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## *DISTRICT HANDBOOK*

### **The Articles of Incorporation, Mission Statement, Preamble, and Bylaws ~~and Handbook~~ Of The Kansas District of The Lutheran Church-Missouri Synod**

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# ARTICLES OF INCORPORATION

## Charter of The Kansas District The Lutheran Church-Missouri Synod

The undersigned, citizens of the State of Kansas, do hereby voluntarily associate ourselves together for the purpose of forming a private corporation under the laws of the State of Kansas, and do hereby certify:

### First

(Amended June 8, 1948)

That the name of this corporation shall be The Kansas District of The Lutheran Church-Missouri Synod.

### Second

That the purposes for which this corporation is formed are to propagate the Evangelical Lutheran Church of the Unaltered Augsburg Confession, and to aid congregations in securing and maintaining property for public worship, according to the confessions of the Book of Concord of the year 1580.

### Third

(Amended June 18, 1976)

That the places where its business is to be transacted are at any and all places in Kansas.

### Fourth

(Amended January 4, 1989)

The term of existence of this Corporation shall be perpetual.

### Fifth

(Amended June 12, 1974)

That the number of Directors of this Corporation shall be not less than three nor more than twenty.

In testimony whereof, we hereunto subscribed our names, this 31st day of January, A.D. 1890.

F. Pennekamp  
C. Vetter

H. C. Senne  
F. Droegemueller

Aug. Mangeldorf  
C. Hafner

# ***MISSION STATEMENT***

*The servant mission of The Kansas District is to equip, empower and encourage each congregation in its mission vision and Christ-care ministry.*

## **PREAMBLE TO THE BYLAWS**

We, the members of The Kansas District of The Lutheran Church-Missouri Synod, as redeemed children of God, acknowledge our part in Christ's mission of proclaiming the freedom and forgiveness of God in Christ to all human beings and of providing aid for them in their spiritual and physical needs. *We acknowledge* ¶ that we have bound ourselves together in a common bond of faith based on the Scriptures and the Lutheran Confessions as the members of District and Synod because we recognize the need for helping each other carry out this mission. We need the ministry of fellow Christians so that, with the help of the Holy Spirit, we may grow in faith and be better prepared to participate in Christ's mission both individually and corporately. In order that we may carry out this mission effectively, we, united in the common bond of faith and love, have established these procedures ~~which~~ *that* shall help to strengthen and guide us. Within the framework of these procedures we pledge ourselves to study the Scriptures diligently, to use the Sacraments faithfully, and to solicit the help of the Holy Spirit boldly.

# THE BYLAWS

## Article I - Name

The name of this corporation is: "The Kansas District of The Lutheran Church-Missouri Synod," hereinafter referred to as "The Kansas District" or "The District".

## Article II - Organization

1. **Constitution:** The Constitution of The Lutheran Church-Missouri Synod is also the Constitution of The Kansas District.

2. **Legal Representation:** ~~†~~ The ~~†~~ P resident and Secretary of the District shall sign all official documents of the District in the name of the District.

3. **Membership:** Membership in The Kansas District shall be governed by the Bylaws of the Synod.

4. **Relationship of the District to the Synod:** The relationship of The Kansas District to The Lutheran Church-Missouri Synod shall be governed by the Bylaws of the Synod.

5. **District Conventions:** District conventions shall be governed by the Bylaws of the Synod and also by the specific articles governing convention procedure as may be defined in these Bylaws and the District ~~Handbook~~ *Operations Manual*.

6. **District Board of Directors:** *The Board of Directors is responsible to the district convention to equip, enable and encourage congregations to proclaim the gospel. The Board of Directors is vested with the general management and supervision of the district's business and legal affairs and shall adopt policies and require procedures, which assures said management and supervision is effected. Between conventions the Board of Directors shall provide for implementation within the district of decisions of the national and district conventions, prepare three (3) year work programs, adopt annual budgets, procure and allocate necessary funds for support of national and District budgets, review program performance, call or hire District staff, provide annual review of staff positions, and administer the District endowment fund and other District foundation endowments and funds.*

~~6~~ 7. **District ~~Handbook~~ Operations Manual:** In addition to the Constitution and Bylaws of the Synod and the Bylaws of the District, a District ~~Handbook~~ *Operations Manual* shall be established and maintained. This ~~Handbook~~ *Operations Manual* shall specify responsibilities of all officers, boards and committees as well as policy statements and operating procedures governing all District functions.

7 8. **Geographical Regions:** The District shall be divided into geographical regions, *each comprised of 2 or more circuits*, by the action of the District Convention. A vice president and a layperson shall be elected *to the Board of Directors from each geographic region and a layperson from each geographic region shall be elected to the District Nominations Committee.*

## Article III - Administration

1. **Elective officers and appointive ~~staff personnel~~ officers shall be:**

a. ~~The elective officers shall be:~~

(1a) **The District President:** Elected from the clergy roster of Synod and who shall hold membership in a voting congregation. The District President is the chief executive officer of the District. He shall represent the Synod in the District. He is responsible for implementation of the resolutions of the Synod and the District Convention. The District President serves the congregations of the district as liaison between the congregations, District and the Synod and provides leadership and vision for the common work of the congregations and District. He shall serve as the Chairman of the District Board of Directors. The District President also serves as an advisor to congregations and professional workers, makes official visits and investigations, and maintains the official roster of workers in the District.

(2b) **Vice Presidents:** A District Vice President shall be elected from each region as provided by Article II, Section 8 of the Bylaws. The Vice-Presidents shall be elected from clergy roster of the Synod and shall hold membership in a voting congregation of the region from which elected. The Vice Presidents shall assist the President in administering the overall program of the District, especially in their regions. They shall succeed to the office of President in the event the President is unable to serve in the order designated by the Convention.

(3c) **Secretary:** The District Secretary shall be elected from the clergy roster of Synod and who shall hold membership in a voting congregation of the District. The District Secretary is responsible for recording and preserving the official record of actions of the District Convention and the Board of Directors, coordinating the nominations of candidates for President and Vice Presidents, coordinating the work of the Nominating Committee and Elections Committee, and maintaining the District Handbook and related guidelines.

(4d) **Treasurer:** The District Treasurer shall be appointed by the Board of Directors and is the custodian of all money and legal documents of the District. The Treasurer is assisted by District staff for accounting and preparation of records. The Treasurer shall be a member of a voting congregation of the District and demonstrate skills in finance and accounting. The appointment shall be for three (3) years after which reappointment or release may be granted.

(5e) **Circuit Counselors:** A counselor for each Circuit of the District shall be elected from the clergy roster of the Synod and who shall hold membership in a voting congregation of that Circuit. The Conference of Circuit Counselors shall assist the District President to equip, empower and encourage congregations in their mission to make disciples and shall serve as liaison to bringing the needs of congregations to the attention of the District President.

~~(1) A **District President** who shall be elected from the clergy roster of the Synod and who shall hold membership in a voting congregation of the synod.~~

~~(2) A **Vice President** elected from each **geographic** region. The Vice Presidents shall be elected from the clergy roster of the Synod and shall hold membership in a voting congregation of the region from which elected.~~

~~(3) A **Secretary** who shall be elected from the clergy roster of the Synod and who shall hold membership in a voting congregation of the District.~~

~~(4) A **Counselor** for each Circuit of the District who shall be elected from the clergy roster of the Synod and who shall hold membership in a voting congregation of that circuit.~~

~~b. The **Appointive Executive Staff Personnel:** Execution of the policies and programs of The Kansas District shall be by staff appointed by the Board of Directors to support the work program adopted by the District Convention. Position descriptions for the staff shall be made a part of the District Handbook **Operating Manual.**~~

~~e. **Executive Council:** The District Executive Council shall include the District President, the Regional Vice Presidents, the Secretary, the District Treasurer appointed pursuant to Paragraph 2, c. of this Article (Advisory), and the appointive *executive* staff personnel (Advisory).~~

2. **Elective Boards and Appointive Boards, Officers, Committees and Commissions shall be:**

a. ~~The Elective Boards and Commissions, elected in Convention of the District shall be:~~

(1a) ~~The Board of Directors. At least one lay person shall be elected from each region.~~

*The Board of Directors shall consist of twenty (20) voting members elected at the District Convention:*

1. *Eight (8) ordained ministers:*
  - A *.The District President.*
  - B *The Regional Vice Presidents.*
  - c. *The District Secretary.*
  - d. *The Chairman of the Conference of Circuit Counselors.*
  - e. *Parish Pastor(s) required to equal a total of eight (8) ordained ministers.*
2. *Four (4) Commissioned Ministers.*
3. *Eight (8) Laypersons, at least one (1) elected from each region.*

*The advisory members of the Board of Directors shall be the District Treasurer and the appointive staff officers.*

*The Board of Directors shall meet a minimum of four (4) times each year. Additional meetings may be called by the District President. Time and place of these meetings shall be determined by the District President. A majority of members of the Board shall constitute a quorum.*

*To meet the exigencies of District operations, the Board may meet by telephone conference call, or vote by written, mailed or electronic ballot pursuant to written notification. Actions taken at such meetings or by written ballot shall have the same effect as those taken at regular meetings of the Board.*

*Minutes of previous meetings, including conference calls and the responses to mailed ballots, shall be provided to the members of the Board at least ten (10) days prior to Board meetings.*

*The agenda for each meeting of the Board shall be prepared by the District President in consultation with the Executive Council.*

*The District President shall serve as chairman and the District Secretary as secretary of the Board.*

**(b) Service Boards**

*The Board of Directors shall organize itself into the following service boards (from page 35 of the Kansas ~~Handbook~~ Operations Manual):*

I. **Board of Missions:** *The Board of Missions is responsible for planning and implementing evangelism and mission efforts of the District and equipping, encouraging and empowering congregations in their mission and outreach efforts.*

II. **Board of Education:** *The Board of Education is to foster and promote Christian education in the congregations of the District, so that children, youth, and adults may grow in their faith, knowledge and understanding of God's Word, thereby equipping, encouraging and empowering them to proclaim the Gospel in their lives.*

III. **Board of Caring Ministry:** *The Board of Caring Ministry equips, empowers and encourages congregations in caring ministry which responds to the special needs of people. It also offers care and support where needed for professional workers of the church.*

IV. **Board of Stewardship:** *The Board of Stewardship encourages the free and joyous activity of the child of God and God's family, the church, in managing all of life and life's resources for God's purposes.*

V. **Board of Administration:** *The Board of Administration provides administrative and support services to the Board of Directors and congregations of the District including accounting, property management, communications, and related services.*

VI. **Executive Council:** *The Executive Council shall include the District President, the Regional Vice Presidents, the Secretary and the Treasurer and shall recommend action to the Board on matters which do not fall within the scope of activities of the Boards listed above. The Executive Council is to serve as the coordinating agency of the Board of Directors for meeting schedule preparation recommendations for appointments and as a forum for sharing program and budget information with service boards.*

VII. **Salary Review Committee:** *The Salary Review Committee is responsible to the Board of Directors for recommending salaries for the staff positions of the District and recommending changes in the base figure used for the annual Guideline for Worker Compensation for use by congregations.*

(2c) ~~Convention Nominating~~ **The District Nominations** Committee.

(3d) **The Representative to the** Synodical Committee for Convention Nominations member elected in accordance with the Synodical Handbook at the direction of the Secretary of the Synod.

~~B(e)~~ The ~~Service Appointive~~ Boards, **comprised of members of the Board of Directors**, appointed by the District President in consultation with the Executive Council and approved by the Board of Directors, are: Board of Caring Ministry, Board of Stewardship, Board of Education, Board of Missions, **and the Board of Administration and the Lutheran Church Extension Fund Board of Managers.**

~~The appointive officers, District Treasurer, appointed by the Board of Directors, shall be: the Treasurer, who shall be a lay person; others a layperson who is a member of a voting congregation of the District. Appointive officers shall be members of voting congregations of the District.~~

~~d.f.~~ The Standing Appointive Committees, recommended by the Executive Council and approved by the Board of Directors, shall be such committees as are necessary for carrying out the duties of the appointive boards. Members shall be appointed from voting congregations of the District.

~~e.g.~~ The Special Appointive Committees and Commissions appointed from the membership of voting congregations **by the District President** shall be: the Elections Committee, the Congregational Constitution Review Committee, the District Bylaws and Handbook Committee, ~~and~~ the Commission on Ministerial Health, **and the Lutheran Church Extension Fund Board of Managers.**

### 3. Term of office.

a. The term of office for the elective President, Vice Presidents, Secretary, Circuit Counselors, and the Board of Directors shall be three years. None of these elective officers shall succeed themselves more than twice, a total of nine years.

b. The term of office of the ~~Convention Nominating~~ **District Nominations** Committee shall be three years. Members of the Committee may not succeed themselves.

c. ~~Executive Appointive~~ staff officers shall be subject to review and reappointment or release every three years.

d. Members of District boards and commissions shall be ineligible for reelection or reappointment to the same board or commission after serving a total nine consecutive years unless otherwise provided in the Bylaws ~~or position descriptions~~. They may become eligible again for election or appointment to the same office, board or commission after an interval of three or more years. One-half or more of a term shall be regarded as a full term ~~under the limited tenure rules~~.

e. Any member of a board or commission who is ineligible for reelection or reappointment may be elected or appointed to another position.

f. Members of the District staff, while eligible for elective office, shall not serve concurrently as staff and ~~elective~~ *elected* officers.

g. The term of office of Appointive Officers shall be for three years.

h. The term of office of appointive boards, committees and commissions shall be for three years. Members shall be appointed following the District Convention.

4. **Accountability of Officers, Boards, Committees and Commissions:** All Officers, Boards, Committees and Commissions shall be responsible to the Board of Directors for the discharge of their responsibilities.

5. **Holding More than One Elective Office:** ~~No one, either in the Synod or in the District, shall hold more than one elective office, or more than two offices, although one or both be appointive, or ever hold two offices of which one is directly responsible for the work done by the other.~~ A Nominated Candidate, if elected, may not hold more than one office to which he/she was elected. The individual may be considered for a second office provided it is by official appointment and does not interfere with responsibilities of the elected office. Doubtful cases shall be decided by the District President.

6. **Succession to the Office of District President.** The Vice Presidents shall, in the order in which they have been designated by the District Convention, succeed to the presidency in the event the President becomes unable to carry out his duties.

7. **Vacancies in Elective or Appointive Office.**

a. In the event of a vacancy in the office of a Vice President, a successor shall be appointed by the Board of Directors from the region not represented. A Vice President so appointed shall be last in the order of succession.

b. Vacancies in the other elective or appointed offices, or any other board, committee or commission shall be filled by appointment by the Board of Directors. ~~Nominees~~ *At least one nominee* shall be submitted by the Executive Council. *A vacancy in a position of a regionally elected layperson on the Board of Directors shall be filled with an appointee from that region.*

8. **Appointment of Board Chairpersons.** The President shall appoint the chairperson of each board, commission or committee in consultation with the Executive Council and with the approval of the Board of Directors.

## Article IV - Nominations and Elections

1. **Nominations Committee:** There shall be a District Nominating ~~ions~~ Committee consisting of three ordained ministers (not more than one from the same region of the District), ~~two laypersons (not more than one from the same region of the District)~~ and one commissioned minister, *and four laypersons, (one elected from each region of the District).* *These shall be* elected at a regular District Convention from the membership of voting congregations. ~~Who~~ *This committee* shall propose *at least* two candidates for each office to be filled at the next District Convention except the offices of President, Vice President and Circuit Counselor.

2. **Elections Committee:** There shall be an Elections Committee consisting of two ordained ministers, two laypersons and one commissioned minister to serve at each District Convention recommended by the Executive Council and appointed from the convention delegates by the Board of Directors who shall

conduct and supervise elections at the District Convention in accordance with the Handbook of the Synod and the Bylaws of The Kansas District. Tellers may be designated by the Elections Committee.

## **Article V - Conventions and Conferences**

### **1. District Conventions:**

a. The regular Convention of the District is held in the year immediately preceding the general convention of the Synod. Only the Synod has the right to make an exception to this rule. Each of the congregations of the District (a multiple parish being considered as a congregational unit) shall be represented by one pastor and one lay delegate duly elected by the congregation at least ~~ninety (90)~~ **one hundred and fifty (150)** days prior to the Convention.

b. The vote at all District Conventions shall be restricted to the voting pastors and duly elected lay delegates of the congregations. Multiple parish congregations shall determine the voting lay delegate who shall represent all congregations of that parish.

*c. The District Convention shall be conducted in accordance with the Synodical Handbook. Matters for consideration by the Convention shall be presented by Overture submitted by a voting congregation of the District, by official conferences, or by the District Board of Directors. Resolutions for consideration by the Convention shall be brought to the floor of the Convention by appointed Floor Committees.*

### **2. District Pastors' and Educators' Conferences:**

a. Official Conferences (~~Ref. Synodical Handbook 5.61 through 5.67~~):

(1) District-wide Pastors' Conferences shall be held at least once each year.

(2) District-wide Educators' Conferences shall be held at least once each year.

(3) In the odd numbered years the Pastor's Conference and Educators' Conference shall be held at the same time and in the same city so that both Conferences shall be enabled to meet together in joint session at least part of the time.

b. General Regulations:

(1) Travel, meals, housing and other expenses for professional workers attending official conferences shall be borne by the congregations of the pastors and educators involved.

(2) All Pastors' and Educators' Conferences shall be governed by the regulations stated in the Bylaws of the Synod.

(3) All ordained, commissioned and consecrated ministers on the District rosters are expected to attend meeting of their official conference, or present a valid excuse.

**3. Circuit Forums:** The congregations of the Kansas District will meet in Circuit Forums at least ~~twice each year~~ **once triennially to elect circuit delegates to the synodical convention. In addition, the forum is encouraged to meet at least twice a year.** Congregations will be represented at the Circuit Forum at least by its pastor and one member designated by the congregation, although each Circuit may request additional representation depending on its adopted objectives. The purpose of the Circuit Forums is to pursue ongoing interests deemed important such as lay leadership development, teacher training, and participation under existing District policy in future local mission development. The Circuit Forum shall carry out the responsibility of electing delegates to the general convention of the Synod and the Forum is encouraged to make overtures to District and Synodical Conventions. (~~Ref. Bylaws of Synod 5.31-5.37~~).

4. **Circuit Convocations:** Circuits of The Kansas District ~~will~~*may* hold Circuit Convocations in the year following the Synodical convention. Joint convocations of Circuits may be held among Circuits. The purpose of the Circuit Convocation is to provide a setting in which congregational members may review and discuss the work of the Circuit Forum, and may receive information on various phases of the work pursued through Districts and the Synod. Its emphasis will be on inspiration, education and motivation. (Rev. Bylaws of Synod 5.51).

5. ~~District/Synod Representation at Circuit Forums/Convocations:~~ Officers and Board, Commission and Committee members of the District/Synod will be available on request to assist Circuits in the conduct of Forums and Convocations within their area of responsibility. District officers may request opportunity to address Circuit Forums or Convocations.

## **Article VI - Amendments and Changes**

Changes in these bylaws and additions thereto may be made provided they are not contrary to the Constitution of the Synod ~~and the District~~, and are presented ~~in writing~~ to the congregations of the District at least thirty (30) days prior to the time they are presented for vote, are separately considered and acted upon, and are passed by a majority of the voting ~~pastors and lay~~ delegates at a District Convention.

## **Article VII - District *Operations Manual and the District Handbook***

Changes to the ~~Handbook~~ *Operations Manual* which do not affect the Bylaws of the District shall be approved by the Board of Directors. Changes to the ~~Handbook~~ *Operations Manual* which require changes to the Bylaws of the District shall require approval of the Board of Directors and adoption by the District Convention.

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