Church Council and by majority vote in a Voters' Assembly.
- D. Special Purpose Endowment fund principal amounts may be expended from those funds under terms established by donors and accepted by the Investment Committee.
- E. It is the intent of the congregation that all undesignated bequests and memorial gifts be directed to the General Endowment Fund or other investment fund.
- F. Endowment and investment funds will be governed by policies established by the Church Council.

Section 3. Investment Committee

The Investment Committee will manage endowment and investment accounts and include the following voting members:

- A. Chair, approved by Church Council, for a three year term;
- B. The Treasurer of the congregation;
- C. Up to three volunteer members from the congregation, nominated by the Chair and approved by the Church Council, to serve a three year term. The volunteer members and Chair may serve two consecutive terms.
- D. Non-voting advisory members are the Senior Pastor and Chair of the Church Council. The Committee reports to and is subject to direction of the Church Council.

Section 4 – Investment Guidelines

The Investment Committee chair and members will utilize recognized financial services firms, when appropriate, and comply with investment guidelines approved by the Church Council.

- A. Investment policies, allocation of funds and accounting practices will be approved by the Investment Committee.
- B. The Church Council retains overall directorship, legal and fiscal responsibility for all King of Glory Endowment and investment funds.