



The Constitution and By-Laws of

ST. ANDREW'S LUTHERAN CHURCH and CAMPUS CENTER

[Last revised 15 October 2006]

Constitution

PREAMBLE

As a Christian congregation of The Lutheran Church – Missouri Synod (LCMS) gathered around God's Word and Sacraments, and recognizing our unique opportunity to proclaim the Gospel and foster Christian faith and fellowship within the University of Wyoming community, we do adopt the following constitution for the administration of such matters as may lie within our province as a congregation.

I. NAME

The name of this congregation shall be St. Andrew's Lutheran Church and Campus Center, in Laramie, Wyoming.

II. CONFESSION OF FAITH

This congregation:

1. Accepts all the canonical books of the Old and New Testaments as the inspired Word of God and the only infallible authority in all matters of faith and life; and
2. Acknowledges all the Symbolical books of the Lutheran Church, contained in the Book of Concord of 1580, to be a true and correct exposition and declaration of the Word of God. These books are the Apostolic, Nicene, and the Athanasian Creeds; the Unaltered Augsburg Confession; the Apology of the same; the Smalcald Articles; Luther's Small and Large Catechism; and the Formula of Concord.

III. MEMBERSHIP

A. Persons may hold either regular or associate membership in this congregation:

1. Persons shall become regular members of this congregation through one of the following:
 - a. Baptism
 - b. Confession of Faith
 1. Rite of Confirmation
 2. Profession of Faith
 - c. Transfer from a sister LCMS congregation.
2. Students who are members of sister LCMS congregations may become "associate members" while maintaining regular membership in their home congregation.
 - a. Associate members may vote and hold office as regular members.
 - b. Upon completion of their undergraduate studies, associate members who seek to remain in Laramie for either employment purposes, graduate studies, etc., are then encouraged to become regular members through transfer.
 - c. Associate memberships for those who leave Laramie will lapse unless they communicate their desire to extend it for up to one year.

- B. All persons can be or remain regular or associate members of this congregation who:
1. are baptized.
 2. accept all the canonical books of the Old and New Testaments as the inspired Word of God and the only infallible authority in all matters of faith and life.
 3. are familiar with the doctrines and teachings of the Evangelical Lutheran Church, especially as contained in Luther's Small Catechism.
 4. lead a Christian life. (Galatians 5:19-23)
 5. attend worship services regularly and receive the Lord's Supper frequently.
 6. abide by the regulations here set forth or such as may hereafter be established, provided such regulations do not conflict with the Word of God or the Confessions of the Evangelical Lutheran Church.
 7. permit themselves to be freely and lovingly confronted, admonished and corrected (Matt.18) when they have erred according to Holy Scripture.
 8. are not members of any society or organization in conflict with Sacred Scriptures (II Corinthians 6:14-18) or the confessional basis of the congregation.
- C. All regular and associate members shall be expected to:
1. promote the objectives of this congregation as defined by this Constitution and its by-laws.
 2. increase their knowledge of Christian doctrines, history, worship, customs and practices.
 3. make diligent use of the opportunities provided for growth in grace, faith, fellowship, and knowledge of our Lord Jesus Christ.
 4. support the mission of the congregation with their prayers, talents, and gifts.

IV. RELATIONSHIP TO THE WYOMING DISTRICT (LCMS)

Whereas Holy Scripture recognizes special relationships among those who labor to advance the Gospel of Jesus Christ, we understand our relationship with the Wyoming District to be a "partnership" in the Gospel (Phil. 1). Therefore, walking together in this partnership we will:

1. provide ministry consistent with the doctrine and practice of the LCMS.
2. work together to maintain St. Andrew's Lutheran Church and Campus Center as a congregation with a focus on campus ministry.
3. exercise Scriptural stewardship principles in regard to property, subsidy, and congregational offerings.
4. mutually engage in regular review, evaluation and planning, especially as it pertains to matters regarding properties, budgeting, hiring of center managers, and the like, pending approval of the appropriate District official or entities and the Church Council.

V. THE PASTORATE

- A. The Pastor of the congregation shall be called directly by the Voter's Assembly. However, in consideration of the unique relationship between St. Andrew's Lutheran Church and Campus Center and the congregations of the Wyoming District (per IV above), the Church Council will seek and welcome close input and direction from the Wyoming District in the call process.
- B. In the administration of his office, the Pastor shall:
1. teach the Word of God in its truth and purity in accordance with the confessional standards set forth in Article II of this Constitution.
 2. administer the Sacraments and the Office of the Keys according to Christ's institution and the guidance of orthodox liturgy and Agenda.
 3. advise, admonish and encourage individual members, whenever necessary, on the basis of God's Word.
 4. be an example of life motivated by Christian faith.

5. attend meetings and activities of the congregation, the Church Council, and its committees whenever possible.

VI. OFFICERS

- A. The officers of the congregation shall include at least three Deacons, one of whom shall function as the Congregational President and as the Chair of the Deacons; Treasurer; Secretary; Trustee; and at least two Council Members at large; who shall be elected at least annually by the congregation from the roster of regular and associate communicant members.
- B. The Office of President and Board of Deacons shall be limited to male members.
- C. The Church Council shall consist of all officers of the congregation who shall have one vote each, except for the Chair (or acting Chair) of the Deacons, who shall have one vote only in the case of a tie. The Pastor is an *ex officio* member of the Church Council.
- D. One-half of all Church Council voting members (with the exception of the Chair) shall constitute a quorum.

VII. VOTER'S ASSEMBLY

- A. The Voter's Assembly shall meet bi-annually.
- B. All regular and associate communicant members (including the Pastor and the Chair at their discretion) may vote at all meetings and on all matters.
- C. One-fourth of all regular and associate communicant members shall constitute a quorum.
- D. All matters shall be decided by a majority vote except for the administration of church discipline which shall require a unanimous vote. Matters of doctrine are never decided by vote.
- E. Special meetings in addition to the bi-annual meetings may be called by the President or the Church Council.
- F. Special Voter's Assemblies can only be held for the specific purposes for which they are called and of which the congregation has been notified.
- G. Notice of all meetings shall be given on the two Sundays prior to the meeting or by contacting all regular and associate communicant members at least three days prior to the meeting.

VIII. AMENDMENTS

This constitution may be amended by a two-thirds majority vote at a meeting of the congregation (i.e. Voter's Assembly), provided that a copy of the proposed changes has been made available at the church for all regular and associate communicant members at least one week preceding the meeting.

IX. UNALTERABLE ARTICLES

Articles II, VIII and IX shall be unalterable.

By-Laws

[Last revised 15 October 2006]

I. DUTIES OF THE CHURCH COUNCIL

1. The Council shall supervise the general affairs of the congregation and assist the pastor as needed, and where appropriate, in the carrying out of his duties. It shall prepare the agenda for the

congregational meetings and may call special meetings of the congregation. It shall have the power to form temporary committees and to fill vacant positions between elections.

2. The Council shall meet regularly during the school year and upon special call of the president.
3. In the event that matters arise which can not be delayed and a quorum can not be met due to summer and/or winter breaks, then the President or pastor shall assure that all council members are informed so that their input may be gathered and a decision can be made based on that input by the acting Council Chair.
4. Meetings and decisions of the Council can take place by electronic means.

II. DUTIES OF OFFICERS

1. The President shall preside at all meetings of the congregation, serve as chairman of the Council and the Board of Deacons, and supervise the activities of the congregation in general.
2. The Board of Deacons shall assist the pastor in overseeing the worship life and the spiritual care of the congregation, especially as it relates to matters of doctrine, catechesis, and if necessary, appropriate church discipline.
3. The Secretary shall take minutes of all meetings, keep an accurate account of the constitution, its by-laws and its amendments, and conduct all necessary correspondence.
4. The Treasurer shall be responsible for all receipts and disbursements of the congregation, keep necessary records, and make reports to the congregation, the Council and the appropriate mission board of the District.
5. The Trustee shall provide local oversight to all issues related to the maintenance and care of the facilities (and the parsonage as needed), including the supervision of Center Manager(s), the coordination of necessary congregational volunteer help, and ongoing and necessary communication with the appropriate District officials.
6. Council members at large may be assigned special duties at the direction of the Church Council. These may include, but are not limited to, help with special events, coordination of various Church activities, and outreach to the UW community, etc.
7. An elected Treasurer or Secretary may also serve as a member of the Board of Deacons. However, only one vote is allowed per voting member of the Council.
8. The Church Council may not exceed twelve voting members.

III. NOMINATIONS AND ELECTIONS

1. The Church Council shall prepare a list of nominees to be made available to the congregation at least one week prior to the Voter's Assembly at which elections will take place.
2. Additional nominations may be made from the floor of the Voter's Assembly.
3. Election shall be by ballot.

IV. RULES OF ORDER

Robert's Rules of Order shall be the final authority in all matters of procedure not outlined in this constitution and by-laws.

V. AMENDMENTS

These by-laws may be amended by a simple majority of the votes cast at a Voter's Assembly of the congregation, provided that a copy of the amendment(s) have been made available to all regular and associate members of the congregation preceding the meeting.