

2021 Handbook

Texas District of The Lutheran Church—Missouri Synod

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**ARTICLES OF INCORPORATION
TEXAS DISTRICT
THE LUTHERAN CHURCH—MISSOURI SYNOD**

ARTICLE I.

The name of the Corporation is Texas District of the Lutheran Church—Missouri Synod.

ARTICLE II.

The purposes for which the Corporation is organized are:

- to support public worship
- to unite in a corporate body the various congregations, organized as corporations or existing as voluntary organizations of the Evangelical Lutheran Church, who as congregations and as individual members of such congregations, accept and remain true to the canonical books of the Old and New Testaments as the sole and exclusive rule of Christian doctrine and practice, and acknowledge as a true exhibition of sound Christian doctrine the Book of Concord of the year of our Lord 1580
- to promote the efficiency and extend the influence of the said Texas District of the Lutheran Church— Missouri Synod
- to hold, own, manage, control, possess and receive, directly and indirectly, by grant, gift, purchase, donation, devise or bequest, real, personal, and mixed property of every name, nature and description whatsoever, and dispose of the same
- to invest monies and other personal property, with or without interest, in such manner as the directors of said Corporation may elect or see fit so to do, subject to the action of the Corporation, with or without security, for religious purposes
- to promote efficiency, cooperate in ecclesiastical work in the extension of religion, for education, charitable and missionary work;
- to help to establish and maintain parochial schools, colleges, seminaries, and other institutions of learning;
- to properly educate and prepare persons for the ministry and for teaching in parochial schools
- to aid in disseminating the knowledge of the Gospel throughout the world

ARTICLE III.

The place where the business of the Corporation shall be transacted is at Austin, Travis County, Texas.

ARTICLE IV.

The period of its duration is perpetual.

ARTICLE V.

The Corporation is a non-profit Corporation.

ARTICLE VI.

The number on the Board of Directors shall be thirteen (13), and the names and addresses of the persons who constitute the present Board of Directors are:

Rev. Carl A. Heckmann	8100 U.S. 290 East, Austin, Texas
Rev. Glen Kollmeyer	Box 767, Baytown, Texas
Rev. R. W. Helberg	Box 1976, Texarkana, Texas
Rev. Vernon H. Harley	3006 Niagara, Corpus Christi, Texas
Rev. Elmer Neunaber	2220 23rd St., Lubbock, Texas
Rev. Elton Bauerkemper	3621 W. Clarendon Drive, Dallas, Texas
Mr. W. O. Doering	1422 Cheshire, Houston, Texas
Mr. Wilbert Krause	4829 Abrams Rd., Dallas, Texas
Mr. Rayburn Hahn	4104 Sunvalley Drive, Dallas, Texas
Mr. Harry Plackemeier	310 Belin Manor Drive, Houston, Texas
Mr. Hollis Ford	1710 28th St., Lubbock, Texas
Mr. Herman Barsun	6822 Moss Oak Rd., San Antonio, Texas
Mr. Arthur Samuel	746 Culebra, San Antonio, Texas

IN WITNESS WHEREOF, we have hereunto set our hands, dates the 4th day of April, 1967.

TEXAS DISTRICT OF THE LUTHERAN CHURCH-
MISSOURI SYNOD

By: /s/ Carl A. Heckmann
President

and By: /s/ Elton Bauerkemper
Secretary

THE STATE OF TEXAS

COUNTY OF TRAVIS

I, Edith G. Rast, A Notary Public, do hereby certify that on this 4th day of April, 1967, personally appeared before me Elton Bauerkemper, being duly sworn, declared that he is Secretary of the Corporation executing the foregoing document, that he signed the foregoing document in the capacity therein set forth, and that the statements therein contained are true.

IN WITNESS WHEREOF, I have hereunto set my hand and seal of Office, this day and year above written.

/s/ Edith G. Rast
Notary Public in and for Travis County
(My commission expires June 1, 1967)

THE PREAMBLE
to
THE BYLAWS
of the
Texas District of The Lutheran Church—Missouri Synod

*(As amended April 26, 1946; June 11, 1948; April 3, 1964; July 25, 1967;
July 12, 1997; August 21, 2006; September 24, 2012; September 9, 2015;
September 8, 2018, May 19, 2020; July 20, 2021)*

Article I. Name

The name of this Corporation shall be: "The Texas District of the Lutheran Church—Missouri Synod" and the main office of the same shall be located in the city of Austin, Travis County, Texas.

Article II. Mission Statement

The mission of the Texas District is to strengthen congregations to reach the lost, disciple the saved and care for people -- locally and globally.

Article III. Goals

The goals of this Corporation shall be that:

1. congregations are better motivated, equipped and trained for meeting the challenges of the great commission by
 - A. training laity for active congregational participation and leadership;
 - B. equipping people for care ministry - in and out of the congregation;
 - C. emphasizing worship and worship resources; and
 - D. intensifying evangelism efforts.

2. professional church workers are better motivated, equipped, and trained for meeting the challenges of the great commission through
 - A. continuing education;
 - B. an improved support system;
 - C. emphasizing personal Bible study; and
 - D. help in dealing with conflict.

3. boards, commissions, and agencies of the district, on behalf of its congregations, actively pursue the fulfillment of the great commission in Texas and in all the world by
 - A. collaboratively expanding world missions through District and Synod; and
 - B. placing special emphasis on ethnic ministries.

Article IV. Objectives

The objectives of this Corporation shall be to:

1. unite in a corporate body the various congregations, organized as corporations or existing as voluntary organizations of the Evangelical Lutheran Church, who as congregations accept and remain true to the canonical books of the old and new testaments as the sole and exclusive rule of Christian doctrine and practice, and acknowledge as a true exhibition of sound Christian doctrine the Book of Concord of the year of our Lord 1580;
2. promote the efficiency and extend the influence of the said Texas District of The Lutheran Church—Missouri Synod;
3. hold, own, manage, control, possess, and receive, directly and indirectly, by grant, gift, purchase, donation, devise, or bequest, real, personal, and mixed property of every name, nature, and description whatsoever, and dispose of the same;
4. invest monies and other personal property, with or without interest, in such a manner as the board of directors of said corporation may elect or see fit so to do, subject to the action of the corporation, with or without security, for religious purposes;
5. promote efficiency, cooperate in ecclesiastical work in the extension of religion, by educational, charitable, and missionary work, to help to establish and maintain parochial schools, colleges, seminaries, and other institutions of learning;
6. educate and prepare persons for the ministries of the church;
7. aid in disseminating the knowledge of the Gospel throughout the world; and
8. to recognize that the objectives of the Synod (Constitution Art. III) are also those of this corporation.

Article V. Bylaws

The Constitution of The Lutheran Church—Missouri Synod is also the Constitution of the Texas District. The Bylaws of the Synod shall be the primary Bylaws of the Texas District.

The district shall have and make such supplementary bylaws as may appear necessary to accomplish the purpose of its organization and shall create such committees as may seem desirable for the attainment of its general and special objectives. These bylaws shall not contradict the constitution and bylaws of the Synod.

B Y L A W S
of the
Texas District of
The Lutheran Church—Missouri Synod

I. THE DISTRICT: Organization and Administration

This corporation shall hold its meetings as provided by the Bylaws hereafter enacted.

The Bylaws of The Lutheran Church—Missouri Synod shall be the primary Bylaws of the Texas District. The Constitution and Bylaws of the Synod are hereby included by reference, with amendments adopted by the Synod automatically incorporated herein, except as precluded by law, because the Synod Bylaws are the primary bylaws of the district. These bylaws and the Bylaws of Synod shall be construed so as not to conflict to the maximum extent allowed, but in the event of an irreconcilable conflict the Bylaws of Synod shall control. Resolutions of the Synod are binding upon the district.

A. Membership

Membership in the district shall be the same as membership in the Synod, which is held and may be acquired by congregations, and individuals, ministers of religion—ordained and ministers of religion—commissioned. (See Handbook of the Synod).

All organized congregations that have joined the Synod and hold membership in the district hold voting membership.

B. Relation of Districts to the Synod

(See Handbook of the Synod.)

C. Officers and Boards

(See Handbook of the Synod.)

1.001 Officers

a. The officers of this corporation shall be:

- president;
- four area vice presidents;
- secretary;
- treasurer; and
- circuit visitors

b. The president, vice presidents, secretary and circuit visitors shall be ordained ministers of religion (hereafter called ordained ministers).

c. The elective officers of the district shall be a president, four vice presidents, a secretary, and circuit visitors elected from each district circuit. The treasurer shall be appointed, as provided in these bylaws.

1.003 Elective Boards and Committees

The elective boards and committees of the district shall be board of directors, board of mission administration (partially elected by the board of directors), committee on nominations. (See Handbook of the Synod.)

1.005 Concordia University Texas Board of Regents

- a. One ordained minister, one commissioned minister, and two laypersons shall be elected by the Texas District in convention. Qualifications of all nominees for election shall be reviewed and verified as stipulated in the handbook of the Synod. (See Handbook of the Synod.)
- b. Board of Regents members may serve a maximum of three consecutive three-year terms. (See Handbook of the Synod.)
- c. Not more than two of the elected members shall be members of the same congregation.
- d. Board of Regents members shall assume office upon the close of the convention at which they are elected. (See Handbook of the Synod)

1.007 Other Boards and Officials

All other officials, boards and committees of the district shall be appointed, called, or engaged as follows.

- a. Appointed by the president, subject to the approval of the district board of directors (their terms to coincide with his):
 - assistant secretary;
 - archivist;
 - editor of the Texas Messenger; and
 - director of public relations.
- b. Elected by the board of directors:
 - district officer - treasurer;
 - boards, committees, and others - board for church extension, legal consultant, committee on constitutions

1.009 Term and Tenure of Office

- a. The president, the vice presidents, the secretary, and the circuit visitors may serve a maximum of four successive three-year terms.
- b. The other elected members of the board of directors, the board of mission administration, and the board for church extension may serve a maximum of two successive six-year terms. The appointed members of the board of mission administration may serve a maximum four successive three-year terms (ref. Synod Handbook).
- c. The committee on constitutions and committee on nominations may serve a maximum of four successive three-year terms.
- d. The treasurer and legal consultant shall have their term and tenure determined by the board of directors.

1.011 Vacancies

- a. A vacancy in an elective position shall be filled by the president unless otherwise specified in these bylaws.
- b. The board of directors shall ratify such vacancy appointments, except for circuit visitors. Vacancies that occur in the office of circuit visitor between conventions shall be filled by appointment by the district president (see Handbook of the Synod).

1.013 Accountability

Every action of district officials, boards, and committees is subject to review by the district when in convention. When the district is not in convention, the president is responsible for all actions of officials, boards, and committees.

1.015 Holding More Than One Office (See Handbook of the Synod.)

- a. No one in the district, or between the synod and 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.
- b. An office shall be regarded as elective only if it is an office filled through election by a district or the convention of the synod, even though a vacancy in such an office may be filled by appointment.
- c. Doubtful cases shall be decided by the president of the synod.

1.017 Specific Ministry Pastors are restricted from holding elective office.

D. The District President.
(See Handbook of the Synod.)

1.019 Election

The district president shall be elected by majority vote of the delegates present and voting at the district convention.

1.021 Nomination

Nominations for the Office of President of the Texas District shall be made in the following manner:

- a. each voting congregation shall be entitled to nominate from the ordained roster of the synod two ordained ministers as candidates for president;
- b. the secretary of the district shall mail to each voting congregation of the district ballots for nominating these candidates;
- c. each nominating ballot shall be signed by the president and the secretary of the voting congregation and shall be sent to the secretary of the district not later than four months prior to the opening date of the convention; and
- d. the secretary of the district shall report to the convention by means of the convention workbook the names and tallies of all ordained ministers who have been nominated for the position of president.

1.023 Candidates

- a. Candidates for the Office of President shall be the five ordained ministers receiving the highest number of nominating ballots of the congregations. A nominee must receive at least five nominating ballots to be eligible for the slate of candidates.
- b. The secretary of the district shall notify each candidate and shall secure his approval in writing, for inclusion of his name on the convention ballot. Each candidate shall reply within ten days as to his willingness to serve if elected.
- c. In the event of death, declination, or unavailability of any candidate, the nominee having the next highest number of votes shall become a candidate.
- d. In the event of a tie for the fifth position among the candidates, all nominees involved in the tie who have received at least five nominating ballots and who accept nomination shall be listed as candidates. The slate of candidates may contain less than five nominees if there are fewer than five nominees receiving the minimum of five nominating ballots who accept nomination.

- e. The secretary of the district shall publish in the convention workbook brief biographies of the candidates for president, giving adequate information on each candidate. This report shall contain such pertinent information as age, residence, number of years in the Synod, present position, district or offices of the Synod previously held, year of ordination, former pastorates, involvement in community, government, or inter-church affairs, and any other specific experience and qualification for the office.
- f. The convention shall have the right to alter each slate at the proper time by amendment. The amendment procedure shall include merely a motion, a second, and a vote on the amendment, deliberately excluding verbal characterizations and discussion of the motion (except for the chair to ascertain that the requirements have been met as to eligibility, consent, and the filing of the biographical form). Any delegate making a nomination from the floor shall have secured prior written consent of the candidate whom he/she wishes to nominate. Such delegate shall immediately submit to the secretary of the district this document and written pertinent information concerning this nominee.
- g. After all such amendments have been voted on, the convention shall ratify the slate of candidates prior to election.

1.025 Election Procedure

- a. Each voting delegate shall be entitled to vote for one of the candidates for president.
- b. The candidate receiving the majority of the votes cast shall be declared elected.
- c. If no candidate receives a majority of votes cast, the four candidates receiving the highest number of votes shall be retained on the ballot, and another vote shall be taken. Thereafter, the candidate receiving the smallest number of votes shall be eliminated from each subsequent ballot until one candidate receives a majority of the votes cast.

1.027 A Full-time Executive

- a. The district president shall be a full-time executive. He shall not be in charge of a congregation or hold a chair at any educational institution but may be called in an assisting capacity, provided such services do not interfere with his official duties as president. (See Handbook of the Synod.)
- b. His remuneration shall be determined by the board of directors and shall be subject to periodic review.
- c. The president shall officially assume office at the conclusion of the district convention at which he is elected.

1.029 Transition

- a. Following the conclusion of a convention at which a new president has been elected, installed and assumed office, a time of transition shall be allowed with the outgoing president for an orderly closure and transfer of affairs and responsibilities for both the outgoing president and the newly elected president in regard to their present callings. During the transition period the outgoing president shall be available to assist the new president as he requests to become acquainted with the current state of affairs of the district and the responsibilities of the president's office.
- b. Actions that demand immediate attention and/or the completing of any action previously initiated by the outgoing president, especially which would result in a major policy change for the district, shall be taken by the new president in consultation with the outgoing president.
- c. The presidential salary and benefits shall be paid to the newly elected beginning with the day of his election. Any expenses related to assuming the office of president by the new president shall be assumed by the district. Presidential salary and benefits shall continue to be paid to the outgoing president until, at least, the end of the second calendar month following the convention. The Board of Directors shall have authority to grant extensions to the salary and benefits of an outgoing president, as may be necessary for a reasonable transition.

1.031 Installation

- a. The installation of the president shall occur at the district convention at which he is elected. This installation shall be included in the convention agenda to occur prior to the conclusion of the convention. The installation shall be conducted by the President of the Synod or his representative.
- b. A public reception for a newly-elected president may be conducted on a date subsequent to his election. Such reception shall be conducted under the auspices of the Texas District Board of Directors through the appointment of a special representative or committee and in consultation with the newly-elected president.

1.033 Emergency Replacement

- a. If the president is unable to serve because of illness or disability, the responsibilities of the office shall be assumed by the first vice president. He shall serve until the president is able to resume the responsibilities of his office. Disability of the president shall be determined by the district board of directors.

- b. In the event of the death or resignation of the president the first vice president shall immediately assume the responsibilities of the presidency on a part-time basis. If the unexpired term of the president is more than a calendar year, the vice president assuming the responsibilities of the presidency may elect to resign his pastorate or teaching position and become full-time president. Otherwise, he shall serve on a part-time basis until the next regular convention of the district, when a full-time president shall be elected.
- c. The line of succession of vice presidents shall proceed as they were ranked by the district convention.
- d. The president shall maintain active working files which his confidential secretary shall make available to his emergency successor.

1.035 Responsibilities, Functions and Duties
(See the Handbook of the Synod.)

1.037 Relationship to Boards, Executives, etc.

- a. Every board, committee, commission, staff person, etc. is responsible to the district president.
- b. The president, either directly, or through an assigned vice president, shall advise boards, committees, commissions and staff, etc. and will thus seek to coordinate the work of all individuals involved.
- c. Annually, the president shall be responsible for the evaluation of each staff person.

1.039 Relationship to Vice Presidents

- a. The president may use his vice presidents in any way that may seem helpful. He will call upon them for such counsel and service as he may deem necessary. He need not, however, be guided by their suggestions and counsel.
- b. The president shall at all times keep the vice presidents informed on conditions in the district, especially in the respective administrative area represented by each.

1.041 Relationship to Circuit Visitors

The regulations concerning the circuit visitors as outlined in the Handbook of the Synod shall govern relationship of the president to his visitors.

E. The District Vice Presidents
(See Handbook of the Synod.)

1.043 Election

The district vice presidents shall be elected on an administrative area basis by majority vote of the delegates present and voting at the district convention.

1.045 Nominations

Nominations for the office of area vice president of the Texas District shall be made in the following manner:

- a. each voting congregation shall be entitled to nominate for its area (A, B, C, and D) two ordained ministers for vice president from the ordained roster of the district who shall be members of congregations of the designated region.
- b. the secretary of the district shall mail to each voting congregation of the district ballots for nominating these candidates;
- c. each nominating ballot shall be signed by the president and the secretary of the voting congregation and shall be sent to the secretary of the district not later than four months prior to the opening date of the convention;
- d. the secretary of the district shall report to the convention by means of the convention workbook the names and tallies of all ordained ministers (by area) who have been nominated for the position of vice president.

1.047 Candidates

- a. Candidates for the Office of Vice President shall be the five ordained ministers from each of the four areas of Texas receiving the highest number of nominating ballots of the congregations. A nominee must receive at least three nominating ballots to be eligible for the slate of candidates.
- b. The secretary of the district shall notify each candidate and shall secure his approval in writing, for inclusion of his name on the convention ballot. Each candidate shall reply within ten days as to his willingness to serve if elected.
- c. In the event of death, declination, or unavailability of any candidate, the nominee having the next highest number of votes in the respective area shall become a candidate.
- d. In the event of a tie for the fifth position among candidates, all nominees involved in the tie who have received at least three nominating ballots and who accept nomination shall be listed as candidates. The slate of candidates may contain less than five nominees if there are fewer than five nominees receiving

the minimum of three nominating ballots who accept nomination.

- e. The secretary of the district shall publish in the convention workbook brief biographies of the candidates for vice president (by area), giving adequate information on each candidate. This report shall contain such pertinent information as age, residence, number of years in the synod, present position, district or offices of the synod previously held, year of ordination, former pastorates, involvement in community, government or inter-church affairs, and any other specific experience and qualifications for the office.
- f. The convention shall have the right to alter each slate at the proper time by amendment. The amendment procedure shall include merely a motion, a second, and a vote on the amendment, deliberately excluding verbal characterizations and discussion of the motion (except for the chair to ascertain that the requirements have been met as to eligibility, consent, and the filing of the biographical form). Any delegate making a nomination from the floor shall have secured prior written consent of the candidate whom he wishes to nominate. Such delegate shall immediately submit to the secretary of the district this document and written pertinent information concerning this nominee.
- g. After all such amendments have been voted on, the convention shall ratify the slate of candidates prior to each election.

1.049 Election Procedure

- a. Each voting delegate shall be entitled to vote for one vice presidential candidate from each area (A, B, C, and D).
- b. The candidate from each area receiving a majority of the votes cast shall be declared elected.
- c. If no candidate receives a majority of the votes cast, the four candidates from that area receiving the highest number of votes shall be retained on the ballot and another vote shall be taken. Thereafter, those candidates (by area) receiving the smallest number of votes shall be eliminated from each subsequent ballot until one candidate in each area receives a majority of the votes cast.
- d. Those candidates elected shall be members of congregations of their designated regions during the course of their tenure.

1.051 Administrative Areas (Regions)

The administrative areas (regions) shall be based on a combination of circuits as follows:

Area A - Circuits 1-7

Area C - Circuits 20-30

Area B - Circuits 8-19

Area D - Circuits 31-43

1.053 Ranking of Vice Presidents

The district convention shall by ballot in plenary session rank the area vice presidents to serve as first, second, third, and fourth vice presidents of the district. This ranking shall take place by separate ballots with a majority vote of voting delegates determining the first, second, third and fourth vice presidents in line of succession.

1.055 Vacancy Replacement and Re-ranking

- a. If a vacancy occurs among the vice presidents (by accepting a call to another administrative area, succession to the presidential office for the balance of an unexpired term, resignation, or otherwise), the vacancy shall be filled through election by the district board of directors of an ordained minister from the vice presidential area in which the vacancy occurs, giving consideration to the vote of the convention.
- b. If the vacancy occurs in one of the top three positions, the lower-ranking vice presidents shall be advanced one step, and the replacement shall be ranked as fourth vice president.

1.057 Functions and Duties

The Vice Presidents shall:

- a. perform the usual duties outlined in the district bylaws, receiving their responsibilities from the president and being accountable to him;
- b. visit the congregations of the circuit visitors in their administrative area;
- c. advise the president on conditions within their respective areas;
- d. serve as voting ordained minister representatives from their respective areas on the board of directors;
- e. serve as the president's representatives, as assigned by him, in advisory membership on boards and committees; and
- f. attend all district circuit visitor meetings called by the district president.

F. The District Secretary (See Handbook of the Synod.)

1.059 Election

- a. The district secretary shall be elected from the ordained roster of the district according to established district procedure.

1.061 Functions and Duties

The District Secretary shall:

- a. perform the usual duties outlined in the Handbook of the Synod;
- b. keep an accurate list of congregations by circuit and shall make this list available upon request;
- c. function as directed by the district president in agreement with resolutions passed by the district convention;
- d. in conjunction with the district president, keep the district handbook up to date;
- e. serve as secretary of the board of directors; and
- f. vote as a member of the board of directors.

1.063 Assistant Secretary

- a. An assistant secretary shall be appointed by the president and ratified by the board of directors.
- b. He shall render such reasonable assistance as the secretary may request from time to time.

G. The Treasurer of the District

The Treasurer shall be a lay person whose services are engaged on a full-time basis by the district board of directors.

1.065 Function and Duties

The following functions and duties shall be assigned to the treasurer. He/she shall:

- a. direct all fiscal affairs of the district and be aware of and involved in all fiscal planning and budgeting, etc.;
- b. provide consultation to congregations, especially mission congregations, in fiscal matters and establishing financial systems;
- c. as treasurer be responsible for departments of the district operating within adopted budgets and reporting any discrepancy to the board of directors as necessary;
- d. be a non-voting member of the board of directors;
- e. be bonded by the board of directors, the amount of bond to be determined by the board; and
- f. serve as trust officer and be empowered to invest excess monies as available. (Interest from these investments shall accrue to the fund from which these funds are drawn. He/she shall furnish a list of acceptable investment funds to the board of directors.)

1.067 Vacancies and Termination of Treasurer

- a. Vacancies of the treasurer shall be filled by the board of directors. Normally appropriate announcements will be placed seeking suitable applications.
- b. The board of directors has the vested right to terminate the treasurer.

H. Full-Time Professional Staff

The meaning of staff shall comply with the definition in the Handbook of the Synod. (See Handbook of the Synod)

1.069 Professional Staff

The board of directors is ultimately responsible for delineating the staff positions and job descriptions of professional staff deemed necessary by the board of directors for implementation of the strategic plan for mission and ministry and/or for conducting the work of the Texas District.

1.071 Procedure in Selection

The procedure for staff selection shall be delineated in the district personnel manual.

1.073 Term of Contract

- a. Unless otherwise specified in the bylaws or as agreed to in a written contract with the professional staff person approved by the board of directors, all executive staff shall be employed for an initial employment period of two years. After that contracts will be renewed on a year-to-year basis subject to the annual review and evaluation. Appointees may normally expect to continue in their positions if their work is satisfactory as evidenced by the annual review and evaluation and if there is a continuing need for their services.
- b. The president of the district in conjunction with appropriate boards shall be responsible for annual performance evaluations of district personnel.
- c. The board of directors shall be presented annual personnel evaluations. All renewals of contracts shall be acted upon by the board of directors, considering the recommendations of the president of the district.

I. Personnel Matters

1.075 Personnel Manual

The district shall maintain a written personnel manual which delineates policies and procedures for adding, dismissing, supervising and managing the district staff. The district shall operate under the general human resources policies of the Synod as provided by the Board of Directors of the Synod (see Handbook of the Synod). The personnel manual will be subject to annual review and revision by the board of directors.

II. CIRCUITS: Organization and Administration

A. Governing Principles

2.001 Structure of Circuits

Each circuit shall be constituted in accord with the provision of the Handbook of the Synod. The assignment of ordained ministers, commissioned ministers and congregations to circuits, as well as all realignments of circuits, shall be the responsibility of the board of directors.

2.003 Relationships: Officers, Forum, Convocation
(See the Handbook of the Synod.)

B. Circuit Visitors and Duties

2.005 Nomination, Election, and Ratification (for circuit visitors)

a. Nomination and Election

The circuit visitors shall be elected in accord to the provisions of the Handbook of the Synod.

b. Ratification

The convention shall have the right to alter the slate by amendment. The convention shall then ratify the slate of circuit visitors, which ratification shall constitute election. (See the Handbook of the Synod.)

2.006 Assumption of Office and Installation

a. Circuit visitors shall assume their offices at the conclusion of the district convention at which they are elected.

b. Circuit visitors shall be installed into their offices at the district convention at which they are elected. This installation shall be included in the convention agenda to occur prior to the conclusion of the convention. This installation shall be

conducted by the newly installed district president or his representative.

- c. Circuit visitors not present at the district convention shall be installed into their offices at a subsequent meeting of circuit visitors. These installations shall be conducted by the district president or his representative.

2.007 Responsibility and Authority

Each circuit visitor, by virtue of his office, shall assist the district president within the circuit.

(See the Handbook of the Synod.)

2.009 Other Officers

The circuit may create such other offices as may be desirable and also appoint committees for specific assignments.

C. Circuit Forum

(See the Handbook of the Synod.)

2.011 Election of Delegates for the Convention of the Synod

(See the Handbook of the Synod.)

2.013 Overtures

(See the Handbook of the Synod.)

D. Circuit Convocations

(See the Handbook of the Synod.)

III. PARISHES

The membership of a congregation constitutes its parish. Two or more congregations being served by the same pastor constitute a parish with the right of representation by one lay delegate and one pastoral delegate.

3.001 Membership in Synod

Congregations which have complied with all of the regulations for membership in the synod and district shall be considered members of the Texas District.

3.003 Constitution, New and Revised

- a. See the Handbook of the Synod.
- b. Congregations may extend voting privileges to members who are 18 years of age. However, in the State of Texas, the

incorporators and anyone signing a legal document for the congregation must be at least 21 years of age.

- c. The constitution of a congregation could well include a clause stating that in case of dissolution of the congregation the property of the congregation, after payment of all just claims, shall by decision of the voters' assembly, be conveyed to the Texas District of The Lutheran Church—Missouri Synod or religious 501(c)(3).

3.005 No Ethnic Distinctions

It shall be a matter of policy, cultivated and practiced by the district and all its congregations, to seek out all, regardless of their ethnic background, and receive into membership and to serve without distinction those who qualify for membership.

3.007 Substitute for Commissioned Minister Attending Board Meetings

- a. When a commissioned minister member of a district board is attending a board meeting, the expenses for a substitute commissioned minister is congregational expense. By assuming it, the congregation renders a service to the church and itself obtains a blessing there from.
- b. If the congregation either cannot or will not assume the expense, this becomes an allowable expense of the district.

3.009 Welfare Needs in a Congregation

The district president, or his designee, shall be responsible for oversight of local and area welfare and disaster needs.

3.011 Guidelines for Dissolution of Congregations

- a. Dissolution of a congregation is not to be looked upon as defeat or failure. In some circumstances, it may be the best thing that can happen to a group of God's people and to the church at large. It is to be taken for granted that dissolution of a congregation will be viewed from this perspective.
- b. It will be considered normal for a Christian congregation that has considered dissolution intensively and extensively to consult with district representatives (circuit visitor, district professional staff, area vice president, and district president) before a decision is reached.
- c. Wherever possible, the decision to dissolve should be made from a position of strength and not of weakness. (Just because a congregation has no called pastor does not mean that this is a good time to decide to dissolve.) Ordinarily, a congregation at full strength is better able to decide its future

- than the congregation which has been debilitated.
- d. The optimum criterion for continued existence of a congregation or its dissolution should be service, not survival for sentimental reasons.
 - e. Once the decision to dissolve has been reached, district officials should be informed immediately, so legal counsel may be available to the congregation concerning required legal procedures. Such procedures should be in accordance with requirements set out in the Texas Non-Profit Corporation Act, Article 1396, Tex. Rev. Civ. Stat. (the "Act") and include the following:
 - (1) a resolution to dissolve and withdrawal of its charter approved by the church's members (or the board of directors if authority is vested in a board);
 - (2) a plan for disposition of real and personal property that addresses liens and encumbrances and is approved by the congregation (or its board of directors) in compliance with provisions of the congregation's constitution and bylaws. A complete inventory of the church's assets and a list of its liabilities should be made and copies should be sent to legal counsel and the district office;
 - (3) application of the church's assets by authorized individuals consistent with the act and plan of disposition; and
 - (4) preparation and filing of Articles of Dissolution with the Texas Secretary of State.
 - f. Responsibility should be assigned to one of the neighboring parishes for the spiritual care of the members of the dissolved congregation. A report on their welfare and care should be submitted to the district president's office within six months of dissolution.

IV. DISTRICT CONVENTIONS

A. Conventions

4.001 Date of Convention

(See Handbook of the Synod.)

- a. The regular convention of the Texas District of The Lutheran Church—Missouri Synod shall be held in the year immediately preceding the general convention of the synod.
- b. Special sessions may be convened as outlined in the constitution of the synod.

4.003 Representation

(See Handbook of the Synod.)

Representation at the conventions of the district is composed of the following:

- a. **Voting Delegates**
Every member congregation or multi-congregation parish is entitled to two votes, one of which is to be cast by its pastor and the other by the lay delegate elected and deputed by the congregation or parish.
- b. **Advisory Delegates**
Advisory delegates are all commissioned ministers, and those ordained ministers not presently serving as voting representatives of congregations, who are members of the Synod within the district. In addition, a congregation that is part of a multi-congregation parish, other than the congregation supplying the voting lay delegate, may elect and depute an advisory lay delegate. Advisory delegates are required to attend the district conventions in accord with the regulations of synod.
- c. Where there are no called commissioned ministers in a school, the educators of the school may appoint one to represent them as a guest at the convention.

4.005 Reports, Overtures

- a. All matters to come before the convention shall be presented to the district president according to the time schedule set up by him. He shall decide which of these matters shall be in the convention workbook in accordance with the guidelines for the acceptance of convention overtures in the bylaws of the Synod (see Handbook of Synod). The convention workbook shall be made available to every ordained minister, called commissioned minister, and lay delegate three weeks in advance of the convention, whether such can attend the convention or not. The district may provide the convention workbook by a means of electronic communication, with the provision that any designated recipient shall be provided a printed copy of the workbook upon request (see Handbook of the Synod).
- b. Overtures for programs, requiring special district-wide offerings, shall be presented to the congregations preceding the convention in which they are to be voted on.
- c. Requests requiring expenditures not provided for in the current budget, together with approximate amounts and suggested ways and means of providing the funds, shall be reported to the convention during the first two days of sessions.
- d. Late overtures will not be accepted unless a committee consisting of the president, first vice president and secretary adjudge the subject matter to be of overriding importance and urgency.

4.007 Convention Essay

- a. An essay, dealing with the doctrine and/or practice of the church, shall be presented at each regular Convention.
- b. A summary of the Convention essay shall be prepared in advance and given to all delegates to further facilitate their understanding and retention of the material, such outline to be included in the convention workbook if possible.

4.009 Convention Committees

- a. The district president shall refer all matters which are to be presented to the convention, to convention committees appointed by him from among the voting delegates, advisory delegates, and official advisory representatives of the convention in order to expedite the transaction of business. After due consideration of the matters referred to them, these committees shall report their findings and recommendations to the convention. If the president deems it advisable, he shall be empowered to convene any such committees prior to the opening of the convention.

The district president shall arrange for adequate personnel, which may include non-voting delegates, to serve as the election committee. The election committee will use procedures and methods that insure efficiency and accuracy, including the use of mechanical, electronic or other methods of casting, recording or tabulating votes.

- b. All convention committees shall be appointed and notified of their appointment at least six weeks in advance of the convention.

4.011 Order of Business

The district president shall at the first session and during the course of succeeding sessions of the convention announce the order of business for the following days. Evening sessions may be included.

4.013 Daily Minutes

A committee, appointed by the chair, shall review the convention minutes and read its report at each session in lieu of the reading of the complete minutes by the secretary.

4.015 Distribution of Official Proceedings

The district convention proceedings shall be made available to each ordained minister, called commissioned minister, lay delegate, such others as have registered, and be provided to synod's office.

The district may provide the convention proceedings by a means of electronic communication, with the provision that any designated recipient shall be provided a printed copy of the proceedings upon request (see Handbook of the Synod).

4.017 Parliamentarian

The president may appoint a parliamentarian for each district convention.

B. Convention Arrangements (See the Handbook of the Synod)

4.019 Convention Manager

A district convention manager shall be appointed by the district president to make arrangements for and direct the externals of the district conventions and other district conferences as may be requested. He/she shall guide and coordinate the efforts of local convention committees and assist conference committees as may be requested.

4.021 Convention Arrangements Committee

A local convention arrangements committee shall be appointed by the district president in consultation with the district convention manager to carry out the necessary planning and arrangements for each convention.

4.023 Registration Fee

The board of directors shall approve the amount of the registration fee needed to cover the cost of a convention.

4.025 Availability of Committee Resolutions

Resolutions of convention committees shall be made available before they are presented on the floor of the convention, the necessary secretarial help being arranged by the president.

4.027 Convention Displays

The matter of commercial displays shall be decided for each convention by the board of directors of the Texas District.

C. Election of Officers and Boards

4.029 Election Calendar

- a. The president, vice presidents, secretary, and circuit visitors shall be elected at each convention.
- b. All members of the district board of directors and the nominations committee are elected. Approximately fifty percent of the membership of the district board of directors (exclusive of president, vice presidents, and secretary) shall be elected at each district convention. The terms of office for all of the above are listed in bylaw, Article I.
- c. The board of mission administration shall have its majority elected, for a six-year term, by convention of the Texas District with the remainder appointed by the board of directors.
- d. The election of a member of the Committee for Convention Nominations of the Synod shall be conducted periodically according to the procedure outlined in the Handbook of the Synod.

4.031 Nominations Procedure

- a. The nominations committee shall meet early enough so that approximately ten months before the convention it can solicit nominations and information about nominees from congregations, pastors, and circuit visitors. The nominations committee shall be briefed on explicit procedures and requirements of the handbook in their first meeting by the secretary of the district.
- b. The nominations committee shall seek to include in its nominations for all elected positions representatives from each of the major racial groups in Texas, especially giving attention to the major boards of the district (board of directors and board of mission administration).
- c. The consent of each nominee shall be obtained.
- d. The nominations committee shall send to all delegates a list of all nominees for offices other than those of president, vice presidents, and circuit visitors with information concerning each, such as age, occupation or profession, place of residence, and experience and qualifications for the office. This shall be included in or sent with the convention workbook before the convention. (Candidates shall not be introduced to the Convention.)
- e. Nominations from the floor shall be governed by the Handbook of the Synod.

4.033 Time of Balloting

- a. Balloting for the offices of president and vice president shall precede all other elections.
- b. Balloting for all remaining district offices shall, as much as possible, be held in a special period of the convention, announced in advance and devoted exclusively to this purpose.

4.035 Election Results Filed

All election figures shall be filed with the president and published in the Convention Proceedings.

4.037 Assumption of Office and Installation of Elected Officers and Board Members

- a. Assumption of Office
 - i. The vice presidents, secretary, elected members of the board of directors and elected members of the board of mission administration shall assume their respective offices at the conclusion of the district convention at which they are elected.
- b. Installation of Officers and Board Members
 - i. The vice presidents, secretary, elected members of the board of directors and elected members of the board of mission administration shall be installed into their respective offices at the district convention at which they are elected. These installations shall be included in the convention agenda to occur prior to the conclusion of the convention. These installations shall be conducted by the newly installed district president or his representative.
 - ii. Elected officers or board members not present at the district convention shall be installed into their offices at a subsequent meeting of the respective boards on which they serve. These installations shall be conducted by the district president or his representative.

D. Anniversaries

4.039 Recognition of Anniversaries

Anniversaries of all professional workers, male and female, shall be recognized at five-year intervals, beginning with the 25th year of service from the date of installation or ordination, or the time they began full-time work in the church without interruption: 25 years, 30 years, etc.

E. Youth Representation

4.041 Youth Representation at Conventions

The duly appointed youth representatives of the Texas District Convention shall be recognized as a valid and relevant voice within the Church and be allowed to speak.

V. CONFERENCES

A. Official Conferences of Ordained Ministers and Commissioned Ministers (See Handbook of the Synod concerning the guidelines of the Synod regarding conferences.)

5.001 Official Conferences

- a. In the Texas District there shall be an official conference for its ordained ministers and commissioned ministers. Each official conference shall consist of all ordained and commissioned ministers on the district roster and shall meet in plenary sessions at least once a year, and may meet more frequently in major sections as shall be established by the district in convention. All such major sectional meetings shall be regarded as sessions of the official conference.
- b. All ordained and commissioned ministers on the district roster are expected to attend meetings of their official conference or present a valid excuse.
- c. The plenary and sectional meetings of both conferences may adopt and submit overtures to the conventions of the district and the synod.
- d. Official district conferences shall include:
 - (1) district professional church workers conferences (ordained and commissioned ministers);
 - (2) district commissioned ministers conference; and
 - (3) district ordained ministers conference.
- e. Other encouraged district conferences include:
 - (1) annual principals conference
 - (2) conference for directors of Christian education
- f. The procedure for establishing conference locations, formation of conference committees, and direction for conference programs shall be the responsibility of the district president and area vice-presidents, or their designated appointees.
- g. The minutes and essays or a reasonably comprehensive summary of the essay accepted by an official conference in plenary and sectional meetings shall be mailed to the office of the district president for review and for the district's record within one month following such conference. (See the Handbook of the Synod.)

5.003 Conference Calendar

Professional Workers Conferences

- a. A district professional church workers conference shall meet in the fall (September, October, or November) of the years in which there is neither a convention of the district nor the synod.
- b. A district commissioned ministers conference shall meet in the fall (September, October, or November) of the year in which the district convention meets, and in the fall of the year in which The Lutheran Church—Missouri Synod holds its triennial delegate convention.
- c. A district ordained ministers conference shall meet in the fall (September, October, or November) of the year in which the district convention meets, and in the fall of the year in which The Lutheran Church—Missouri Synod holds its triennial delegate Convention.
- d. An annual principals conference shall meet at a time designated by the conference.
- e. A conference of directors of Christian education and/or youth shall meet at times as designated by the conference.

B. Other Conferences

District staff, ordained ministers, and commissioned ministers are encouraged to organize other conferences in addition to their official conferences to meet specific needs.

5.005 Orientation Conference

- a. The district shall annually hold and fund an orientation conference for all graduate ordained and commissioned ministers and their spouses who enter the district.
- b. Other ordained ministers and commissioned ministers entering the district shall be invited to attend at congregational expense, with the district assuming responsibility for housing and meals only.
- c. The program for ordained ministers and commissioned ministers shall include Bible study and information on the administration of the district and of the synod.
- d. There may be special programs for spouses.

5.007 Annual Missionaries Conference

The board of mission administration may annually conduct a conference for church planters, district missionaries, and district congregations interested in church planting, designed especially to further learning and provide encouragement for church planting.

5.009 Annual Theological Convocation

The District is encouraged to have an annual theological convocation.

- a. The district president shall be responsible for the date, program, speakers, and the budget for this convocation.
- b. Attendance at this convocation is optional.

VI. BOARD OF DIRECTORS

6.001 Personnel

- a. The president, the vice presidents, the secretary, five laypersons (one from each administrative area of the district and one "at large") and two commissioned ministers shall be voting members of the board of directors.
- b. The district staff and the treasurer are invited to attend meetings of the board of directors in an advisory capacity but are not obligated to attend after they have presented their reports.

6.002 Nominations

Congregations and pastors shall be entitled to nominate laypersons only from their administrative area (A, B, C, and D) for those area-designated lay positions on the board. Individuals shall be considered to be a part of the area in which they hold membership in a congregation. The lay and commissioned "at large" nominations may be made from any area in the district.

6.003 Election

- a. The members of the board of directors shall be elected by a majority of the voting delegates present at the district convention.
- b. Those board members elected representing their administrative area shall be members of congregations of their designated regions during the course of their tenure.
- c. The board of directors shall fill vacancies on the board at the next regular meeting of the board, or at a special meeting thereafter held for that purpose.

6.005 Organization

- a. The chairman of the district board of directors shall be chosen by the district board of directors at its first meeting after the installation of the district president.

- b. The secretary of the district shall serve as secretary of the board of directors.

6.007 Meetings

The board of directors shall normally hold at least six meetings each year and shall set the time and place of these meetings. A majority of the board of directors shall constitute a quorum for the transaction of business at any regular or special meeting, provided the call for special meetings is made by notifying each of the directors, at least three days prior to such meeting.

6.009 Functions and Duties

The board of directors shall serve as the policy making body within the district and as such shall act on behalf of and in the best interest of the district between conventions where such action is required. In addition, the board shall fulfill the following specific duties:

- a. establish the annual district budget and manage the budgeted funds of the district as specified by district fiscal resolutions;
- b. hear the regular reports and receive all minutes of the various district boards and committees, but not necessarily review every action taken by such boards and committees. However, it shall have the right to call up for review any action of a board or committee which it feels is not in keeping with regulations or is contrary to the best interests of the district in a given time, and if necessary, to overrule such action;
- c. engage such full-time staff members as are provided in the district handbook and approved by the district, and shall each January review and evaluate the activities and personal and board goals of each staff member (This includes salaries, allowances for housing, utilities, and mileage where applicable.) ;
- d. give counsel and advice to the president in solving problems for which he desires help and also ratify those appointments made by the president that are subject to the ratification of the board of directors;
- e. be responsible for elections as described in these bylaws;
- f. accept by approval of the minutes of the board for church extension all actions and authorizations involved in the administration of the church extension fund. The minutes of the board of directors are to clearly evidence approval, disapproval, or deferrals;
- g. be authorized to extend calls on behalf of the Texas District for workers that provide mission and ministry support for the district;

- h. place into appropriate circuits new congregations that are established by the district and also act on all requests of circuits alignments whether they be in visitation circuits or electoral circuits;
- i. approve all purchases and sales of real or personal property in the name of the district, except as to purchase (or sale) of personal property or services necessary for day to day operation of the district concerning which the board of directors may delegate some or all of its authority to the president or other district staff; and
- j. the board of directors shall present a report of its work through its president and secretary at the regular triennial meeting of the district.

6.011 Ownership of District Real Estate

Only the board of directors or a person authorized by the board of directors shall serve as the legal representative of the Texas District. As such the board of directors alone is empowered to authorize the purchase or sale of real property in the name of the district, either for the board of mission administration, for the board for church extension, or any other subsidiary organization. Therefore, the following regulations shall prevail:

- a. the board for church extension shall be empowered to recommend purchases and sales within its jurisdiction;
- b. purchases and sales within the jurisdiction of other boards shall also be recommended with appropriate resolutions substantiating needs and value of properties involved;
- c. Real estate to be owned specifically on behalf of the district shall be investigated by the board for church extension on behalf of the board of directors and appropriate recommendations be made to the board; and
- d. In the sale of real estate owned by the Texas District and controlled by any of its boards or subsidiaries, the board of directors shall be kept apprised of such transactions.

6.013 Indemnification

Because the members of the board of directors, the board of mission administration, and the board for church extension perform services for the district without remuneration, the district shall defend the members of such boards in any lawsuits that may be brought against them in connection with their services on the board and shall indemnify them from any expenses, attorney's fees and amounts which may be assessed against them in connection with any such suits pursuant to the indemnification policy established by the district.

VII. MISSION ADMINISTRATION

A. Board of Mission Administration

7.001 Responsibility

- a. The specific areas of responsibility of the board shall be:
 - (1) mission within the district;
 - (2) special ministries; and
 - (3) other ministries that may from time to time be added by district convention and/or the board of directors.
- b. As an administrative body for the district on the one hand, and as advisory to the congregations and pastors on the other hand, the board shall be responsible to the synod and district to maintain and/or promote:
 - (1) a strong missionary consciousness in the congregations of the district;
 - (2) congregations which are truly representative of and ardently ministering to their communities; and
 - (3) a high degree of efficiency in mission operation, organization and administration.

7.003 Function

The Board shall:

- a. develop the overall strategy for new church planting in the Texas District;
- b. keep itself informed on all mission developments and opportunities within the district, entering into fields as rapidly as opportunities and resources permit;
- c. investigate and utilize new and established techniques and procedures which will expedite its work and help to realize the mission potential of the district;
- d. regard the mission performance of financially supported congregations in the district as its responsibility, toward which help, encouragement, and guidance are to be directed;
- e. channel to the congregations of the district helpful information and materials in the areas of missions, special ministries, and missions of the synod;
- f. make regular, complete and intensive surveys of the mission opportunities in the district, using the resources and assistance made available by synod's board for national mission and all other competent resources, and make appropriate recommendations;
- g. submit annually to synod's board for national mission such reports as may be required;

- h. provide appropriate financial assistance to fields and congregations for expansion, extension, or intensification of the mission program;
- i. give special attention to congregations and communities which are either changing or declining in population and seek opportunity to confer with such congregations, offering counsel and financial assistance as needed;
- j. give attention to the need for new approaches and forms of ministry to meet special needs; assist congregations in understanding the need for special ministries in an area, and, as necessary, give counsel and guidance in establishing such ministries; where necessary, provide financial assistance; and collaborate with synod's office of national missions in planning and establishing such ministries;
- k. recommend personnel changes as needed to fulfill its responsibilities;
- l. solicit the assistance of congregations, auxiliary organizations, and individuals for specific mission projects and the total mission program of the district;
- m. disburse student aid funds in conformity with the rules and regulations of the district;
- n. encourage the formation of local networks in the district to begin new work and enhance present ministries and to work with such local networks to meet the mission challenges of the district; and
- o. have the authority and responsibility to call or contract for suitable personnel for all areas of its work where there is no organized congregation, such as
 - (1) new mission fields; and
 - (2) special ministries.

7.005 Calling and Engaging Mission Personnel

The Board shall:

- a. in the name of the district and in consultation with the district president extend calls to areas where no congregations exist, but where the forming of congregations is contemplated;
- b. be empowered to call/contract for the services of ordained ministers, commissioned ministers, and laypersons for such positions as necessary to fulfill the functions of the board of mission administration in special ministries or temporary programs in which it is not feasible to extend a call with tenure;
- c. regularly report to the board of directors concerning personnel called or contracted by the board of mission administration; and
- d. be authorized to provide necessary salaries and allowances for positions directly under the supervision of the board of mission administration. All such salaries and allowances shall be within the guidelines established by the board and approved by the board of directors of the district.

7.007 Personnel

- a. The board of mission administration shall consist of eleven members as follows: five ordained ministers, one commissioned minister, and five laypersons, the majority of whom must be elected by the district in convention in the following manner: two ordained ministers and one layperson elected in one triennium and one ordained, one commissioned minister and one layperson elected in the offsetting triennium. All other members shall be appointed by the board of directors of the Texas District. All members are elected for a six-year term and may serve a maximum of two successively elected terms. All appointed members are appointed for a three year term and may serve a maximum of four successively appointed terms (ref. Synod Handbook).
- b. The district president or his representative(s) and the board staff personnel shall be advisory members of this board.

7.009 Organization

- a. The board shall meet at least three times a year. Special meetings may be called by the chairman or by a majority of the members. Members shall be duly notified of all meetings.
- b. The board shall elect from its members a chairman and a secretary. It shall organize itself to carry out faithfully its responsibilities and functions.
- c. The agenda for each board meeting shall be drawn up by the board's staff and be sent to all members of the board in advance of the meetings.
- d. The secretary of the board shall keep a brief account of all deliberations and an exact record of all resolutions in the minutes, which, together with all official correspondence, reports, and other papers, shall be carefully filed as the property of the board of the district.
- e. The board, with the approval of and in consultation with the district president, may establish temporary advisory committees to carry out its responsibilities and functions.

7.011 Reports to the Board of Directors

The board of mission administration's staff shall make regular reports to the board of directors of the activities of the board of mission administration.

B. The Staff of the Board of Mission Administration

7.013 Responsibility

- a. Qualified professional staff, as needed, shall be engaged according to established district procedures, who shall serve at the pleasure of the appointing authorities and be subject to annual review and evaluation. Appointees may normally expect to continue in their positions if work is satisfactory as evidenced by annual review and evaluation and if there is a continuing need for the position.
- b. They shall serve the board in an advisory capacity, and perform such duties as are assigned to them by the board.
- c. One staff person shall be responsible for the following tasks:
 - (1) planning and conducting missionary conferences as needed or requested by the board;
 - (2) preparing the annual work program of the board of mission administration in the Texas District and presenting it to the board for study, recommendation and action;
 - (3) assuming full responsibility and accountability for the budget and submitting a financial report at each board meeting;
 - (4) representing the board of mission administration at the meetings of the board of directors of the Texas District;
 - (5) working with local networks or other groups to provide necessary support for the beginning of new ministries (demographic studies, site selection process, first unit designs, etc.); and
 - (6) working with other district staff in the support of workers in specialized ministries.

VIII. CHURCH EXTENSION

A. The Board for Church Extension

8.001 Responsibility

The specific area of responsibility of the board for church extension shall be the administration of the Texas District Church Extension Fund in a fiscally sound manner under the direct supervision of the board of directors.

8.003 Function

The Board for Church Extension shall:

- a. develop policies for granting loans from the Texas District Church Extension Fund;

- b. keep a watchful eye on financial trends and make recommendations to the board of directors for making improvements in the operation of the Texas District Church Extension Fund; and
- c. administer the district's church extension program in accordance with district regulations and policies and in close cooperation with synod's extension fund program.

8.005 Personnel

The board for church extension personnel shall consist of the following:

- a. one ordained minister, who serves as the pastor of a voting, self-supporting congregation of the district;
- b. one commissioned minister, who serves in a voting, self-supporting congregation;
- c. seven lay persons, who are active members of a voting, self-supporting congregation, and who have expertise separately in the following general areas real estate; finances, investments, banking and/or general business administration; construction or design; savings and loan; or marketing.
- d. the district president or his representative, as well as a representative of the board of mission administration, shall serve as advisory members.
- e. the board for church extension shall be appointed by the board of directors for three-year terms. Three board for church extension members shall be appointed each year. The terms shall be limited to four successive three-year terms.
- f. no board for church extension member shall be involved in any business contracts with the board for church extension, i.e. serving as real estate agent, contractors, etc. without prior board for church extension approval.

8.007 Reports to the Board of Directors

- a. The board of directors shall be informed of the activities of the board for church extension through regular reports by the executive director of the board for church extension.
- b. The minutes of the board for church extension shall be presented to the board of directors for approval.

B. The Staff of Board for Church Extension

Qualified professional staff shall be engaged according to established district procedures, who shall serve at the pleasure of the appointing authorities and be subject to annual review and evaluation. Such personnel may normally expect to continue in their positions if their work is satisfactory as evidenced by annual review and evaluation and if there is a continuing need for the position.

C. Church Extension Fund

8.009 Regulations

- a. Name
The name of this treasury shall be "Texas District Church Extension Fund."
- b. Purpose
The purpose of the Texas District Church Extension Fund is to extend God's kingdom by boldly and responsibly assisting congregations to acquire land and buildings, and by linking investors with congregations. Under land and buildings are included such special expenses as architect fees, engineer fees, curbing, paving, and any other items necessary to erect or acquire, or repair real property in an efficient and businesslike manner. The board may also grant loans for the acquisition of personal property and other purposes, when in its judgment it is advisable to do so.
- c. Ownership
The ownership of the Texas District Church Extension Fund and the ultimate administrative jurisdiction thereof shall rest solely in the Texas District of The Lutheran Church—Missouri Synod, a Texas corporation, and in conformity with policies established by the synod's board of church extension.
- d. Supervision
The Texas District Church Extension Fund shall be under the supervision of and shall be administered by the board for church extension of the Texas District. All minutes pertaining to the action of the board for church extension shall be submitted to the board of directors for approval and inclusion in their official minutes.
- e. General Authority of the Board for Church Extension
 - (1) It is acknowledged that all contingencies cannot be envisioned in setting up rules and regulations governing the operation of the Texas District Church Extension Fund and its allied activities. The board for church extension is charged with the duty of representing the district and with administering the affairs of the Texas District Church Extension Fund to the best of its ability. If contingencies should arise in the administration of the Texas District Church Extension Fund and its allied activities that are not covered by the rules and regulations in effect at that time, then the board for church extension shall formulate such adequate rules and regulations as in its opinion would be in the best interest of the district. Such rules and regulations shall always be subject to review, revision, or rejection by the district assembled in regular convention.

- (2) The Texas District Church Extension Fund should operate under a budget separate from the district budget. This budget shall be submitted to the board of directors at the same time as the district budget is submitted. The budget shall be prepared by the board for church extension.
- f. Bookkeeping and Office Records
 - (1) The Board for Church Extension is charged with the obligation of adequate bookkeeping and maintaining office records pertaining to the Texas District Church Extension Fund and its activities. Such records may be kept by the district treasurer's office.
 - (2) The board for church extension is responsible and must see to it that adequate records are kept. The treasurer, however, shall be free to keep such additional records as he/she sees fit in the discharge of his/her duties to the district.
- g. Report to District Convention

The board for church extension is charged with the responsibility of publishing, or causing to have published, an adequate and informative report to each district convention. This report will cover the operation and condition of the Texas District Church Extension Fund.
- h. Operating Procedures Manual

The board for church extension shall regularly review, update and prepare for publication the operating procedures used in the operation of the Texas District Church Extension Fund. This operating procedures manual is to be ratified by the board of directors.

IX. COMMITTEES

- A. Committee on Constitutions
(See Handbook of the Synod.)

9.001 Personnel and Selection

A committee on constitutions consisting of four members, i.e. two ordained ministers, one commissioned minister, and one lay person, shall be appointed by the board of directors according to established district procedure. Additional members may be appointed by the board of directors at the request of the president, who shall determine such need in consult with the chair of the Committee on Constitutions.

B. Nominating Committee
(See Handbook of the Synod.)

9.003 Personnel and Selection

A nominating committee consisting of nine members, i.e. four ordained ministers, two commissioned ministers, and three laypersons, shall be elected by the district convention according to district procedure. One ordained minister shall be elected from each of the four administrative areas of the district and shall be members of congregations of their designated regions during the course of their tenure. The district president shall fill vacancies on the committee when necessary.

9.005 Nomination Procedure

- a. Before each convention (approximately ten months) the committee shall solicit nominations and information about nominees from congregations, pastors, and circuit visitors. The nominations committee shall be briefed on explicit procedures and requirements of the handbook in their first meeting by the secretary of the district.
- b. The nominations committee shall seek to include in its nominations for all elected positions representatives from each of the major racial groups in Texas, especially giving attention to the major boards of the district.
- c. The consent of each nominee shall be obtained.
- d. The nominations committee shall send to all delegates a list of all nominees for offices other than those of president and vice presidents, with information concerning each, such as age, occupation or profession, place of residence, and experience and qualification for the office. This shall be included in or sent with the convention workbook before the convention. (Candidates shall not be introduced to the convention.)
- e. Nominations from the floor shall be governed by the Handbook of the Synod.

X. AGENCIES AND SUNDRY AREAS

A. Texas Messenger
(See Handbook of the Synod.)

10.001 Texas Messenger

The Texas Messenger, as the official church publication of the Texas District, shall be published for dissemination to the congregations of the district.

10.003 Personnel

The editor of the Texas Messenger shall be appointed every three years for a three-year term by the district president with the approval of the board of directors of the district.

10.005 Dissemination and Subscription Regulations

- a. Methods for effective and efficient dissemination of the Texas Messenger shall be determined by the president, treasurer and editor with approval by the Board of Directors.
- b. Should the methods for dissemination involve subscriptions by the district or other publisher, the treasurer shall approve the annual subscription price on the basis of the rate assumed by the district or charged to the district by the publisher, plus the district costs for gathering and editing the news and processing any subscription lists.

10.007 News Coverage

- a. The editor is responsible to the board of directors for the contents of the Texas Messenger.
- b. Congregations are urged to send to the editor regularly their Sunday bulletins and other congregational publications and materials of news value, including pictures.

10.009 Operating Expenses

- a. The treasurer shall annually review and determine, within the limits of funds available from subscriptions, the amounts to be allowed for operating expenses.
- b. The treasurer shall determine the costs to be charged to auxiliary organizations of the district who desire space in the Texas Messenger.

B. District Archivist

10.011 Personnel and Selection

An archivist shall be appointed by the district president. The appointment shall be approved by the board of directors of the district.

10.013 Functions

The archivist shall:

- a. collect and receive historical documents and materials pertinent to the growth, development and maintenance

- of the Texas District and
- b. store, catalog, and make available such materials as requested by qualified persons.

10.015 Materials

The archivist, in consultation with the district president, will include in the district archives all items received by the district which are deemed to be of historical significance to the district. At the discretion of the archivist, some items may be digitally scanned and saved rather than retained in physical form.

10.017 Space and Funds

Space, necessary help, and appropriate funding for the binding, storing, preservation, and display of archive materials as determined by the board of directors. Digitally scanned items are to be retained by the district.

10.019 Use of Materials

- a. No material that is part of the archives shall be sent out.
 - b. The following rules shall govern the use of the archives:
 - (1) The archivist, the district president, the four vice presidents, and the president of Concordia University Texas, and the treasurer of the district, shall have access to the archives.
 - (2) Permission for all others to use the archives shall be granted by the archivist or the district president.
 - (3) The students of Concordia University Texas wishing to be admitted to the archives must be granted permission by the president of the university. He will then refer the request to the archivist and/or the district president.
 - (4) At the discretion of the district president, digitally scanned materials may be made available to the public.
- C. District Reconcilers
(See Handbook of the Synod, District Reconcilers.)

XI. FISCAL POLICY

- A. District Budget
(See Handbook of the Synod.)

11.001 District Budget

- a. Annually, the district treasurer shall receive budget requests from the spending departments, ascertain the total of congregational pledges and, factoring in the budgetary

experience of previous years, arrive at the final budget for the district, to be presented to the board of directors for amendment and final approval.

- b. The board of directors shall be empowered to establish the amount of the district pledge to the synod.
- c. The adopted budget shall be available to congregations.

11.003 Designation of Special Receipts

- a. Special designated gifts shall be applied according to the requests of the donors.
- b. Final disbursements of these monies shall be made by the board of directors.

B. Budget Control and Fiscal Operations

11.005 Budgetary Accounting and Control Policy

Budgetary control of district funds shall be along departmental lines.

- a. Each department head shall be responsible for maintaining his/her department's activities within the allotted budget and shall operate the department functions with such day-to-day supervision that the budgetary limitation will not be exceeded.
- b. Although the department is primarily responsible for the control of funds budgeted to it, the treasurer should at least review monthly the current status of the budget. If budgetary accounts are found to be over-expended or if known commitments will cause such over-expenditure, the treasurer will request the responsible department to cite fund availability to cover the budgetary shortage, and if such fund availability is lacking the treasurer will report the condition to the board of directors. In addition, the treasurer will routinely report anticipated under-realization of budgeted income.

11.007 Program Budget Control

The treasurer shall exercise budgetary controls over each budgeted program.

11.011 Criteria for Establishment of New Programs

Criteria for Approval

- a. A proposed new program should be formally justified, financially as well as evangelically. Supporting financial justification should include:
 - (1) The proposed cost budget for the initial year of operation;
 - (2) The proposed level of activities for the succeeding three

- years, together with estimated cost budgets for each of such future years;
- (3) The estimated amount of increased income to district which will be generated in the initial year as a result of the costs incurred in the program. This estimate should be projected for the succeeding three-year period; and
 - (4) The estimated cost savings in related old programs to be phased out as a result of the new program.
- b. The new program should not have adverse effect upon worthy existing programs.
 - c. A new program undertaken by district should be evaluated in terms of any duplication of effort by synod and the success of comparable programs in other districts.

11.013 Auditing and Accounting

The board of directors shall each year contract with a firm of certified public accountants for auditing the accounting services for the district's financial records and reports.

11.015 Emergency Borrowing

The president or the treasurer may from time to time borrow money in the name of the corporation from the bank which holds the depository account. He/she may give the corporation's notes therefore in such amounts and for such time and rate of interest as may be designated on said notes, and may pledge for the payment of such notes any of the bills receivable, stocks, bonds, or other property of said corporation. The bills receivable for such corporation may be offered to said bank for rediscount or for purchase on the endorsement of any of said officers. The maximum amount shall be determined by the board of directors.

11.017 District Properties

All properties to which the district holds or shall hold title shall be recorded at the purchase price or at the current value based on a conservative estimate.

11.019 Regulations for the Acceptance of Conditional Gifts

- a. The District does not seek, under normal conditions, gifts that are given with conditions or in perpetuity.
- b. When such gifts are offered, each case shall be considered on its merits and, if the conditions are reasonably terminable and are of significant benefit to the district, acceptance should be authorized.
- c. In no case should the district make an agreement to extend beyond 50 years.

11.021 Internal Control and Accounting Procedures

Internal control and accounting procedures shall be maintained by the treasurer, subject to annual review and revision by the board of directors.

11.023 District Service Recognition

Employees of the Texas District shall be recognized for years of service according to the length of employment recognition policy in the Texas District Personnel Manual.

C. Capital Stock

This corporation is formed without capital stock, and no dividends shall ever be declared, nor pecuniary profit be distributed among its members.

XII. DISTRICT OFFICE

12.001 Personnel Policy

The Texas District shall establish a personnel policy manual which shall have annual review and approval by the board of directors.

XIII. CONVENTIONS OF THE SYNOD

13.001 Elective Delegates

The District shall determine its delegates and alternate delegates, as well as advisory delegates, to the conventions of The Lutheran Church—Missouri Synod in the manner prescribed by Synod's bylaws. (See Handbook of the Synod.)

13.003 The Convention of the Synod Delegate Expenses

The District shall pay the expenses of all its authorized delegates to Conventions of The Lutheran Church—Missouri Synod according to the following principles:

- a. authorized delegates are the elected pastoral, lay, and advisory delegates and the district observers authorized by the board of directors;
- b. legitimate expenses include travel cost equivalent to coach airfare, plus a *per diem* for lodging, meals, and incidentals, the amount to be determined by the board of directors prior to the convention;

- c. delegates may travel any way they choose. If two or more delegates travel in a car, the driver will receive a full coach airfare. Each delegate passenger will receive one-half air coach fare. Those who travel by train will receive air coach fare. Meals and cost of rooms en route to the convention city will not be paid in addition to the full or one-half air coach fare. Those who travel by car or by train will, however, receive the *per diem* for those days actually spent at the convention;
- d. an advance against expenses may be drawn as determined by the board of directors. Those who draw an advance shall render a final statement after returning from the convention, such statement to be in the hands of the president no later than 15 days after the adjournment of the convention; and
- e. those requesting an advance are to fill out two vouchers, sending one to the president and retaining the other for use when rendering the final statement.

13.005 Funding the Convention of the Synod Delegate Expenses

Delegate expenses shall be funded by assessing congregations on a per communicant member basis.

- a. The delegate cost for each convention of the synod shall be determined by the district treasurer in the year prior to each convention of the synod;
- b. The per-communicant cost shall be based on the most current statistical report prior to the convention of the synod.
- c. The assessed amount per confirmed member shall be remitted to the Texas District prior to the convention, with each circuit visitor serving as contact person for monitoring the remittances from the congregations in his circuit.
- d. The district will be responsible for contacting each delegate to provide information pertaining to convention travel, food, lodging, vouchers, and reimbursement.

XIV. MEMBERSHIP IN INTER-LUTHERAN ORGANIZATIONS

14.001 Membership

Membership in "Inter-Lutheran organizations" in Texas shall be determined by the Texas District in convention assembled. Accordingly, membership in "Inter-Lutheran organizations" can only be entered into by the district when there is no conflict with the bylaws of synod.

14.003 Activation of Such Membership

The power to activate such memberships, and carry out the district's responsibilities to these organizations, shall be vested in the board of directors of the Texas District.

14.005 Changes in the Constitutions

Changes in the constitutions of such organizations shall also be noted by the board of directors of the Texas District.

14.007 Approved Organizations

The following organizations have been approved for membership by the Texas District:

Upbring (Formerly Lutheran Social Services of the South)

14.009 Responsibility of the Board of Directors

According to the provisions of the above organization's constitution and to fulfill our membership responsibilities, the board of directors of the district may:

- a. provide funds for these organizations from the regular budget of the district;
- b. elect a minority of the board of directors of these organizations;
- c. Appoint, as needed, necessary liaison personnel from our staff to be in contact with these organizations.

14.011 Reporting to the Texas District

All "Inter-Lutheran organizations" in which we hold membership shall provide detailed reports of their activities to each convention of the Texas District.

XV. DISSOLUTION OF THE DISTRICT

In the event of dissolution other than by the discretion of the Synod in convention, the assets of the district, subject to its liabilities, shall be transferred, consistent with applicable state and federal laws, to The Lutheran Church—Missouri Synod, as may be described in the Bylaws of the Synod. (See Handbook of the Synod.)

XVI. AMENDMENTS TO BYLAWS

Amendments to these bylaws may not be contrary to the Articles of Incorporation of the district and are subject to the provision of the Constitution, Bylaws, and the resolutions of the Synod in convention.

15.001 Procedure

Amendments to these bylaws may be made

- a. by a district convention provided they are:
 1. not contrary to the Synod's Constitution and Bylaws;
 2. approved by Synod's Commission on Constitutional Matters prior to the convention;
 3. specified as bylaw amendments and considered by a convention floor committee;
 4. presented in writing to a convention of the district;
 5. adopted by the affirmative vote of a majority of the delegates present and voting.
 6. Any modification to proposed bylaws, having received prior approval from the Synod's Commission on Constitutional Matters, which are made at a district convention by amendment, only becomes effective in accordance with the procedures described in the Bylaws of the Synod.
- b. by the district board of directors in exceptional circumstances and upon the express direction of the convention
 1. such amendments shall be drafted by the secretary of the district in consultation with the district president
 2. reviewed and approved by the Commission on Constitutional Matters of the Synod
 3. following CCM approval be submitted to the board of directors for vote
 4. shall be adopted by a two-thirds vote of the board of directors.
- c. by the district board of directors when amendments to the district bylaws are required because of an action of the synod in convention

When bylaws or resolutions adopted by the Synod in convention require changes in the district bylaws in order to bring the district bylaws into conformity with the mandates of the Synod, these changes may be adopted by the district board of directors according to the following procedure:

1. changes in wording shall be developed by the district secretary in consultation with the district president
2. submitted for approval to Synod's Commission on Constitutional Matters
3. following CCM approval be submitted to the board of directors for vote
4. shall be incorporated into the current district bylaws when adopted by majority vote of the board of directors.

Texas District Board of Directors

2021-2025

DISTRICT PRESIDENT	Rev. Michael Newman
VICE PRESIDENT AREA A	Rev. Allan Eckert, 2nd Vice President
VICE PRESIDENT AREA B	Rev. Larry Krueger, 3rd Vice President
VICE PRESIDENT AREA C	Rev. Nathan Wendorf, 4th Vice President
VICE PRESIDENT AREA D	Rev. John Davis, 1st Vice President
DISTRICT SECRETARY	Rev. Dr. Brian Hesse
DISTRICT TREASURER	Mrs. Linda Hagge
COMMISSIONED MINISTERS	Mr. Seth Gehrke, Mrs. Charessa Koontz
LAY PERSON, AREA A	Mr. David Baldner
LAY PERSON, AREA B	Mr. Katari McDonald
LAY PERSON, AREA C	Mr. Ray Walther
LAY PERSON, AREA D	Mrs. Elizabeth Killinger
LAY PERSON, AT LARGE	Mr. James Runzheimer