

CONSTITUTION OF THE UNIVERSITY LUTHERAN CHAPEL

Revised April 2006

University of Minnesota
Minneapolis, Minnesota

PREAMBLE

As a Christian congregation of the Lutheran Church-Missouri Synod gathered around God's Word and Sacraments, we do adopt the following charter or 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 University Lutheran Chapel, University of Minnesota, Minneapolis, Minnesota.
- II. CONFSSION OF FAITH: Our congregation joyfully acknowledges and gladly adheres to:
 1. all the canonical books of the Old and New Testaments as the written Word of God and the only infallible authority in all matters of faith and of practice;
 2. all the Confessions of the Evangelical Lutheran Church contained in the Book of Concord of 1580 as the true and unadulterated statement and exposition of the Word of God. These books are: The Apostles', Nicene, and Athanasian Creeds; the Unaltered Augsburg Confession; the Apology of the Augsburg Confession; the Smalcald Articles; Dr. Martin Luther's Small and Large Catechisms; and the Formula of Concord.

All doctrinal matters which may arise in this congregation shall be decided according to this norm.

III. MEMBERSHIP

- A. Only such person can be or remain members of this congregation as:
 1. are baptized;
 2. accept all the canonical books of the Old and New Testament as the Divine rule and norm of faith and life (see Formula of Concord: Epitome I:7);
 3. are familiar with the contents of Luther's Small Catechism and declare their acceptance of the same;

III. MEMBERSHIP (cont.)

4. lead a Christian life;
 5. attend Divine 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, and also permit themselves to be freely admonished and corrected when they have erred;
 7. 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.
- B. Persons shall become members of this congregation by:
1. Baptism
 2. Confession of Faith
 - a. Rite of Confirmation
 - b. Profession of faith
 3. Transfer from a sister Lutheran Church-Missouri Synod congregation.
 4. Members of sister Lutheran Church-Missouri Synod congregations may apply for "associate membership: while maintaining membership in their home congregation. Associate members may vote and hold office.
- C. All members and associate members shall be expected to:
1. promote the objectives of this congregation;
 2. make use of the opportunities provided for growth in grace, faith, fellowship, and knowledge of our Lord Jesus Christ;
 3. support the mission of the congregation with their prayers, talents, and gifts.
- IV. VOTING: All members and associate members of 18 years of age or older may vote at all meetings and on all matters.

- V. THE PASTORATE: As a member of the Synod, and to be in conformity with the constitution of the Synod, the congregation must retain the right of the calling of its pastor. The right of the call shall be vested in the congregation in a regular or special Meeting of the Voters' Assembly.
- VI. OFFICERS:
- A. The officers of the congregation shall be three Elders, one of whom shall also function as the Congregational President and as Chair of the Board of Elders; three Trustees, one of whom shall also function as Chair of the Board of Properties; Fellowship Chair; Stewardship/Christian Service Chair; Nurture Chair; Outreach Chair; International Outreach Chair; Congregational Secretary; who shall be elected annually by the congregation from the roster of members and associate members.
 - B. The Office of President and Board of Elders shall be limited to male members.
 - C. The Chapel Council shall consist of the Board of Elders Chair (Congregational President); the Board of Properties Chair; the Stewardship/Christian Service Chair; Fellowship Chair; Nurture Chair; Outreach Chair; International Outreach Chair; Congregational Secretary. The Pastor is an ex officio member of the Chapel Council.
- VII. VOTERS' ASSEMBLY
- A. The Voters' Assembly shall meet bi-annually (November and February).
 - B. All matters shall be decided by a majority vote except for the administration of church discipline when unanimity of voters present shall be required. Matters of doctrine are never decided by vote.
 - C. Special meetings in addition to the bi-annual meetings may be called by the chapel council or by any ten members provided such request is submitted to the chapel council in writing and the chapel council fails to call such a meeting.
 - D. Notice of all meetings shall be given in the Sunday bulletin on the two Sundays prior to the meeting or by mail to all members and associate members at least five days prior to the meetings.
- VIII. AMENDMENTS: This constitution may be amended by a two-thirds majority vote at a meeting subsequent to the one at which the amendment was first proposed, provided a copy of the proposed changes has been sent to all members/associate members.
- IX. UNALTERABLE ARTICLES: Articles II, VIII, and IX shall be unalterable.

BYLAWS OF THE CONSTITUTION OF UNIVERSITY LUTHERAN CHAPEL

I. CALLING OF PASTORS

- A. In the case of a pastoral vacancy, the Board of Elders shall have the authority to procure the services of a vacancy pastor.
- B. When a pastor is to be called, every member and associate member of the congregation shall have the privilege of making one or more nominations. The congregation shall also ask the District President for recommendations. The Board of Elders shall serve as the screening committee. In the screening process the Board of Elders shall submit a list of names to the District President for information. After receiving all such information, the Board of Elders shall present to the congregation, by means of a public announcement, at least five but not more than ten preferred candidates, together with a biographical sketch of each. At a meeting of the Voters' Assembly, the congregation shall then adopt a list of not more than six but no fewer than three candidates. At the meeting of the Voters' Assembly called for the purpose of electing a new pastor, successive ballots will remove the candidate with the fewest votes until one candidate receives a simple majority. The Voters' Assembly shall then request a unanimous affirmation of the candidate elected.

II. DUTIES OF OFFICERS

- A. The President shall:
 - 1. preside over all meetings of the voters' assembly;
 - 2. preside over all meetings of the chapel council;
 - 3. consult with the pastor on a regular basis regarding the spiritual and temporal needs of the congregation;
 - 4. serve ex officio on all committees;
 - 5. serve as chairman of the Board of Elders.
- B. The Fellowship Chairman shall chair a committee which plans social/recreational activities for the congregation.
- C. The Nurture Chairman shall chair a committee which plans Bible study and spiritual growth opportunities for the congregation.
- D. The Outreach Chairman shall chair a committee which leads the congregation in evangelistic outreach.
- E. The International Outreach Chairman shall chair a committee which leads the congregation in evangelistic outreach specifically directed towards the university's international student population.
- F. The Stewardship/Christian Service Chairman shall chair a committee which provides stewardship interpretation and opportunities for service to those in need.

- G. The Board of Properties Chair shall:
 - 1. preside over all meetings of the Board of Trustees;
 - 2. organize work days;
 - 3. divide the responsibility of caring for chapel facilities into three specific areas among each member of the Board of Properties. The three areas of responsibility are as follows:
 - i. chapel building
 - ii. chapel and parsonage grounds
 - iii. parsonage.
- H. The Congregational Secretary shall record the minutes for all chapel council meetings and voters' assemblies.
- I. The Board of Elders shall assist the pastor in the spiritual care of the congregation, especially in matters related to doctrine and discipline.

III. DUTIES OF THE CHAPEL COUNCIL

The chapel council shall:

- A. act on behalf of the congregation between meetings of the voters' assembly;
- B. serve as a planning and coordinating council;
- C. appoint any additional ad hoc committees as needed.

IV. NOMINATIONS AND ELECTIONS

- A. The chapel council shall prepare a ballot to be presented at least two weeks prior to the February voters' assembly.
- B. Additional nominations may be made from the floor of the voters' assembly.
- C. Election shall be by ballot.

V. TERMS OF OFFICERS

- A. All elected persons shall be elected for annual terms and shall serve until their successors are installed. Elected persons shall serve no more than three consecutive terms in any given office.
- B. When a vacancy occurs, the chapel council shall appoint a successor who shall serve for the remainder of the term.

VI. RULES OF ORDER

All matters of procedure shall be governed by Robert's Rules of Order.

VII. AMENDMENTS

These BYLAWS may be amended by a two-thirds majority vote of those members present at any meeting of the voters' assembly provided that such amendments have been distributed to all members in advance of the meeting.