

Constitution

Redeemer Lutheran Church, Cuyahoga Falls, Ohio – L.C.M.S.

Preamble

Redeemer Lutheran Church is a non-profit organization dedicated to demonstrating God's love by caring for people and inviting them to experience the quality life Jesus offers.

Since the Word of God requires that Christian congregations conform to His Word in doctrine and practice and that all things shall be done in decent and good order, we therefore as members of Redeemer Lutheran Church accept and subscribe to the following Constitution and Bylaws in accordance with which all spiritual and material affairs of the congregation shall be governed.

Article I - Name

The name of this corporation is Redeemer Evangelical Lutheran Congregation. This corporation will be further referred to, in this document, as "church" or "congregation". The church maintains its principal address at 2141 Fifth Street, Cuyahoga Falls, Ohio. This non-profit corporate body has the authority to exercise general rights, privileges, and powers it may need to accomplish the purpose for which it is formed, as granted by the laws of the State of Ohio. The term "he" or "she" are used generically in this document and do not imply limitation to gender, unless specifically noted in the clause.

Article II - Purpose

The purpose of this church is to reach people with the saving message of the Gospel of Jesus Christ. We acknowledge it is by God's grace we are saved.

*All Bible verses are taken from English Standard Version

Matthew 28:19-20 "Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe all that I have commanded you. And behold, I am with you always, to the end of the age."

Ephesians 2:8-10 "For by grace you have been saved through faith. And this is not your own doing; it is the gift of God, not a result of works, so that no one may boast. For we are his workmanship, created in Christ Jesus for good works, which God prepared beforehand, that we should walk in them."

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We reach OUT to people in the community. We reach IN to our visitors and members. Our goal is to make disciples through demonstrating God's love. We base our preaching and teaching on solid principles that are true to the Word of God and relevant and applicable today.

Mark 16:15 "And he said to them, "Go into all the world and proclaim the gospel to the whole creation."

Acts 5:20 "Go and stand in the temple and speak to the people all the words of this Life."

Ephesians 4:2-5 "With all humility and gentleness, with patience, bearing with one another in love, eager to maintain the unity of the Spirit in the bond of peace. There is one body and one Spirit—just as you were called to the one hope that belongs to your call—one Lord, one faith, one baptism,

Our purpose is to help people to grow in the following areas of discipleship:

- A. Worship** – Different styles of relevant, meaningful, friendly, praise giving worship will encourage and equip our congregation and visitors. Word and Sacrament form the basis of our services.

Hebrews 10:25 "Not neglecting to meet together, as is the habit of some, but encouraging one another, and all the more as you see the Day drawing near.

John 4:23-24 "But the hour is coming, and is now here, when the true worshipers will worship the Father in spirit and truth, for the Father is seeking such people to worship him. God is spirit, and those who worship him must worship in spirit and truth"

Ephesians 5:19-20
"Addressing one another in psalms and hymns and spiritual songs, singing and making melody to the Lord with your heart, giving thanks always and for everything to God the Father in the name of our Lord Jesus"

- B. Bible Study** – Different types of studies, both group and individual will help our congregation and friends grow in knowledge and application of God's Word.

2 Timothy 3:16 "All Scripture is breathed out by God and profitable for teaching, for reproof, for correction, and for training in righteousness."

Colossians 2:6-7 "Therefore, as you received Christ Jesus the Lord, so walk in him, rooted and built up in him and established in the faith, just as you were taught, abounding in thanksgiving."

1 Peter 2:2 "Like newborn infants, long for the pure spiritual milk, that by it you may grow up into salvation—"

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C. Prayer – A ministry of prayer, both group and personal, will encourage and equip our members and friends to stay in communication with our God. We are committed to pray for all of our ministries, as well as personal requests and worldly issues.

Luke 18:1 “And he told them a parable to the effect that they ought always to pray and not lose heart.”

Ephesians 6:18 “Praying at all times in the Spirit, with all prayer and supplication. To that end keep alert with all perseverance, making supplication for all the saints.”

Matthew 7:7 “Ask, and it will be given to you; seek, and you will find; knock, and it will be opened to you.”

Matthew 18:20 “For where two or three are gathered in my name, there am I among them.”

D. Witness – We will promote ministries that will interest, help and encourage members to bring and include their friends, relatives and co-workers. We will make use of every opportunity we can to invite people in our community to experience the quality life of Jesus. We will support world and local missions with prayer and financial support.

Acts 1:8 “But you will receive power when the Holy Spirit has come upon you, and you will be my witnesses in Jerusalem and in all Judea and Samaria, and to the end of the earth.”

Philemon 6 “And I pray that the sharing of your faith may become effective for the full knowledge of every good thing that is in us for the sake of Christ.”

Mark 16:15 “And he said to them, “Go into all the world and proclaim the gospel to the whole creation.”

1 Peter 3:15 “But in your hearts honor Christ the Lord as holy, always being prepared to make a defense to anyone who asks you for a reason for the hope that is in you; yet do it with gentleness and respect.”

E. Giving/Time and Talent We will encourage and equip our members and friends to use their spiritual gifts for the good of the Body of Christ.

1 Corinthians 12:4,6 “Now there are varieties of gifts, but the same Spirit. And there are varieties of activities, but it is the same God who empowers them all in everyone.”

Ephesians 4:11-13, 16 “And he gave the apostles, the prophets, the evangelists, the shepherds and teachers, to equip the saints for the work of ministry, for building up the body of Christ, until we all attain to the unity of the faith and of the knowledge of the Son of God, to mature manhood, to the measure of the stature of the fullness of Christ. From whom the whole body, joined and held together by every joint with which it is equipped, when each part is working properly, makes the body grow so that it builds itself up in love.”

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F. Treasure – We will encourage our members to grow in their financial giving and work toward a tithe.

1 Corinthians 16:2 “On the first day of every week, each of you is to put something aside and store it up, as he may prosper, so that there will be no collecting when I come.

Malachi 3:10 “Bring the full tithe into the storehouse, that there may be food in my house. And thereby put me to the test, says the LORD of hosts, if I will not open the windows of heaven for you and pour down for you a blessing until there is no more need.”

G. Fellowship – We will provide support, care and activities for children, youth, families and individuals through large and small group events.

Acts 2:42 “And they devoted themselves to the apostles' teaching and the fellowship, to the breaking of bread and the prayers.”

Article III – Statement of Faith

This congregation accepts and acknowledges:

- A. The Scriptures of the Old and New Testaments as the divinely inspired Word of God and the only rule and norm of faith and practice.
- B. The following as the true exposition of the Word of God.
 - The Ecumenical Creeds
 - The Apostles Creed
 - The Nicene Creed
 - The Athanasian Creed
 - The Augsburg Confession
 - The Apology of the Augsburg Confession
 - The Smalcald Articles
 - The Large Catechism of Martin Luther
 - The Small Catechism of Martin Luther
 - The Formula of Concord
 - The Treatise on the Power and Primacy of the Papacy (contained in the Book of Concord)
- C. All writings and teaching of this church shall conform to this Article.

Article IV – Affiliation

This church is autonomous and maintains the right to govern its own affairs. Recognizing the benefit of joining in cooperation with other churches, this church chooses to affiliate and be supportive of the mission of The Lutheran Church Missouri Synod. The congregation retains the right to choose the Body or Synod with which to affiliate.

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Article V – Membership

Section A: Baptized Members

Baptized membership of this church shall consist of all who have been baptized in the name of the Father, Son and Holy Spirit and who have been placed under the spiritual care of the church by baptism, or by transferring from another congregation or by joining from another church.

Section B: Communicant members

Communicant membership consists of all who:

1. Trust in Jesus Christ as their personal Savior;
2. Have received a Christian baptism;
3. Complete a confirmation class, transfer from another Lutheran church or make a personal profession of faith;
4. Agree with the church's Statement of Faith in Article III;
5. Try to lead a Christian life according to Galatians 5:22-26;

Galatians 5:22-26 “But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, self-control; against such things there is no law. And those who belong to Christ Jesus have crucified the flesh with its passions and desires. If we live by the Spirit, let us also keep in step with the Spirit. Let us not become conceited, provoking one another, envying one another.”

6. For the sake of love and peace submit to the regulations that are established by the Voters;
7. Agree with the purpose of the church as stated in Article II and make a reasonable effort to grow in the areas of discipleship;
8. Communicant members may not belong to any secret, oath-bound organizations which are in conflict with the Word on God (2 Corinthians 6:14-18).

2 Corinthians 6:14-18 “Do not be unequally yoked with unbelievers. For what partnership has righteousness with lawlessness? Or what fellowship has light with darkness? What accord has Christ with Belial? Or what portion does a believer share with an unbeliever? What agreement has the temple of God with idols? For we are the temple of the living God; as God said, “I will make my dwelling among them and walk among them, and I will be their God, and they shall be my people. Therefore go out from their midst, and be separate from them, says the Lord, and touch no unclean thing; then I will welcome you, and I will be a father to you, and you shall be sons and daughters to me, says the Lord Almighty.”

The membership, and membership privileges, of each communicant member shall remain in force so long as each member shall maintain their eligibility according to the eight points above in paragraph B of this article and shall meet the requirements stated in the disciplinary or other provisions of the Bylaws. A member who voluntarily severs their connection with this congregation, or who has been released or transferred, or who has been excommunicated or

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excludes themselves according to the provisions of the Bylaws, shall be deemed to have terminated their membership in this congregation along with the all rights and privileges of such membership.

Section C: Associate Members are communicant members of another LCMS Lutheran Congregation who have asked Redeemer to be their church home while residing in the area. Associate members will be received by Affirmation of Faith and will be eligible to participate in all activities of the church including appointments as members of boards and committees. Associate members are eligible to become Voting Members. (Associate Members will not be included on the official list of the congregation that is recognized by the District and Synod)

Section D: Voting Member

1. **Voting** members are communicant members who have reached the age of 18 years **and** have read the Constitution and Bylaws of the Congregation **and** have signed the “Statement of Intent”. This signed form must be submitted to the Secretary of the Board of Directors prior to a Voters meeting. Only voting members shall be eligible to hold elected offices as prescribed in the Constitution and Bylaws.
2. It is important for voting members to understand the Constitution and Bylaws of the congregation. Voters should show an active interest in the affairs of the church and attend Voters Meetings, both annual and special.

Article VI – Pastors and Rostered Workers

Only such candidates, ordained or commissioned, shall be called and elected to serve as Pastor(s) or as Rostered Worker(s), hereafter referred to as “Called Ministers”, who profess acceptance of, and pledge faithful adherence to, the confessions of this congregation as set forth in Articles II and III of this Constitution.

Article VII – Responsibilities of the Congregation

- A. **Scriptural Authority** – All activities of the congregation shall be regulated and all controversies, doctrinal or otherwise, which may arise within the congregation, shall be resolved on the basis of the Holy Scripture and the Lutheran Confessions. Any decision made to the contrary shall be null and void.
- B. **Authority of the Congregation**
 1. The authority of the congregation is vested in the Voters, which has no power to enact anything contrary to the Word of God. The Board of Directors is accountable to the Voters. The Senior Pastor is accountable to the Board of Directors. The Ministry Staff is accountable to the Senior Pastor.
 2. The officers of the Board of Directors will also serve as the officers of the congregation. The corporate powers of the congregation shall be exercised and controlled by the duly

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- elected Board of Directors. The Board of Directors shall represent the congregation in all matters required by the Articles of Incorporation.
3. The Chairman presides at all Voters meetings and is responsible to ensure that all meetings are held in an orderly and Christian manner. The Vice-Chairman assumes the Chairman's duties in his absence. The role of the Financial Director is to provide counsel to the Board of Directors and to be a liaison with the Senior Pastor or his designee in regards to financial matters. The Secretary shall be responsible for maintaining the minutes of all Board of Directors and Voters Meetings.
 4. The property of this congregation is dedicated to religious and charitable purposes and no part of net income or assets shall ever be used to the benefit of any officer, member or private individual.

Article VIII – Amendments

- A. The Constitution, with the exception of the Article of Faith in Article III, may be amended by a two-thirds majority vote of those present and eligible to vote at two consecutive regular or special Voters meetings, to be held at least one month apart.
- B. Proposed amendments shall be presented in writing at such a meeting of the Voters.
- C. The revised Constitution, as a condition of membership in the Lutheran Church - Missouri Synod, shall be submitted to the district for review.

Article IX – Dissolution

- A. At the present time this congregation is affiliated with The Lutheran Church Missouri Synod, and this affiliation shall continue as long as the confession of faith of said Synod is in agreement with Article III of this Constitution. Should the congregation no longer desire to be affiliated with The Lutheran Church Missouri Synod, a two-thirds majority vote of those present and eligible to vote at two consecutive Voters meetings to be held at least one month apart.
- B. If at any time a separation would take place in this congregation on account of doctrine, the property of the congregation and all the benefits connected, shall remain with the majority of the members who shall continue to adhere to Article III of this Constitution. In the event of a dispute as to which members adhere to Article III, it shall be decided by a two-thirds majority vote of those present and eligible to vote at two consecutive Voters meetings to be held at least one month apart.
- C. In the event the congregation should totally disband, the property and all rights connected therein shall be transferred to a church or other organization exempt from taxation under state provisions. The disposition will be decided by a two-thirds majority vote of those present and eligible to vote at two consecutive Voters Assemblies to be held at least one month apart.

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Approved by action of the voters of Redeemer Lutheran Church this 13th day of May, 2010.

For the Staff:

Senior Pastor

For the Congregation:

Chairman of the Board of Directors

Bylaws

Redeemer Lutheran Church- L.C.M.S.
Cuyahoga Falls, OH

Article I – Membership

A. Admission into Baptized Membership shall be:

1. By transfer from a Lutheran Church Missouri Synod congregation or a congregation in fellowship with the Lutheran Church Missouri Synod; or
2. By being baptized and coming under the pastoral care of Redeemer Lutheran Church.

B. Admission into Communicant Membership shall be:

1. By confirmation at Redeemer Lutheran Church; or
2. By transfer. Persons coming with a letter of transfer from a Lutheran Church Missouri Synod congregation or a congregation in fellowship with the Lutheran Church Missouri Synod, who meet the membership requirements, shall be received by the Senior Pastor and reported to the Board of Directors: or
3. By profession of faith. Other persons who have previously been confirmed as a member of a Lutheran congregation, who meet the membership requirements, shall be received by the Senior Pastor and reported to the Board of Directors.

C. Termination of membership (Dismissal or Release from membership) shall be:

1. By transferring to a Lutheran Church Missouri Synod congregation or a congregation in fellowship with the Lutheran Church Missouri Synod. A member in good standing requesting release to a Lutheran Church Missouri Synod congregation or a congregation in fellowship with the Lutheran Church Missouri Synod shall issue a letter of transfer and report the action to the Board of Directors; or
2. By joining other churches. In cases where a member has joined another congregation outside our fellowship, the individual has terminated membership; or
3. By abandonment. A member whose whereabouts are unknown for a period of one year or longer and cannot be established may be removed by the Senior Pastor and reported to the Board of Directors; or
4. By excommunication. Any member who demonstrates unchristian conduct (adherence to false doctrine, unscriptural life, or neglect of Matthew 18: 15-20. If the member refuses to amend a sinful life after proper admonition, the member shall be recommended to the congregation for excommunication. A two thirds (2/3) majority vote at a meeting of the Voters shall be required for excommunication; or

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5. By self-exclusion. A member who has been admonished according to Matthew 18:15-20 and who is unwilling to participate in the spiritual life of the congregation, has thereby chosen self-exclusion.

Matthew 18:15-18 *“If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother. But if he does not listen, take one or two others along with you, that every charge may be established by the evidence of two or three witnesses. If he refuses to listen to them, tell it to the church. And if he refuses to listen even to the church, let him be to you as a Gentile and a tax collector. Truly, I say to you, whatever you bind on earth shall be bound in heaven, and whatever you loose on earth shall be loosed in heaven.*”

- D. A person whose communicant membership has been terminated has forfeited all rights of a member of this congregation and all claims upon the property of the congregation as such or upon any part thereof, as long as they have not been reinstated into membership.
- E. Persons who have been excommunicated from membership for whatever reason shall be restored with all rights and privileges when they repent and ask forgiveness through the Senior Pastor and the Board of Directors. Both acts of discipline and restoration shall be made known to all communicant members by whatever method the Senior Pastor and the Board of Directors deem most suitable.

Article II – Authority of the Voters

Section A: Right to Vote

The administration of the authority of the congregation is vested in the Voters.

The Voters have the right to vote on the following matters:

1. The official call or removal of any called minister. The removal of a Pastor or Rostered Worker may occur due to, but is not limited to, any of the following reasons: teaching of false doctrine, a scandalous life, dereliction of official duties, or protracted inability to perform his duties.
2. The election, affirmation or removal of Board members. Board members can be removed for such things as persistent adherence to false doctrine, neglect of official duty or inability to perform Board duties. The procedure for removal of one or more board members is specified in Article VII, Section B, and states “A voters meeting on a specific issue will be called by the Board of Directors upon receipt and confirmation of a petition signed by 5% of the communicant membership.
3. The affirmation of long range ministry plans and the annual budget to support those plans.
4. Acquisition or disposal of real property (i.e.: land, fixed improvements, construction of fixed properties) valued over \$100,000.
5. All long term borrowing of moneys.

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6. The adoption of and subsequent amendment of the Constitution and/or Bylaws.
7. The merger or dissolution of the congregation or Synodical affiliation.
8. The Voters have the right to vote on any other issue by following the procedure outlined in calling a special meeting (Article II, Section B)

Section B: Meetings of the Voters

1. **Regular Meetings:** A meeting shall be held in the month of May of each year for the purpose of affirming members of the Board of Directors & Endowment Committee as well as the presentation and affirmation of the church budget. An additional meeting shall be held in September of each year for the purpose of receiving an annual report and on any other matters of the church.
2. **Special Meetings:** Special meetings may be called by the Board of Directors or the Senior Pastor. In addition, a voters meeting on a specific issue will be called by the Board of Directors upon receipt and confirmation of a petition signed by 5% of the communicant membership. The meeting shall be held within a reasonable period of time.
3. **Meeting Notification:** Proper notification of a voters meeting shall consist of a verbal and written announcement in worship services for two consecutive weeks prior to the meeting. A written agenda must be available to the congregation no later than one week prior to the meeting. No business, other than that printed on the agenda, will be conducted.
4. **Quorum:** A quorum shall consist of a minimum of 30 voting members. Decisions are by majority vote except for the removal of called ministers (workers), the amendment of the Constitution and Bylaws, and the merger or dissolution of the congregation or Synodical affiliation. These issues shall be decided by an affirmative vote of two-thirds of those present at two consecutive meetings at least one month apart. If a meeting is called, and a quorum is not reached, a second meeting will be called two weeks later. If a quorum is not reached at the second meeting, the issues will be resolved by the Board of Directors.
5. **Conduct of Meetings:** All meetings will be held according to Redeemer's Christian Guidelines for meetings (Appendix 1). *Roberts Rules of Order* shall be the parliamentary authority. Minutes must be taken at all regular and special meetings of the church.

Article III – Board of Directors

- A. The Board of Directors shall be composed of nine (9) voting members who have attained the age of 21 or over, who have demonstrated faithfulness to the Lord in worship, Bible study and a committed life of growing discipleship. The Senior Pastor and Principal of Redeemer Christian School are is a non-voting *ex-officio* members of the Board of Directors. Paid employees of the church, other than the Senior Pastor and Principal, shall not be members. The term of membership is three (3) years. Members can serve for two (2) terms. Members serving two terms must take a one year rest before becoming eligible to serve again. Members' terms are staggered to ensure continuity of ministries. In the

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event of a vacancy, the Board of Directors, in consultation with the Senior Pastor, can appoint a replacement until the term is expired.

- B. The Board of Directors has the authority to review those items that relate to Board, Senior Pastor and Staff relationships under the established policies adopted by the Board. In addition, the Board shall meet at least quarterly. Minutes shall be kept of all meetings. Six members shall constitute a quorum and a majority vote is necessary for all action.
- C. The responsibilities of the Board of Directors are:
1. Act as the representative of the congregation in defining the goals of the church, and monitoring the progress of the church towards these goals. The plan to achieve these goals is one of the roles of the Senior Pastor.
 2. Define any specific limitations on how the goals are achieved. Allow the Senior Pastor and his team to set specific plans, while staying within these limitations.
 3. Submit an annual budget to the voters for affirmation.
 4. Arrange for a review of financial records every other year, by an independent (non-staff) group. The Board of Directors has the right to call for an audit or specific review at their discretion.
 5. Review and approve short term borrowing of moneys, not to exceed a 3 year period.
 6. Approve the disposition of personal property.
 7. Approve the disposition of all gifts, endowments and estates.
 8. Designate yearly a Chairman, Vice Chairman, Financial Director and Secretary from the Board of Directors.
 9. Approve requests to overspend the budget by amounts greater than 5% of the total budget.
 10. When special circumstances dictate, select three members from the congregation to act of matters regarding church discipline.
 11. Appoint a committee each year to select members of the congregation as nominees for the Board of Directors. Any member of the congregation may submit names to the committee for their consideration. Selection will be based on the criteria established for Board members. At least one staff member will be a member of the committee, and will supply Spiritual gift and activity status as necessary. The Senior Pastor will be a non-voting ex-officio member of the committee.

Article IV – Ministry Staff

Section A: Responsibilities of Ministry Staff

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1. Ministry staff shall include ordained pastors and all men and women whose positions have been designated by the Board of Directors to direct ministries of the congregation. One of the ordained clergy shall be designated as Senior Pastor, the Director of Ministries.
2. All ministry staff and support staff members perform under the supervision and authority of the Senior Pastor or his designee. Word and Sacrament are to be administered under the supervision of the Senior Pastor.
3. The Senior Pastor oversees all ministries of the church and hiring of all staff. The Senior Pastor submits ministry plans, budgets and evaluations according to the Board of Directors policies.

Section B: Transition Ministry Team: In the absence of a Senior Pastor, a Transition Ministry Team of five people shall be assembled to assume the responsibilities of the Senior Pastor, the Director of Ministries. This team shall be led by the Chairman of the Board of Directors or his designee. To complete the team, the Chairman will identify two members of the ministry staff and two members of the Board of Directors. The team shall be approved by a vote of the Board of Directors.

Article V – Other Ministry Groups

- A. Recognizing Christ’s call to equip God’s people for works of service and God’s promise that He gives gifts to each person in order to serve Him, other ministry task groups may be established by the Board of Directors or the Staff Ministry Team.

Ephesians 4:16 “From whom the whole body, joined and held together by every joint with which it is equipped, when each part is working properly, makes the body grow so that it builds itself up in love.

1 Peter 2:9 “Then the Lord knows how to rescue the godly from trials, and to keep the unrighteous under punishment until the day of judgment.”

1 Peter 4:10 “As each has received a gift, use it to serve one another, as good stewards of God’s varied grace.”

1 Corinthians 12:7 “To each is given the manifestation of the Spirit for the common good.”

- B. These task groups may include, but are not limited to, planning groups, educational groups, Bible groups, musical groups, social ministry groups, worship task groups and fellowship groups. Areas of decision making and responsibilities are established by the Staff Ministry Team and the Board of Directors.

Article VI – Endowment Fund

A. Name

The Redeemer Evangelical Lutheran Church Congregation Endowment Fund and the Redeemer Christian School Tuition Assistance Fund hereafter: (“RLC Endowment Fund” and “RCS Endowment Fund”) where necessary to differentiate, otherwise, (“Endowment Fund”), shall be separate funds administered in accordance with the provisions of these articles. The Endowment Fund is not and shall not be a separate, legal entity, but rather be a part of Redeemer Evangelical Lutheran Congregation of Cuyahoga Falls, Ohio, (hereafter: “Congregation”) and shall be administered for the pursuit and promotion of the Congregation’s purposes.

B. Purpose of the Endowment Fund

The purpose of the Endowment Fund shall be to further the programs and ministry of the Congregation. To this end the Endowment Fund shall support the Congregation in the following ways:

1. By seeking and receiving gifts and contributions designated for the Endowment Fund whether said gifts or contributions be deferred and/or current and whether said gifts be at death (testamentary) or during life (inter vivos). Fund Trustees may reject gifts which have unacceptable conditions and/or financial requirements subject to approval of the Board of Directors.
2. It is the intent of the congregation to continually increase the endowed principal of the Fund, therefore, in this spirit, a percentage of the uncommitted memorials and bequests to the congregation will be applied to the Endowment Fund not less than annually.
3. By holding and investing the monies received by the Endowment Fund for the benefit of the Congregation.
4. By no subsidizing the regular, operating expenses of the Congregation.
5. By separately accounting for the gifts and contributions received by the Endowment Fund together with the principal thereof and any and all interest, dividends or other earned income thereon. Financial statements shall be presented to the Board of Directors quarterly and at the annual voters meeting.

C. Administration

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The responsibility for the administration of the Endowment Fund including the receipt of gifts, the investment of its funds, the distribution of its income to the Congregation through the Board of Directors, and the accounting of its receipts, income and expenditures shall be borne by the Endowment Fund Committee (hereafter “Committee”). Members of the Committee shall discharge their responsibilities without compensation for their services.

1. Term of Office: The Committee shall consist of five Fund Trustees, four of whom shall be elected by the Voters, each of whom shall serve for a two year term. Elected member terms are staggered to ensure continuity of the ministry purpose. The Business Manager of the Congregation shall serve as the fifth Trustee, granted a vote only in the event of a tie among the other members.
2. Duties: The duties of the Fund Trustees shall include the following:
 - a. Receive gifts and contributions designated for the Endowment Fund.
 - b. Establish a written investment policy annually for the approval of the Board of Directors.
 - c. Invest the principal of the Endowment Fund in a manner consistent with the standards established by the Uniform Prudent Management of Institutional Funds Act (UPMIFA). In addition to investment in such organizations as the Ohio District, Synodical Church Extension Funds, or Thrivent Financial, the Fund Trustees may invest or reinvest in investment grade securities, mutual funds, certificates of deposit and U.S. Treasury issues.
 - d. Report upon request of the Board of Directors with regard to contributions and gifts as they are received.

D. Distribution of Interest, Dividends and Other Earnings

Quarterly financial statements provided by the Trustees to the Board shall identify the amount in each Fund which is available for distribution in accordance with the stated Fund purposes. The Board of Directors periodically shall obtain recommendations from the ministry team and the Redeemer Christian School Board for the utilization of income available from the Endowment Fund.

- Distribution of income from the Endowment Fund shall be limited to 90% of said income in any year.
- Income not expended in any year shall be applied to increase the Principal of the Endowment Fund.
- No distributions shall be made from any fund if the total value of that fund is less than \$50,000.
- No distributions will be made in support of regular operating expenses.

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1. **Distributions** will be made by the Board of Directors for the following purposes:
 - a. Community Ministry which shall include community outreach, social service ministries, special emergency programs, and relief for the needy.
 - b. Ministries of Redeemer which may include scholarships for students preparing for the pastoral, teaching, music, DCE/Youth Ministries, or equivalent positions at synodical institutions and the establishment of new ministries not funded by the Congregation's regular, operating treasury and tuition assistance for students attending Redeemer Christian School.
 - c. Outreach Ministries including domestic and foreign missions, new mission development and media evangelism.
2. **Loans:** The Endowment Fund shall not make loans to individuals or organizations other than the Congregation, itself. Such loans shall not be made to supply operating funds to the Congregation but may be used as collateral in securing loans for the Congregation.
3. **Invasion of Principal:** The principal of the Endowment Fund shall not be invaded unless such action is approved at two, successive, meetings of the Voters by a two-thirds votes of members present and voting at each meeting. Distribution of principal by such invasion may only be directed in support of ministries and programs as out-lined in Sections D. 1.a., 1.b., and 1.c. above and shall be limited to 10% of the principal. Such invasions of principal shall be limited to once every 3 years.

E. Officers

The officers of the Endowment Fund shall consist of a Chairperson, a Recording Secretary, a Financial Secretary and a Treasurer. With The exception of the Financial Secretary, which position shall be filled by the Business Manager of the Congregation, said officers shall be elected by and from the Fund Trustees to serve for one year. The duties of these officers shall be as set forth in Section F., below.

F. Duties of Officers

1. The Chairperson shall:
 - a. Preside at all meetings of the Committee and discharge all duties, which devolve upon a presiding officer.
 - b. Determine the dates of meetings of the Committee holding at least four (4) meetings of the Committee each year. These meetings ordinarily will be quarterly.
 - c. Direct the faithful performance of their duties by the Fund Trustees and the Officers of the Endowment Fund.
 - d. Together with the Treasurer, counter-sign checks and authorizations for Endowment Fund transactions.

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- e. Perform such duties as the Committee may prescribe.
2. The Recording Secretary shall:
 - a. Have custody and care of the records and minutes of the Endowment Fund activities.
 - b. Keep a true and complete record of the proceedings of Committee meetings.
 - c. Perform such other duties as the Committee may prescribe.
 - d. Publish notices in Sunday Bulletins and Newsletter for upcoming Voters meetings when Endowment Fund business will be discussed.
 3. The Financial Secretary shall:
 - a. Keep a complete record of account; showing at all times the financial condition of the Endowment Fund.
 - b. Furnish to the Committee at its meetings or whenever requested a statement of the financial condition of the Endowment Fund.
 - c. Furnish a written report to the Board of Directors upon request, but not less than quarterly, of the financial condition of the Endowment Fund including a detailed accounting of receipts and disbursements for the period since the last report.
 - d. Present the books, records and investments of the Committee annually for review by a representative appointed by the Chairman of the Board of Directors.
 4. The Treasurer shall:
 - a. Keep independent of the other funds of the Congregation the monies and assets of the Endowment Fund.
 - b. As authorized by the Committee, execute fund transfers, deposits and withdrawals.
 - c. Convey Endowment Fund income to the Congregation as approved by the Board of Directors and Voters. Checks and other transactions shall be counter-signed by the Endowment Fund Chairperson.
 - d. Disburse funds to pay administrative expenses and investment expenses of the Endowment Fund.
 - e. Perform such other duties as the Committee may prescribe.
 5. The Endowment Fund Chairperson and Treasurer shall be bonded in an amount to be approved by the Board of Directors.
 6. The Committee shall take every opportunity to publicize and personalized the Endowment Fund to encourage participation in this endeavor.

G. Liability of Endowment Fund Trustees

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No Fund Trustee shall be answerable for loss in investments made in good faith and acting in a manner consistent with the standards established by the Uniform Prudent Management of Institutional Funds Act (UPMIFA). No Fund Trustee shall be liable for the acts or omissions of any other Fund Trustee or of any accountant, agent, counsel of custodian selected with reasonable care. Each Fund Trustee shall be fully protected in acting upon any instrument, certificate or paper believed by him to be genuine and to be signed or presented by the proper person or persons, and no Fund Trustee shall be under any duty to make any investigation or inquiry as to any statement contained in any such writing but may accept the same as conclusive evidence of the truth and accuracy of the statements.

H. Resignation, Removal from Office and Vacancy

1. **Resignation:** A Fund Trustee may resign at any time by submitting a written resignation to the Endowment Fund Secretary which, in turn, shall be submitted to the Committee Chairperson.
2. **Removal from Office:** A Fund Trustee may be removed for cause at any Voters meeting by a two-thirds vote of the members present and eligible to vote. Cause shall include but not be limited to failure to perform assigned duties, failure to maintain membership in the Congregation or any conflict of interest regarding investment of funds, which has not been disclosed to and approved by the Voters.
3. **Vacancy:** In the event of a vacancy in the Committee for any reason, a replacement shall be appointed by the Board of Directors to serve the remainder of the term.

I. Meetings

Quorum: At any meeting of the Committee, the presence of a majority of the voting members of the Committee then qualified shall constitute a quorum for the transaction of business.

Article VII – AMENDMENTS TO THE BYLAWS

- A. Amendments may be made to the Bylaws by the Voters with a two-thirds majority vote of the members present and eligible to vote. Proposed amendments shall be presented in writing at such a meeting of the Voters.
- B. The revised Bylaws, as a condition of membership in the Lutheran Church – Missouri Synod, shall be submitted to the district for review.

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Revised 9/30/2019

Appendix I

Redeemer Guidelines for Meeting Together as Christians:

1. A prayer will be offered before any meeting begins, to ask the Lord's guidance and wisdom and to remind all attendees that Jesus is meeting with us.
2. An agenda will be published prior to the meeting.
3. One person will be the designated leader of the meeting. In case of Voters' Meetings, the leader is the Chairman of the Board of Directors.
4. One person will be designated to speak at a time by the leader.
5. The leader has the right to table any issue for further research or discussion.
6. No comments will be allowed that are not given in a spirit of truth and love.

Galations 6:1-2 "Brothers, if anyone is caught in any transgression, you who are spiritual should restore him in a spirit of gentleness. Keep watch on yourself, lest you too be tempted. Bear one another's burdens, and so fulfill the law of Christ."

Matthew 18:15-18 "If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother. But if he does not listen, take one or two others along with you, that every charge may be established by the evidence of two or three witnesses. If he refuses to listen to them, tell it to the church. And if he refuses to listen even to the church, let him be to you as a Gentile and a tax collector. Truly, I say to you, whatever you bind on earth shall be bound in heaven, and whatever you loose on earth shall be loosed in heaven."

Statement of Intent

I have READ, accept, and will abide by the Constitution and Bylaws of Redeemer Evangelical Lutheran Congregation of Cuyahoga Falls, Ohio.

I hereby request to be accepted as a voting member.

X

Print Name

X

Signature and Date

Please return signed Statement of Intent page to the church office.

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Adopted 2/13/2010
Revised 9/30/2019