

CONSTITUTION

FIRST LUTHERAN WOMEN OF THE EVANGELICAL LUTHERAN CHURCH IN AMERICA MARSHALL, MINNESOTA

Preamble

Mindful that our Lord Jesus Christ, the divine Head of the Church, made use of the services and devotion of women during the days of his earthly ministry and desiring in our day; likewise to follow and serve him, we dedicate ourselves to the furtherance of His kingdom by a stewardship of life and service to the triune God.

Article I – Name

The name of this unit shall be called Women of the Evangelical Lutheran Church in America hereafter First Lutheran Women.

Article II - Statement of Purpose

Purpose

As a community of women created in the image of God, called to discipleship in Jesus Christ, and empowered by the Holy Spirit, we commit ourselves to grow in faith, affirm our gifts, support one another in our callings, engage in ministry and action, and promote healing and wholeness in the church, the society, and the world.

Commitment

It shall be the commitment of First Lutheran Women to know and do the will of our Lord Jesus Christ in and through the Word of God as full participants in the life and mission of the Evangelical Lutheran Church. It shall be the aim of First Lutheran Women, in living out the gospel, to provide opportunities for:

- Spiritual growth through continued study of scripture, support and action.
- Service and consecration to our Lord Jesus Christ through development and utilization of time, talents, and treasures in support of family, congregation community, synodical and national activities.
- Understanding of and participation in the total program and concern of the Evangelical Lutheran Church.
- Promoting the spread of the gospel of salvation through Christ to the unchurched and unconverted in this country and through the world; loving

the unloved and unloveable and being avenues' of Christian growth, services and fellowship.

- Support financially the total program of Women of the Evangelical Lutheran Church in America.

Article III - Composition and Participation

Composition

First Lutheran Women programs are open to all confirmed and active women of the congregation.

Participation

First Lutheran Women shall participate and support the assigned Conference, Synod, and Churchwide Women's Organization:

- We shall serve when asked by the Pastors or the Church Council.
- We shall participate in the life and work of the First Lutheran congregation, report to the annual meeting, and report regularly to the Church Council.

In order to attain wider participation, greater efficiency, and closer cooperation, First Lutheran Women shall be divided into small groups to share their faith journeys:

- We shall live out The First Lutheran Women Purpose and Mission while focusing on the stated needs and interests of the women involved.
- We shall pledge ourselves to participate in Bible study and other learning opportunities as we respond to God's love in our homes, the Church, the community, and the world.
- We shall come together regularly for study, support, and action through circles, Bible study groups, or activities that are commonly established around the needs and interests of women:
 1. Bible study will focus on using the *Gather* magazine and other studies that provide opportunities to meet the needs of women.
 2. Number of circles, Bible study groups, or other activities shall depend upon size of the group, existing needs of the membership, and other considerations to enhance the group.
 3. Circle chairs will be members of the General Board. Other groups may select group chairs for representation as necessary.

Article IV – Boards & Officers

The Executive Board shall consist of elected officers elected at the annual meeting in September. They shall be the President, Vice-President, Secretary and Treasurer. Co-officers are acceptable. This Board will meet as the need arises.

The General Board shall be composed of the Executive Board, the chairwomen of Mission in Growth, Mission in Action, Mission in Community, committee chairs (i.e. kitchen, funeral, quilter etc.) and also all circle chairs.

Duties of the Officers include:

The President shall preside at general meetings and board meetings. She shall be a member ex officio of all committees except the nominating committee and shall perform the duties established by the Board. She shall have the authority to sign the checks in the absence of the treasurer.

The Vice-President shall perform the duties usually pertaining to that office, such as presiding in the absence of the president, representing the unit as requested by the unit or Board, and other assignments made by the president or the Board. She shall be responsible for publicity and shall be encouraged to move up to president.

The Secretary shall be the official recorder of the minutes of all meetings of all meetings of the board and general meetings; and shall perform other duties as required by the Board.

The Treasurer shall compile and record the income and pay the expenditures of the unit, quilter and funeral committee; and shall provide reports as required by the Board.

The Mission Growth Person shall direct the program of education in the unit in accord with education program of First Lutheran Women

The Mission Action Person shall direct the program of stewardship in the auxiliary in accord with education program of First Lutheran Women

The Mission Community Person shall be in charge of our social concern with the community.

The Nomination Committee, consisting of three members, who will make nominations for the officers that constitute the general board and a nominating committee of three for the following year.

Before planning the year's activities, the Board shall determine the needs of women in the congregation and set goals toward which the unit can move. Opportunities for the growth in prayer shall be included in each year's planning.

This Board shall be responsible for all program and activity planning and supervise development and implementation. Resources shall be provided annually by the officers of the conference, synod, and national Women of the Evangelical Lutheran Church in America. Pastors may be consulted and invited to this meeting.

This Board shall plan and oversee general meetings and assist in carrying out special projects.

Article V – Meetings

The Executive Board shall meet as the need arises.

The General Board shall meet monthly or at the call of the President:

- Special meetings and/or voting may be accomplished via technology.
- A quorum shall consist of at least fifty percent (50%) of the General Board members attending the Board meeting and voting.

General Meetings shall be held regularly during the year and on an as needed basis:

- The purpose of General Meetings will be for education and stewardship including reporting, projecting plans, and working together to further the goals and activities of First Lutheran Women and the congregation.
- A quorum shall consist of at least fifty percent (50%) of those attending each General Meeting and voting.

Article VI – Finance

Budget - The Treasurer and the General Board will develop the annual budget.

Offerings/Contributions

- One third of offerings (circle, worship) will be sent to the national worship offering fund. The local unit shall determine the use of remaining offering funds.
- The unit will contribute to conference gatherings, Synodical conventions, Triennial conventions, and other causes as necessary.

Finance Policies

- The Treasurer will report monthly at the General Board Meeting and give an annual financial report to the Church Council.
- The Treasurer will be allowed to pay bills up to \$100 without the approval and vote at a General Board Meeting.
- The Treasurer's books will be audited annually.

Article VII – Policies

Kitchen

- People who operate any equipment (especially coffee makers, dishwasher, range) in the First Lutheran kitchen should be aware of how to correctly and safely use the equipment.

- Equipment cannot be removed from the First Lutheran kitchen except when there is a special circumstance or request made to the General Board.

Funerals

- All members of First Lutheran will be called when it is their group's turn to serve a funeral. Members will be asked to donate cupcakes, help serve the lunch, or give a monetary donation to defray expenses. The Funeral Coordinator will give callers an updated list of members to contact. First Lutheran Women recommend these guidelines for a funeral lunch:
 1. First Lutheran Women will provide cupcakes, pickles, cold beverage, and coffee for a church member's funeral. Other foods including sandwiches, salads, hot dish, milk, etc. will be paid for by the family. A non-member will pay the entire cost of the lunch. Bills will be submitted to the mortician and then to the family.
 2. First Lutheran Women will appreciate a donation from the family for the meal service. Donations are used for kitchen maintenance and expenses. Suggested minimum donations include: \$50.00 for serving up to 50 people; \$100.00 for serving 50 – 150 people; and \$150.00 for serving 150+ people.

Program Booklet: Each year, the General Board Past President will prepare the Program Booklet.

Quilting Ministry: Each year, the Quilting ministry will make a donation to the Shetek Quilt Auction and other organizations as decided.

Article VIII – Amendments

This constitution may be amended at the General Board Meeting by a two-thirds majority vote of members present and voting after proposed amendments have been presented at a General Meeting.

Robert's Rule of Order shall govern all situations not provided for in this Constitution.