

**CONSTITUTION
OF
ANDHRA EVANGELICAL
LUTHERAN CHURCH**

[REPRINTED IN 1990]

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NOTE:

1. ITEMS in ERRATA and certain subsequent approved amendments were incorporated.
2. Meaning of term applicable wherever necessary to imply :
 - a) read 'she' in the place of 'he'; 'her' in the place of 'his' or 'him' etc.
 - b) In the place of 'laymen' substitute 'laity'
 - c) In the place of 'Chairman' substitute 'Chairperson'
3. Substitute :
 - i) Words "Andhra Pradesh Council of Churches" for 'Andhra Christian Council'
 - ii) Words 'National Council of Churches in India' for 'National Christian Council'.
 - iii) Words 'United Evangelical Lutheran Churches in India' for 'Federation of Evangelical Lutheran Churches in India'.
 - iv) Words 'Gurukul Lutheran Theological College and Research Institute' for 'Gurukul College'.
 - v) Words 'Evangelical Lutheran Church in America' for 'Lutheran Church in America'
 - vi) Words 'Division for Global Mission' for 'Board of World Missions' or 'Division for World Mission and Ecumenism'

PART I

MEMORANDUM OF ASSOCIATION

The Andhra Evangelical Lutheran Church

- I. The name of this society is "The Andhra Evangelical Lutheran Church".
- II. The objects of the society are :
 1. To preserve and extend the teachings of the Gospel of Christ and to administer His sacraments
 2. To conserve and express the unity of the Christian faith
 3. To establish the Church of Christ and extend His kingdom by :
 - a. Training teachers and preachers
 - b. Supporting and carrying on mission work
 - c. Maintaining schools and seminaries
 - d. Maintaining discipline among the members of the Church
 4. To hold, manage, purchase, sell, lease, rent, mortgage or otherwise deal with property as shall be good and proper.
- III. The names, addresses, and descriptions of the governing body of the society are :
 1. Rev. R. M. Dunkelberger, missionary, Rajahmundry. President.
 2. Rev. P. Paradesi, pastor, Rajahmundry, Vice-President
 3. Mr. S. Bhushanam, headmaster, Tarlupadu, secretary.
 4. Rev. I Cannady, missionary, Guntur, Treasurer.

* Registration under the Societies Registration Act 1860, effected April 21, 1932

MEMORANDUM OF ASSOCIATION OF THE A. E. L. CHURCH

5. Rev. P. B. Paul, pastor, Bejjampet
6. Rev. A.F.A. Neudoerffer, Missionary, Tallapudi
7. Miss. L. Schwab, missionary, Narasaraopet
8. Mr. M. Samuel, headmaster, Peddapuram
9. Rev. E. Neudoerffer, missionary, Rajahmundry
10. Rev. L.A. Gotwald, missionary, Chirala

IV. We, the several persons whose names and addressss are given in paragraph 3 above, are desirous of being formed into a society in pursuance of this Memorandum of Association :

- | | |
|-----------------------------------|-----------------------------------|
| 1. R. M. Dunkelberger
(signed) | 6. A.F.A. Neudoerffer
(signed) |
| 2. P. Paradesi ,, | 7. Lilith Schwab ,, |
| 3. S. Bhushanam ,, | 8. M. Samuel ,, |
| 4. I. Cannaday ,, | 9. E. Neudoerffer ,, |
| 5. P. B. Paul ,, | 10. L. A. Gotwald ,, |

Witnesses to the above signatures :

1. Martin Henry, clerk, Guntur, Indian Christian, son of P. V. Paul
2. Helen C. Cannaday

21st April 1932

PART II
THE RULES OF ASSOCIATION
(CONSTITUTION)

of
The Andhra Evangelical Lutheran Church

PREAMBLE

In the name of the Father, and of the Son, and of the Holy Spirit. Amen.

Having been called by the Gospel and made partakers of the grace of God, and by faith members of our Lord and Saviour Jesus Christ, and through Him of one another, we, members of evangelical Lutheran congregations in India, recognizing our duty as people of God to make the inner unity which we have with one another manifest in the common confession, defence and maintenance of our faith and in united efforts for the extension of the Kingdom of God at home and abroad: realizing the vastness of the field that God has assigned us for our labours in this land and the greatness of the resources within our beloved Church which are only feebly employed for this purpose, conscious of our need of mutual assistance and encouragement; and relying upon the promise of the divine Word that He who hath begun this work will perfect it until the day of Jesus Christ, do hereby unite in this Andhra Evangelical Lutheran Church.

Furthermore, we do now invite and, until such end be obtained, continue to invite all evangelical Christian congregations and bodies in India, one with us in the faith, to unite with us in one Christian Church in India.

ARTICLE I. NAME AND AREA

Sec. 1. The name and title of the body organized under these Rules of Association (Constitution) shall be the Andhra Evangelical Lutheran Church and/or its successors in interest. The body hereinafter described as 'this Church', or as 'the A. E. L. Church' shall be the Andhra Evangelical Lutheran Church and / or its successors in interest.

Sec. 2. Its work shall be carried on in Andhra Pradesh and such other places as this Church shall determine.

ARTICLE II. CONFESSION OF FAITH

Sec. 1. This Church confesses Jesus Christ as Lord of the Church. The Holy Spirit creates and sustains the Church through the Gospel and thereby unites believers with their Lord and with one another in the fellowship of faith.

Sec. 2. This Church holds that the Gospel is the revelation of God's sovereign will and saving grace in Jesus Christ. In Him, the Word Incarnate, God imparts Himself to men.

Sec. 3. This Church acknowledges the Holy Scriptures as the standard and rule for the faith and life of the Church. The Holy Scriptures are the divinely inspired record of God's redemptive act in Christ, for which the Old Testament prepared the way and which the New Testament proclaims.

Sec. 4. This Church accepts the Apostles, the Nicene and the Athanasian Creeds as important statements of the faith of the Church; accepts the Unaltered Augsburg Confession and Luther's Small Catechism as true witness to the Gospel; and acknowledges its unity in faith with all churches that accept the teachings of these confessions; and accepts the Apology of the Augsburg Confession, the Smalcald Articles, Luther's Large Catechism and the Formula of Concord as further valid interpretations of the Church's faith.

ARTICLE III. OBJECTS AND DUTIES

Sec. 1. In accordance with the Confession of faith set forth in Article II, this Church recognizes that all power in the Church belongs to our Lord Jesus Christ, the Head of the Church; that He has committed duties and powers to her for the furtherance of the Gospel through the word and sacraments; and that these duties and powers are normally exercised through congregations and ministers.

Sec. 2. THEREFORE THIS CHURCH IS ORGANIZED:

- a. to safeguard and extend the pure preaching of the Gospel and the right administration of the sacraments.
- b. to gather into the fellowship of its congregations those who respond in faith to the call of the Gospel and nurture them in the faith through that fellowship.

- c. to make manifest the unity which exists among all believers in the true faith.
- d. to give particular diligence to fostering and expressing unity with Evangelical Churches in India and throughout the World that share the faith and mission of the Andhra Evangelical Lutheran Church, especially with the United Evangelical Lutheran Churches in India and the Lutheran World Federation.
- e. To seek union among Churches of various denominations in India and to that end, to promote and work for, and establish union with other Churches in India.
- f. To seek to accomplish these purposes by :
 1. training of ministers and teachers to be witnesses of the Word, and maintaining discipline among them.
 2. establishing Christian congregations.
 3. supporting home, inner and world missions and diaspora work.
 4. fostering and guiding practices of worship which are edifying.
 5. preparing, publishing and distributing such literature as this Church may deem good for its edification and for the spread of the Gospel.
 6. having general oversight and control of all evangelistic, congregational, medical, educational, industrial, agricultural, merciful, welfare and other types of work within the per-view of this Church.
 7. acting in and through the synods for the proper administration of its work entrusted to them.
 8. establishing an executive council, boards and such other agencies as are deemed appropriate to carry out assigned responsibilities.
 9. estimating financial needs for the support of approved work of this Church, as well as soliciting, receiving and disbursing funds for such work.
 10. deciding all questions of doctrine and life on the basis of the Holy Scriptures in accordance with the Confession of Faith of this Church.

CONSTITUTION OF THE A. E. L. CHURCH - ART. IV

11. entering into relations with other Lutheran church bodies and with other evangelical churches for the furtherance of the Gospel of our Lord.
12. participating in co-operative organizations among Christian Churches in India, such as the Bible Society, the Christian Literature Society, the National Missionary Society, the National Christian Council and the Andhra Pradesh Christian Council.
13. entering into negotiations for Church union with other Christian churches in India.

ARTICLE IV. MEMBERSHIP

- Sec. I. a. The Andhra Evangelical Lutheran Church shall consist of the Lutheran congregations, including its ministers, of Andhra Pradesh and such other places as this Church shall determine. Those congregations shall consist of all baptized persons who are within the geographical area and who have their names on the roll of those congregations.
- b. Any other congregation, group of congregations or Church which accepts the constitution and by-laws of this Church, including its Confession of Faith, and which applies for membership in this Church through the concerned synod's executive committee may be accepted into membership by action of the Executive Council.
- c. Any minister from another Church who accepts the constitution and by-laws of this Church, including its Confession of Faith, and who applies for reception into this Church shall appear before the examining committee, unless this requirement is waived as provided in the by-laws; and may be admitted to this Church by action of its Executive Council upon the recommendation of the examining committee.

Sec. 2. CONGREGATIONS AND PARISHES

- a. Congregations of this Church, through the parishes which they comprise, have membership and privileges in the A. E. L. Church and in its synods and shall abide loyally by the enactments of these bodies.
- b. Lay delegates who represent parishes in conventions of the synods to which they belong shall be chosen by the parishes in accordance with the procedure laid down in the by-laws of the synods. Each synod shall act for its member congregations and ministers in electing delegates to represent them in conventions of this Church.
- c. In case of strife or division, if any part of a parish or congregation of this Church rejects any part of Confession of Faith of this Church or refuses to abide by the constitution, by-laws or enactments of the A. E. L. Church and / or its successors in interest, or of the synod of which the parish or congregation is a member, that part of the parish or congregation, whether a majority or a minority of its membership, which continues in unity with the Andhra Evangelical Lutheran Church and / or its successors in interest and its faith, abiding by the constitution, by-laws and enactments of this Church and of the concerned synod, shall be recognized as the lawful parish or congregation and shall continue in possession of all the property of the parish or congregation.
- d. If a parish or congregation of the Andhra Evangelical Lutheran Church disbands, ceases or fails to maintain religious worship or services according to the tenets and usages of the Lutheran Church; or departs from membership in the Andhra Evangelical Lutheran Church without the consent of this Church; or refuses to abide by the constitution, by-laws or enactments of the Andhra Evangelical Lutheran Church and / or its successors in interest; or so decreases in numbers or financial strength as to render it impracticable for the parish or congregation to fulfil the purposes for which it was organized or to protect its assets from waste and deterioration, the Andhra

Evangelical Lutheran Church and / or its successors in interest shall have the right to take charge and control of all property of the parish or congregation and thereafter to hold and manage the same at the discretion of the Church.

Sec. 3. SYNODS

- a. This Church shall be divided into administrative units called synods whose number and boundaries shall be as laid down in the constitution and by-laws for synods.
- b. Membership of each of these synods shall consist of the congregations lying within their respective boundaries, including the ministers of this Church in each of these synods. (For purposes of this constitution and the by-laws appended hereto, the term "member" or "membership" shall refer to the relationship of an individual or a body to another more inclusive body and shall not be equivalent to the terms "delegate" or "delegateship". The term "delegate" shall refer to a person or representative sent by, or acting for the member individuals or bodies in a convention made up of such delegates.)

Sec. 4. MINISTERS

a. Ministerium

1. The ordained ministers of the A. E. L. Church, whether, in active service or not, who are on the clergy roll of this Church as defined in the by-laws of the A. E. L. Church shall constitute the ministerium of this Church, of which body the president of the Church shall be the chairman.
2. One-half of the number of such ministers shall constitute a quorum of the ministerium :
3. It shall be the duty of the ministerium :
 - (a) To afford an opportunity for the ministers to confer together on ecclesiastical, spiritual and other matters.
 - (b) To perform any other task committed to it by the convention or Executive-Council of the A. E. L. Church.

b. Relationships

1. Every ministerial member of this Church shall hold his membership directly in the A. E. L. Church.
2. Candidates for theological training shall be selected by the Executive Council of this Church in accordance with the procedure set forth in the by-laws of this Church.
3. This Church shall define the standards of acceptance into and continuance in its ministry and shall administer these in accordance with the by-laws of the A. E. L. Church.
4. Ordained ministers of the A. E. L. Church shall be amenable to the faith and practice of the A. E. L. Church, serving under the administration of the synod to which they are assigned.
5. A minister shall serve as pastor of the parish to which he is assigned by the synod.
6. A minister is a member of the congregation in the place of his residence.

c. Discipline.

1. Responsibility for the discipline of ministers of this Church is vested in the A. E. L. Church and procedure for cases of such discipline shall be as laid down in the by-laws of the A. E. L. Church.
2. Ministers shall be liable to discipline for the following offences :
 - (a) Preaching or teaching doctrines in conflict with the Confession of Faith as set forth in this constitution or being a member of an organization which holds teachings to be true that are in conflict with the said confession.
 - (b) Conduct incompatible with moral purity or with the character of the ministerial office.
 - (c) Wilful disregard or violation of the constitution, by-laws, or enactments of the A. E. L. Church or of the synod of which the minister is a member.

ARTICLE V. CONVENTIONS

Sec. 1. REGULATIONS GOVERNING THE COMPOSITION OF THE CONVENTION OF THE A. E. L. CHURCH

- a. A convention of the Andhra Evangelical Lutheran Church shall be composed of exofficio delegates and of clerical and lay delegates elected to a term of two bienniums (see by-laws of the A.E.L. Church, Art. I. Sec. 4) by the synods and parishes in accordance with the provisions of the sections following and of the by-laws of the Andhra Evangelical Lutheran Church. To the first convention held under this constitution the synods shall elect half of the lay delegates and half of the clerical delegates to one biennium and the other half of the lay delegates and of the clerical delegates to two bienniums to initiate provisions for continuity in the convention, which continuity shall afterward be maintained.

The by-laws shall provide :

1. That the number of clerical delegates listed in the by-laws of the A. E. L. Church, Art. I. Sec. I. a., shall be in proportion to the number of congregations in each synod.
 2. That the number of lay delegates listed in the by-laws of the A. E. L. Church Art. I. Sec. I.b, shall be in proportion to the number of baptized Christians in each synod.
 3. That there may be additional delegates from parishes that give 30% of their annual offerings to the Suvartha Dhana Nidhi fund of the A. E. L. Church.
- b. At the time of his election a delegate must have completed twenty-five years of age, must be a confirmed member in good standing in a congregation of the synod which he represents, must be one who contributes to the work of his parish and church as defined in the by-laws of parishes, of synods and of the Andhra Evangelical Lutheran Church; and must be a resident of that synod. He need not be a delegate to the synod convention. A pastor on transfer from synod to synod shall be considered to be a resident of the synod to which he is transferred.

- c. If a clerical or lay delegate is elected by a synod to the convention of the A. E. L. Church and subsequently is transferred or moves to another part of the same synod, he shall retain his position as delegate to the convention of the A. E. L. Church from the synod which elected him. If he is transferred or moves to another synod he shall cease to be a delegate to the convention of the A. E. L. Church, his alternate shall become the regular delegate and another alternate shall be elected by the synod.
- d. An alternate shall be elected for each clerical and lay delegate in accordance with the provisions of the by-laws. If a delegate is unable to attend any convention for any temporary cause, the alternate shall attend that convention only. If the delegate for any reason loses his delegateship or is declared ineligible to serve, the alternate shall become the regular delegate for the rest of that term and another alternate shall be elected by the concerned synod.
- e. For the purpose of representation to the convention of the A. E. L. Church as provided above and in the by-laws appended hereto, a congregation shall have been recognized as a congregation by action of the Executive Council in accordance with the provisions of the by-laws.
- f. The president, the vice-president, the secretary and the treasurer of this Church shall be exofficio delegates to the convention as long as they remain in office.
- g. The Executive Council may give to fraternal delegates commission or representative from other Churches or church-related organizations seat and voice in the convention but no vote.

Sec. 2. A regular convention of this Church shall be held biennially at the time and place determined by the Executive Council.

Sec. 3. Special convention of this Church shall be called for specified purposes by the president at the request of two thirds of the members of the Executive Council or at the written request of one-third of the convention delegates. A

such a special convention the delegates shall be the delegates to the most recent regular convention provided that they have not been disqualified or replaced. At such a special convention no business shall be brought before the convention other than that specified in the notice of the meeting, except with the consent of three-fourths of the delegates present.

Sec. 4. At any convention a majority of the delegates shall constitute a quorum.

Sec. 5. Notice of the time and place of all conventions shall be given to all delegates by the president at least four weeks in advance for regular conventions, and at least two weeks in advance for special conventions. Postal certificate of posting or acknowledgement of local delivery of such notice shall constitute adequate proof of notice and failure of delegates to receive such proven notice shall not invalidate the proceedings of any convention.

Sec. 6. The agenda and programme for all conventions of this Church shall be determined by the Executive Council. At the time of the convention other matters may be brought before the convention with the consent of three-fourths of the delegates present.

Sec. 7. DUTIES AND POWERS OF THE CONVENTION

a. It shall be the duty of the convention:

1. to elect such officers, members of the Executive Council, of boards and of other bodies, and representatives as this constitution and its by-laws require.
2. to receive and consider the reports of the president, of the Executive Council and of the boards of this Church.
3. To review the work of the Executive Council and of the boards of the Church done during the previous biennium, having particular responsibility of the formation of new policy, the undertaking of new work and the curtailment or closure of old work.
4. To advise the Executive Council, the synods and the boards of this Church.

5. To amend this constitution in accordance with the procedure set forth in Article XV of this constitution.
6. To consider such other matters as may be outlined in its constitution and by-laws.
- b. The executive power of this Church shall be vested in its officers, in the Executive Council and in the boards of the Church, subject to this constitution and its by-laws.

ARTICLE VI. PROPERTY AND TRUSTEES

Sec. 1. This Church shall be the holding body for all properties acquired by purchase with funds raised locally or otherwise; by gift, alienation or otherwise in any manner whatsoever; or by transfer from the Council of the India Mission of the Lutheran Church in America (hereinafter described as the Council) to this Church by order and direction of the now called the Division for World Mission and Ecumenism of the Lutheran Church in America. Such properties shall be registered in the name of The Andhra Evangelical Lutheran Church. All property rights are and shall be vested in the Andhra Evangelical Lutheran Church.

Sec. 2. The trustees of this Church shall be the president the vice-president and the treasurer of the Church. All documents relating to and effecting the property of the Church shall be taken and stand in the name of this Church. All documents relating to the properties of the Church shall be executed by the treasurer of the Church and one of the other trustees for and on behalf of the Church. The trustees shall have no power of management of the funds or property of the Church.

ARTICLE VII. OFFICERS

Sec. 1. The officers of this Church shall be a president, a vice-president, a secretary and a treasurer.

Sec. 2. THE PRESIDENT

- a. The president shall be an ordained minister of this Church with at least fifteen years of ordained service, of which five years shall be parish service. The provision

relating to the minimum ordained service of fifteen years, of which five years shall be parish service, shall not apply to ordained missionaries. He shall be a full-time officer, shall be elected to a term of four years and shall take office on June first following his election. If however, the election of a president has not taken place before May thirty-first of the year in which such election should be held, the term of the president shall cease on May thirty-first, the administration shall be conducted as provided in the constitution of the A. E. L. church, Art. XIII and the newly elected president shall take office within fifteen days after his election.

The president need not be a delegate to the convention of the A. E. L. Church at the time of his election. He shall be at least 45 years of age. He shall not be eligible for election after he has completed sixty-one years of age nor may he continue in office after he has completed sixty-five years of age. He shall be eligible for reelection provided he has not completed sixty-one years of age at the time of such election.

b. The procedure for election shall be as follows :

1. At the convention of this Church at which the president of the A. E. L. Church is to be elected under "Election of President" in the order of business, the delegates shall give attention to the reading of I Timothy 3: 1-7 and Titus 1:5-9 and shall then spend some time in prayer for the guidance of God in the matter before them.
2. Then shall follow the declaration set forth in the by-laws of the A. E. L. Church, Art. XII, Sec. 4.
3. The Committee on Nominations and Credentials of the convention shall prepare, prior to the convention, and submit to the Executive Council for scrutiny a list of all ordained ministers of this Church who have had at least fifteen years of ordained service, of which five years shall be parish service, and who will not have completed sixty one years of age by the time of the election of the president. The provision relating to the minimum ordained service of fifteen years, of which five years shall be.

parish service, shall not apply to ordained missionaries. The Executive Council shall then present this list to the convention.

4. Each delegate to that convention shall then proceed to nominate by written ballot three ordained ministers whose names have been included in the list mentioned in paragraph 3 above.
5. The names of all persons so nominated shall be reported to the convention in the order of votes received. Further consideration shall be limited to the highest five in that list.
6. Each delegate to the convention shall then indicate on a second written ballot the order of preference which he gives to these five names, marking them five, four, three, two and one respectively. Any ballot not so marked shall be invalid. In counting the tellers shall add the numbers assigned to the names and shall report them to the convention beginning with the name receiving the highest total, followed in order by those receiving lower totals in sequence. The one receiving the highest total shall be declared president of the A. E. L. Church.
- c. In case of a vacancy in the office of president a new president shall be elected by a convention of the A. E. L. Church to be held within nine months after the vacancy occurred. He shall be elected to the unexpired term according to the procedure laid down in Sec 2. above. In the interim the vice-president of the Church shall act as president.

Sec. 3. The vice-president of the A. E. L. Church shall be an ordained minister of this Church and shall be elected by the convention from among the ordained ministers of the A. E. L. Church on the list of ordained ministers presented to the convention as provided in Art. VII. Sec 2. b.3. above.

Sec. 4. The secretary of the A. E. L. Church shall be elected by the convention from the lay persons who are of good standing in a congregation and who have contributed to the work of their parish and the Suvatha Dhana Nidhi fund

of the Church as required in the by-laws of parishes, of synods and of the A. E. L. Church.

Sec. 5. The vice-president and the secretary shall be elected biennially at a regular convention and shall serve until the conclusion of the next regular biennial convention of the Andhra Evangelical Lutheran Church.

a. The method of election of the vice-president and the secretary shall be as follows :

1. Under 'Election of Officers' in the order of business after the election of the president, a free ballot shall be taken from the list mentioned in Sec. 3 above for vice-president and for secretary from the lay persons as mentioned in Sec. 4, above.
2. This ballot shall be counted by the Committee on Nominations and Credentials of the convention. On the first ballot a three-fourths majority is required for election. If there is no election, the committee shall reject all names that are ineligible and all that have received less than five votes. Those names which have received five or more votes shall be placed before the convention for further balloting. The election shall continue until one receives a majority of all votes cast. That person shall be declared elected. No person who has been nominated is at liberty to withdraw his name but he may place before the convention reasons why, if elected, he would be compelled to refuse the office.

b. In case of a vacancy in the office of the vice-president, or secretary, at its next meeting the Executive Council shall elect the successor in office according to the following procedure.

1. Each member of the Executive Council shall nominate by written ballot two persons from the list mentioned in Sec. 3 above in the case of vice-president, and in the case of secretary from the persons as mentioned in Sec. 4 above.
2. The names of all persons so nominated shall be reported to the Executive Council in the order of votes received.

If one name appears on three-fourths of the valid votes cast on the first ballot, he shall be declared elected. If there is no election on first ballot, further consideration shall be limited to the highest two in that list.

3. Each member of the Executive Council shall then cast a second written ballot for one of the two names under consideration and the one receiving more votes than the other shall be declared as the vice-president or the secretary, as the case may be, of the A. E. L. Church and shall serve until the conclusion of the next regular biennial convention of the A. E. L. Church.

Sec. 6. The treasurer of the A. E. L. Church shall be assigned by the Executive Council.

Sec. 7. The recall or dismissal of an officer of this Church and the vacation of his office may be effected in accordance with the provisions of the by-laws of this Church.

ARTICLE VIII. DUTIES OF OFFICERS

Sec. 1. IT SHALL BE THE DUTY OF THE PRESIDENT

- a. to lead and counsel this Church in spiritual and temporary matters.
- b. to be the executive officer of the Church.
- c. to preside at all sessions of the conventions of the Church and of the Executive Council and to place on the agenda of the Executive Council any matter which requires its attention.
- d. to present to the regular convention of the Church a report on his official work, on the work of the Executive Council and on state of the Church, together with his recommendations.
- e. to see that the constitution and by-laws are observed and the enactments of the Church are carried out.
- f. to sign all official papers authorized by the Church or by one of its subsidiary bodies.

- g. to be the legal representative of the Church, being competent to file suits authorized by the Executive council and to defend suits brought against the Church or any of its subsidiary bodies.
- h. to conduct correspondence for this Church including the distribution of notices to delegates.
- i. to have oversight of the work of the secretary and to have charge of the printing and distribution of the minutes of the convention and of the Executive Council.
- j. to make, with the assistance of the Executive Council, necessary corrections in two copies of the printed minutes of each convention of the Church, and of the Executive Council to certify them as the official record of the said convention or Executive Council and to submit them to the next meeting of the respective bodies for approval and deposit in the archives.
- k. to be the chairman of the ministerium of the A. E. L. Church and to maintain the clergy roll of the Church.
- l. upon the authorization of the Executive Council to ordain all approved candidates for the ministry of this Church.
- m. to take cognizance of all offences by ministers of this Church which would make them liable to discipline under Art. IV. Sec. 4. c. of this constitution and to suspend an accused minister when necessary according to the provisions of by-laws of the A. E. L. Church Art. II Sec. 4. i.
- n. to appoint all committees whose appointment is not otherwise provided for and to make recommendation to the Executive Council concerning the appointment of all standing committees and of appointed members of the boards of the A. E. L. Church.
- o. to be the chairman of the Committee on Synods.
- p. to have seat and voice in all conventions and executive committees of synods, and in all boards, standing committees and special committees of the Church, being competent to bring to the attention of these bodies any matter which he feels they should consider.

- q. to be the primary representative of the A. E. L. Church in all inter-church associations and councils in which this Church holds membership.
- r. to maintain and submit for audit the accounts of all budget and other moneys provided for the office of president.
- s. to perform such other duties as may be delegated to him by the convention or the Executive Council of this Church.

Sec. 2. IT SHALL BE THE DUTY OF THE VICE-PRESIDENT

- a. to act for the president in his absence or at his request.
- b. to perform the duties of the president in case that office for any reason falls vacant until the new president is elected.

Sec. 3. IT SHALL BE THE DUTY OF THE SECRETARY :

to submit to the president within one month after the close of a convention of the Church, and within two weeks after the close of each meeting of the Executive Council, the minutes of such convention or meeting. He shall also compare with his original draft of the minutes two copies of the printed minutes, shall call to the attention of the president and of the concerned body necessary corrections, and shall along with the president attest those two corrected copies of the minutes as the official record of those sessions.

Sec. 4. IT SHALL BE THE DUTY OF THE TREASURER :

- a. to receive all moneys remitted to the A. E. L. Church and to maintain accurate accounts related thereto.
- b. to pay all moneys sanctioned in the budget of the Church and by enactment of the Executive Council.
- c. to call for and receive monthly reconciliation statements and quarterly statements of accounts from all persons handling accounts of the Church or of any of its subsidiary bodies or institutions.
- d. to make report of the financial affairs of this Church to the convention and to the Executive Council by means

CONSTITUTION OF THE A. E. L. CHURCH ART IX

of periodic statements appended to the minutes of these bodies and to advise the Church and its subsidiary bodies on financial matters.

- e. to submit balance sheets and other statements when and as required by the auditors and by the Societies Registration Act.
- f. to assist the president of this Church in the conduct of correspondence in financial matters.
- g. to be the secretary of the Board of Finance and to prepare the agenda of that board.
- h. to be a member of the Executive Council.
- i. to be in charge of the archives of the Church.
- j. to instruct the concerned bank agents from time to time as to the person authorized to operate on any particular A. E. L. Church account in accordance with the assignments, appointments or elections of the Church or its constituent bodies.
- k. to present to the synod presidents and the president of the A. E. L. Church a list of S.D.N. donors and a list of parishes contributing towards the Suvatha, Dhana Nidhi Fund by Feb. 15th of each year.
- l. to perform such other duties as may from time to time be assigned to him by the Executive Council or the convention of the A. E. L. Church.

ARTICLE IX. SUPPORT OF THE FULL-TIME OFFICERS

Sec. 1. The salary and allowances of the full-time officers of this Church shall be the responsibility of the Church and shall be fixed from time to time by the Executive Council in accordance with the by-laws of the A. E. L. Church.

Sec. 2. Budget shall be provided for the officers for the necessary expenses incident to the duties imposed by their respective offices. Accurate accounts of this budget and its expenditure shall be maintained by those officers and submitted

by them for audit in the manner prescribed by the Executive Council. No expenditure in excess of this budget shall be incurred without the prior permission of the Executive Council.

ARTICLE X. RELATIONSHIPS

Sec. 1. AS TO THIS CHURCH'S RELATIONSHIP WITH GOVERNMENT :

All official relations with Government in connection with the work under the control and supervision of this Church shall be conducted by the president of this Church unless otherwise directed by the convention or Executive Council of the A. E. L. Church.

Sec. 2. AS TO THIS CHURCH'S RELATIONSHIP WITH OTHER CHRISTIAN BODIES :

This Church, through the Executive Council, may from time to time determine relationships with other Christian bodies, including the Federation of Evangelical Lutheran Churches in India, Lutheran World Federation, Andhra Christian Council and National Christian council of India.

Sec. 3. AS TO THE CHURCH'S RELATIONSHIP WITH THE LUTHERAN CHURCH IN AMERICA :

- a. This Church claims the privilege, accorded to it in the constitution of the Lutheran Church in America, of sending fraternal representatives to the conventions of that Church as provided for in the by-laws of the A. E. L. Church.
- b. This Church holds itself ready to receive and weigh carefully the counsel and guidance of the Division for world Mission and Ecumenism, Lutheran Church in America in all matters of mutual concern, and obligates itself to the proper use, care, upkeep and disposition of all moveable properties which have come into possession or enjoyment of this Church or its subsidiary institutions or bodies through the assistance afforded to this Church by the said Board :

ARTICLE XI. EXECUTIVE COUNCIL

Sec. 1. The Executive Council of this Church shall consist of the following members, all of whom shall be contributing to the Suvartha Dhana Nidhi Fund as per the by-laws of parishes. of synods and of the A. E. L. Church.

a. The president, vice-president, secretary and treasurer of the Church. 4

b. Two representatives of each synod, one of whom shall be an ordained Indian and the other shall be a lay person. 5-14

c. Elected by the convention.

Woman non-employee of the Church 15

Man non-employee of the Church 16

Five others 17-21

Two missionaries 22-23

One woman from the Committee on Ministry among Women 24

Sec. 2. Elected members of the Executive Council shall be elected to a term of two bienniums. A biennium shall begin with a regular convention, shall include a period of approximately two years and shall come to an end immediately before the opening of the next regular convention. The term of a member of the Executive Council shall include two such bienniums. There shall be no limit to the number of terms for which a person may serve as a member of the Executive Council as long as he is otherwise eligible. Terms of members elected to the first Executive Council under this constitution shall be fixed according to the schedule in the by-laws for the synods. Article IV Sec. 2. a. and by-laws of the A.E.L. Church, Article V. Sec. I. a.

Sec. 3. When the report of a board or committee is to be made to the Executive Council, the Chairman of that body or his appointed representative shall be present in the session of the Executive Council discussion to submit the report and shall have the privilege of the floor during discussion thereon.

Sec. 4. THE DUTIES AND FUNCTIONS OF THE EXECUTIVE COUNCIL SHALL BE :

a. General

1. to coordinate the work of the Church and its subsidiary bodies (congregations, parishes, synods, boards, committees, institutions and any other bodies organized by or within the jurisdiction of this Church) for the purpose of carrying out any phase of the work of the Church.
2. to adopt and amend the by-laws, rules of order and standing rules of the Church as well as the constitutions and by-laws for parishes and for synods as provided in the constitutions of the said bodies.
3. to meet three times a year and at such other times as may be necessary at the call of the president. On the written request of eight or more members of the Executive Council the president shall call a meeting.
4. to send its minutes through the president to all its members, to all delegates to the convention, missionaries, pastors, persons in charge of work and to the Division for World Mission and Ecumenism Lutheran Church in America.
5. to assign personnel to administrative charges of work and appointive posts within its jurisdiction.
6. to fill interim vacancies occurring among those members of the Executive Council who were elected by the convention of the Church. Nomination shall be from the floor of the Executive Council and election shall be to the unexpired term.
7. to be the manager on behalf of the A. E. L. Church of all the Educational institutions of the Church.
8. to determine the fact of the incapacity of the president of the A. E. L. Church according to the procedure laid down in by-laws of A. E. L. Church Art. III, Sec. 2.

CONSTITUTION OF THE A.E.L. CHURCH ART. XI

9. to make official pronouncements on behalf of this Church in the interim between conventions.
 10. to be responsible, subject to the right of review by the convention, for approving all ecumenical and inter-church relations of this Church and its synods or other subsidiary bodies.
 11. to appoint upon recommendation by the president the members of all standing and special committees of the A. E. L. Church unless otherwise provided.
 12. to choose the elected and appointed representatives of the Church as required by the by-laws of the A. E. L. Church.
 13. to have the right of intervention in subsidiary bodies when deemed necessary by this body.
 14. to consider appeals as provided for in the by-laws.
 15. (a) to designate certain fields of work as special programmes to be administered by a special office directly under the Executive Council.
(b) to initiate new projects or ministries.
(c) to consider and make decision concerning curtailment or closure of old work. Decision in this regard requires a three-fourths majority vote of the members present and voting.
 16. to set up ad hoc bodies to administer new projects or work which is being administered by the Executive Council.
 17. to transact all business of the Church not otherwise provided for and to perform such other duties as may be required by the convention of the Church or by the constitution and by-laws of this Church or any of its subsidiary bodies.
- b. Relating to boards :
1. to consider and take action concerning rules of procedure adopted by the boards of the Church.

2. to fill interim vacancies among those members of the boards of the Church who were elected by the convention of the Church. The concerned board shall submit a panel of two eligible nominees for each vacancy and no nominations from the floor of the Executive Council shall be allowed. Election shall be to the unexpired term.

3. to exercise the right of review of all actions of the boards in accordance with the provisions of the By-laws of the A. E. L. Church, Art. VII. Sec 12 b.

4. to appoint upon recommendation by the president members of the boards of the church as required by this constitution.

c. Relating to parishes and synods :

1. to determine the boundaries of the parishes of this Church upon the recommendation of the concerned synod, to designate the synod of which each parish shall be a member and to authorize the synod president to arrange for the immediate formation of the new parish church council and necessary adjustments to the parish church councils of bifurcated parishes.

2. to have the right to take charge and control of all property and finances of a parish and thereafter to hold manage and convey the same at its own discretion in case that parish has disbanded, ceased or failed to maintain religious services according to the tenets and usages of the Lutheran Church, or has departed from membership in the A. E. L. Church without the consent of the Executive Council or has so decreased in numbers or financial strength as to have rendered it impracticable for the parish to fulfill the purposes for which it was organized or to protect its assets from waste and deterioration.

3. to determine the territories of the synods of the A. E. L. Church.

CONSTITUTION OF THE A.E.L. CHURCH ART. XI

4. to have the right to determine the time and place of the regular annual conventions of the synods, to arrange for the election of synod presidents and to approve or stop the action of the Executive Committees of the synods in determining the time and place of special conventions of the synods.

5. to determine the fact of the incapacity of the president of a synod.

6. to determine the boundaries of the fields in a synod and to determine whether a field shall be entitled to one or two representatives in the executive committee of the synod.

7. to appoint an official representative of the A. E. L. Church to each synod convention.

8. to exercise the right of review of all actions of the synods in accordance with the provisions of the by-laws of A. E. L. Church Art. VII. Sec. 15.

9. to review the work, administration and progress of each synod and make recommendations to increase the scope, responsibility and status of the synod.

10. to initiate in the synods joint projects and ministries in co-operation with other Churches including industrial, agricultural, evangelistic and social ministries.

d. Relating to the convention of the Church.

1. to arrange for the time, place and programmes for all conventions of the Church. In such programmes provision shall be made for the convention to wait upon God and listen to His voice, both in order that it may receive His guidance for its administrative work and in order that He may speak through it to the whole church and make His will known to it for the strengthening of its spiritual life and for the perfecting of its witness and service. In particular, the opportunity shall be given for the convention to assess the extent to which, this Church during the previous biennium, has fulfilled her objects and duties as set forth in Art. III of this constitution.

2. to report its actions to the convention by means of copies of its minutes sent to the delegates.

e. Relating to finance :

1. to consider and act upon the general budget of the Church upon the recommendation of the Board of Finance.

2. to submit to the Board of World Missions request for the American subsidy required for the buget of the Church.

3. to submit to the Division for World Mission & Ecu-
menism of the Lutheran Church in America, the
Lutheran World Federation and other funding agencies.
in order of priority, requests for projects requiring capital
and other expenditure.

4. to provide through a committee on audits for the
audit of all accounts of the Church and of all its
subsidiary bodies and institutions and to review and act
upon the reports of these audits.

5. to authorize the treasurer to borrow funds when
necessary.

f. Relating to properties :

to sanction the purchase, sale and transfer of land and
buildings.

g. Relating to ministers :

1. to make the final selection of candidates for
theological training in accordance with the procedure
laid down in the by-laws of the A. E. L. Church, Art. II.

2. to arrange for the examination of each applicant
for ordination or for the reception of a minister from
another church body, to hear the report of the examining
committee, to act upon the application for ordination
or reception and to authorize the president of this
Church to ordain candidates approved for this rite.

CONSTITUTION OF THE A.E.L. CHURCH-ART XI

3. to have and to exercise the responsibility for the discipline of the ministers of this Church in accordance with the provisions of the by-laws of the A.E.L. Church.
4. to consider and act upon the application of a minister of the A. E. L. Church temporarily to leave the work of the ministry and to engage in secular pursuits.
5. to authorize the removal from the clergy roll of the Andhra Evangelical Lutheran Church and the concerned synod of the name of a minister who demits the ministry or who leaves the work of the ministry for secular work without assignment or call of the Church, and to authorize the restoration to the clergy roll of such a minister who wishes to return to the ministry.
6. (a) To assign ministers to synods and to transfer them from synod to synod at the time of pastors' transfers nearest the date of their completion of fifteen consecutive years on the clergy roll of a synod, subject to the following exceptions :
 - (1) A pastor may complete his five-year term in a parish even though he completes fifteen years of service in that synod during that term.
 - (2) A pastor may complete a five-year term in special work under a board of the A. E. L. Church even though he completes fifteen years of service within the area of that synod during that term.
 - (3) A pastor may complete a term in an elected or appointed office even though he completes fifteen years of service within the area of that synod during that term.
 - (4) A pastor who, because of training or special ability, is called or assigned to a special ministry of the Church shall be exempt from synod to synod transfer as long as he is in that special ministry.
- (b) A pastor in active service shall not return to service in a synod until at least five years have elapsed since he was transferred out of that synod.

ARTICE XII. BOARDS

Sec. 1 GENERAL

- a. 1. Boards are administrative bodies through which the work of this Church is carried on. Each board shall frame its own rules of procedure for its work, which rules shall become operative after approval by the Executive Council. Each board shall report all its actions to the Executive Council through the minutes of the board, which shall be appended to the minutes to the Executive Council and distributed to the members of the Executive Council, but recommendations requiring action by the Executive Council or by one of its standing committees shall be reported immediately by the board to the Executive Council.
2. For certain ecumenical institutions and ministries such as Andhra Christian Theological College, Suvarthavani, Gurukul and United Theological College, this Church shall co-operative with boards which will have membership from this Church and with other Churches and co-operating agencies. The important actions of these boards and matters concerning the Churches shall be reported to the Executive Council of this Church.
- b. Each board shall report to the convention on the work of the board during the biennium, and through the Executive Council may take recommendations to the convention concerning matters of general policy, new work or the state of the Church within the particular sphere of work of that board.
- c. The term of board members shall be two bienniums unless otherwise indicated.

Sec. 2. BOARD OF CHRISTIAN EDUCATION AND LITERATURE

a. Composition :

1. Ex-officio

Principals of Bible Training Schools
A. C. T. C. Principal or his nominee

Chairman, Board of Christian Education,
Andhra Christian Council

Literature Secretary

Chairman, Committee on Ministry among Women

Director of the Department of Christian Education 1-7

2. Elected by the synods :

One person elected by each synod 8-12

3. Appointed by the Executive Council :

One expert in Christian education from another seminary
or Church related to the Andhra Christian Council 13

One Sunday school superintendent 14

One youth representative (25-30 years of age) 15

One woman representative with experience in
literature work. 16

b. Duties-the duties of this board shall be as set forth in the
by laws of the A. E. L. Church.

Sec. 3. BOARD-OF COLLEGE EDUCATION

a. Composition

1. Ex-Officio :

Principals of the colleges

Bursars of the colleges

Dean of Women of the Andhra Christian

College 1-5

2. Elected by the synods :

One elected by each synod 6-10

3. Elected by the convention :

Three, at least two of whom shall be non-
employees of the Church, elected by the
convention from panels submitted by this board 11-13

4. Appointed by the Executive Council :

One teaching staff member from each of the
Colleges 14-15

Two missionaries 16-17

5. Two representatives from the University 18-19
6. One representative of the Education Department of the Government 20
7. One representative from each cooperating body 21-
- b. Duties—the duties of this board shall be as set forth in the by-laws of the A. E. L. Church

Sec. 4. BOARD OF EVANGELISM AND MISSIONS

a. Composition

1. Elected by the synods :

- Five lay persons with experience in evangelism of whom two shall be women 1-5
- Five pastors 6-10

2. Appointed by the Executive council :

- One woman, who shall be conversant with Bible women's work 11
- Chairman, Board of Evangelism, Andhra Christian Council 12
- One youth (25-30 years of age) 13
- One person who is conversant with work among Muslims 14

- b. Duties—the duties of this board shall be as set forth in by-laws of the A. E. L. Church.

Sec. 5. BOARD OF FINANCE :

a. Composition

1. Ex-officio :

- President of the Church
- Treasurer of the Church (secretary of the board)
- Property Officer
- Financial Officer, Inter Church Service Agency, or his nominee 1-4

2. Elected by the synods :

- One person elected by each synod 5-9

3. Elected by the convention :

Three persons, one of whom shall be an ordained Indian and at least one of whom shall be a person assigned to an administrative charge of work in the Church 10-12

4. Appointed by the Executive Council :

Two lay persons at least one of whom shall be a woman 13-14

b. Duties—the duties of this board shall be as set forth in the by—laws of the A. E. L. Church.

Sec. 6. BOARD OF MEDICAL SERVICES

a. Composition

1. Ex-officio :

Two medical superintendents from the hospitals of the Church, each for a period of two years, according to the following table of rotation.

Augustana and Baer

Keiding and Kugler

Rajahmundry and Rentachintala

Tarlupadu and Visrantipuram

...and similarly, repeating the table 1-2

Two nursing superintendents from the hospitals of the Church, each for a period of two years, according to the following table of rotation :

Rajahmundry and Rentachintala

Baer and Visrantipuram

Kugler and Augustana

...and similarly, repeating the table 3-4

2. Elected by the synods:

One person elected by each synod 1-9

3. Elected by the convention :

Three persons elected from panels submitted by this board 10-12

4. Appointed by the Executive Council :
Two missionaries 13-14
 - b. Duties- the duties of this board shall be as set forth in the by-laws of the A. E. L. Church
- Sec. 7. BOARD OF SECONDARY EDUCATION
- a. Composition
 1. Elected by the synods :
One person elected by each synod 1-5
 2. Elected by the convention
One correspondent of a boys' high school (if not otherwise elected)
One correspondent of a girls' high school (if not otherwise elected)
One headmistress of a girls' high school (if not otherwise elected)
One headmaster of a boys high school (if not otherwise elected) 6-9
 3. Appointed by the Executive Council :
Two non-church employee graduates, specialists in education, one of whom shall be a woman 10-11
One pastor (if not otherwise elected) 12
Two teaching staff members :
(if not otherwise elected)
Girls' school - one } alternately B. Ed. and
Boys' school - one } secondary grade
(from schools not otherwise represented by the above, if not otherwise elected) 13-14
Non-teaching staff
One alternately from girls' & boys' high schools (if not otherwise elected) 15
Chairman, Board of Secondary Education, Andhra Christian Council 16
One missionary 17
 - b. Duties - the duties of this board shall be as set forth in the by-laws of the A. E. L. Church

ARTICLE XIII. COMMISSION OF ADJUDICATION

Sec. 1.

- a. The Commission of Adjudication shall consist of three ordained Indian ministers, three ordained missionaries and three laymen learned in the doctrine and practice of the

church, elected to terms of six years by the convention from panels submitted by the Executive Council. Nominations from the floor of the convention shall not be permitted. Members are eligible for re-election. Unexpired terms shall be filled, except as provided by Sec. 3. b. below, by election by the Executive Council upon nomination by the Committee on Nominations and Credentials of the Executive Council. Nominations from the floor of the Executive Council shall be permitted. Provision shall be made for continuity of the membership, so that at each biennial convention of the Church the terms of one ordained Indian minister, one ordained missionary and one layman shall expire.

- b. When the Commission of Adjudication serves as an interim emergency body, as prescribed in Sec. 3. b. of this article, the following persons shall be added to its membership.

A representative of the National Christian Council who is not a member of the A.E.L. Church.

A representative of the Federation of Evangelical Lutheran Churches in India who is not a member of the A.E.L. Church

Southern Asia Secretary of the Division of World Mission and Ecumenism of the Lutheran Church in America.

Sec. 2. THE METHOD OF OPERATION SHALL BE AS FOLLOWS :

- a. The commission shall elect its own officers, who shall be a chairman and a recording secretary and who shall serve for five-year terms or any portion of such period as their membership on the commission shall permit. The chairman shall be an ordained man. The elections shall normally be conducted in January at five-year intervals or ad interim when necessary. Persons chosen as officers at such interim elections shall serve out the unexpired portion of the five-year term. Persons having served as officers shall be eligible for re-election. The meeting at which the first chairman is to be elected under this constitution shall be called for and presided over by the president of the A. E. L. Church.

- b. Meetings shall be called by the chairman when necessary for the transaction of business and two weeks' notice of the time of meetings shall be given to the members. In case the term of the chairman has expired before his successor has been elected, the president of the church shall convene a meeting for the purpose of electing the chairman except as provided in Sec. 3. b. below.
- c. The consent of at least two thirds of the members shall always be necessary for a decision.
- d. Decisions of the commission shall be reported to the Executive Council and to the convention and those decisions concerning doctrine or general principle and practice shall be published in the A. E. L. Church magazine. Decisions and judgments of the commission shall be binding upon the whole Church including its subsidiary bodies and institutions.
- e. An appeal against a decision of the commission may be made concerning matters laid down in Sec. 3. a by a two-thirds majority vote of a synod convention, by a two-thirds vote of the Executive Council or by a majority vote of a convention of the Church. When such an appeal is made, it shall be brought before and acted upon by a joint meeting of the Executive Council and the Commission of Adjudication which shall be presided over by the chairman of the Commission of Adjudication and a three-fourths majority vote of the joint meeting shall be required to change the decision of the commission. Any decision of such a joint meeting of the Executive Council and the Commission of Adjudication shall be final and binding and shall lie outside the jurisdiction of the courts outside the A. E. L. Church.

**Sec. 3. THE DUTIES AND FUNCTIONS OF THIS
COMMISSION SHALL BE:**

- a. To serve as a court to which shall be referred for decision questions of doctrine, principle or practice, including questions involving disputed jurisdiction or the interpretation of powers claimed by this Church, its officers or any of its subsidiary bodies or institutions.

Any of the above matters may be referred to this Commission by one-third of the delegates to a convention of this Church, whether in session or not, by the Executive Council or by the convention or Executive Committee of a synod. Any ten members of the Executive Council may also make reference to the Commission of Adjudication of any matter of disputed jurisdiction or the interpretation of powers claimed by this Church, its officers or any of its subsidiary bodies or institutions.

Any matters other than those mentioned in this section shall not come to this commission but shall be dealt with under other provisions, including that for appeals, under the constitution, by laws and enactments of this Church and its subsidiary bodies.

- b. To serve as an interim body to conduct through the chairman of the commission the routine administration of the Church, including the initiation of action for the election of a president and the calling for a convention of the Church in the event of the inability of the convention to elect a president before the expiry of the term of the outgoing president or in the event that the regularly elected officers are prevented from performing their constitutionally prescribed duties. This emergency interim administration shall be undertaken only with the approval of the representative of the National Christian Council, the representative of the Federation of Evangelical Lutheran Churches in India and the Southern Asia Secretary of the Division of World Mission and Ecumenism of the Lutheran Church in America.

If the treasurer of the Church has also been prevented from performing his constitutionally prescribed duties, the interim administration shall also have the duty to receive and disburse monies on behalf of the A. E. L. Church.

In the event that such emergency measures be undertaken at a time when terms of some of the members of the commission have expired and the number of members is less than nine the Division of World Mission and Ecumenism shall immediately appoint members in the categories and in the number necessary to fill out the constitutional membership and shall, if necessary, call a meeting of the commission to elect its chairman. Steps shall be taken by the commission, in consultation with the Division of World Mission and Ecumenism of the Lutheran Church in America, to restore normal constitutional procedures with all due haste.

ARTICLE XIV. COMMITTEES.

Sec. 1. THE EXECUTIVE COUNCIL, EXCEPT AS OTHERWISE PROVIDED IN THE BY-LAWS, SHALL APPOINT THE FOLLOWING STANDING COMMITTEES IN ACCORDANCE WITH THE PROVISIONS OF THE BY-LAWS OF THIS CHURCH :

- a. Committee on Assignments
- b. Committee on Audits
- c. Church Station Committees
- d. Committee on Discipline
- e. Examining Committee
- f. Financial Advisory Committee
- g. Committee on Nominations and Credentials
- h. Committee on Organization and Policy
- i. Committee on Property and Construction
- j. Committee on Review of Minutes
- k. Committee on Rules
- l. Committee on Synods
- m. Committee on Ministry among Women in the Church
- n. Committee on Pension
- o. Committee on Ministry among Youth
- p. Committee on Stewardship
- q. Committee on English Medium Schools

Sec. 2. The Executive Council shall set up separate bodies for the following special institutions :

- a. * Industrial School, Guntur.
- b. School for the Blind, Narasaraopet
- c. Dorcas Home and Colony of Mercy, Rajahmundry
- d. Christian Health Centre, Macherla
- e. Lam Farm and Rural Reconstruction School
- f. Other Institutions where necessary as per Art. XI. Sec. 4. a. 15. and 16. Constitution.

The managing bodies shall ordinarily include prominent, service-minded citizens and public officials as well as experts.

* Now called Vocational training Institute.

Sec. 3. The Executive Council may from time to time appoint special committees for other work of the Church.

ARTICLE XV. AMENDMENTS AND BY-LAWS

Sec. 1. The Memorandum of Association and the Rules of Association (constitution) of the Church may be amended by a three-fourths majority vote of the delegates present at a convention of the Church, provided that such proposed amendment shall have been moved by a member of the Executive Council or presented in writing to the Executive Council by not less than six delegates to the previous convention of the Church and shall have been circulated by the Executive Council to the delegates to the convention at least six months before a special or regular convention of the Church at which action is to be taken on the proposed amendment.

Sec. 2. This body, through its Executive Council, may adopt by-laws, rules of order, and standing rules for the transaction of its business, provided that they do not conflict with the Rules of Association (Constitution) of the A. E. L. Church, according to the procedure laid down hereinunder. All proposed additions or amendments to the by-laws, rules of order or standing rules shall be circulated to every delegate to the convention of the A. E. L. Church at least two months before action may be taken at a meeting of the Executive Council. Delegates shall have the right to send their suggestions in writing to the Executive Council regarding any such proposed amendments and these suggestions shall be read and considered by the Executive Council. All additions or amendments to the by-laws, rules of order or standing rules shall require a two-thirds vote of all the voting members of the Executive Council for adoption.

ARTICLE XVI. REVIEW OF OPERATION

The Rules of Association (constitution) and by-laws shall be reviewed by the convention of the Church at such times as is deemed necessary or fitting by the convention or by the Executive Council of the Church, and report made to the Division of World Mission and Ecumenism of the Lutheran Church in America.

PART III

BY LAWS

OF

The Andhra Evangelical Lutheran Church

ARTICLE I. CONVENTIONS

Sec. 1. Andhra Evangelical Church congregations, including ministers, within the area of each synod shall be entitled to representation in the conventions of the Andhra Evangelical Lutheran Church by the following, who need not be delegates to synod conventions:

a. One ordained Indian for every thirty-five congregations in the synod, or remaining major fraction thereof, with the proviso that at the time of election of delegates by the synod there shall be at least one such clerical delegate from each field. The president of the synod shall be one of these clerical delegates. Pastors on transfer from synod to synod shall be eligible for election from the synod to which they are transferred.

For the purpose of the section a congregation shall be defined as a group of not less than twenty baptized Christians, having been recognized as a congregation by action of the Executive Council. The last printed statistical report prior to the synod convention at which such clerical delegates are to be elected, together with subsequent relevant actions of the Executive Council, shall be taken as authoritative and final in the matter of determining the number of congregations.

b. One Indian lay person for every 3,000 baptized Christians in every synod, as shown in the last printed statistical report prior to the synod convention at which such lay delegates are to be elected or for any major remaining fraction thereof, with

the proviso that at the time of election of delegates by the synod there shall be at least one such lay delegate from each field and that there shall be at least two lay persons in administrative charge of work if available.

c. Five missionaries working in the area of the A. E. L. church, one from each synod if available, to be elected by the Executive Council to the convention of the Andhra Evangelical Lutheran Church.

Sec. 2. a. Upon report by the Committee on Nominations and Credentials of the Executive Council of the Andhra Evangelical Lutheran Church, the Executive Council shall send to the synods information concerning the number of delegates to be elected in each category for each biennial convention.

b. These delegates shall be elected at the last regular convention of the synod before the biennial convention of the Andhra Evangelical Lutheran Church by ballot on nomination by the Committee on Nominations and Credentials of the synod. More than half of the votes cast shall be required for election.

c. The names of duly elected delegates shall be certified to the president of the Andhra Evangelical Lutheran Church and to the chairman of the Committee on Nominations and Credentials of the Andhra Evangelical Lutheran Church by the president of the synod and the official representative of the Andhra Evangelical Lutheran Church to the synod, in the following form:

"We do hereby certify that the duly notified and convened convention of the ——— synod held at (place) on (date) (name of elected person) was elected as (clerical or lay) delegate from ——— synod to the convention of the Andhra Evangelical Lutheran Church. We also certify that a quorum of the delegates to the convention were present and participated in the election.

(Sd.) (Sd.)
Synod President A. E. L. C. Representative

"I do further certify that (name of elected person) is a confirmed member _____ years of age, in good standing in _____ congregation of _____ parish, i.e., within the last one year has received Holy Communion, and has made a contribution of record to the congregation.

(Sd.) (Sd.)

Synod President.

Paster of the parish of
which the delegate is a
member.

Similar certificates concerning alternates shall be sent.

d. Approximately six weeks before the regular convention of the Andhra Evangelical Lutheran Church, unless some other time is permitted by the Executive council, all of the certified credentials of the elected delegates and alternates shall be in the hands of the president of the Andhra Evangelical Lutheran Church, along with any appeals against the validity of any election or against the eligibility of any elected delegate or alternate. Appeals or challenges, if any, shall be made to the president of this Church with a copy to the chairman of the Committee on Nominations and Credentials of the convention and shall be made only on the basis of alleged violation of constitutional provisions. Appeals or challenges on bases other than alleged violation of constitutional provisions shall not be considered. The president shall then draw up a list of all the delegates and alternates against whose election there has been no appeal or challenge and who appear to be eligible to serve. He shall also draw up a second list containing the names of persons whose eligibility or election has been contested or who appear ineligible to serve.

c. Approximately five weeks before the Andhra Evangelical Lutheran Church convention, unless some other time is permitted by the Executive Council, the Committee on Nominations and Credentials of the convention, shall receive from the president of the Andhra Evangelical Lutheran Church the list of uncontested delegates and alternates (see d. above)

together with the certificates from synod presidents and shall consider their conformity to the constitution, by-laws and enactments of this Church. The Committee on Nominations and Credentials of the convention shall prepare a list of uncontested delegates, and on each contested, ineligible or doubtful case shall make its recommendation with constitutional reasons regarding the validity of the election or the eligibility of the individual.

f. The Executive Council of the Andhra Evangelical Lutheran Church and the Committee on Nominations and Credentials of the convention sitting in joint sessions, shall be the body for making final decision concerning the roll of delegates to the convention of the Andhra Evangelical Lutheran Church. The president of the church, who shall be the chairman of this joint body, shall give to each member at least one week's notice of its meeting, which he shall convene approximately four weeks before the convention of the Andhra Evangelical Lutheran Church. This joint body shall consider the delegates one at a time, taking into consideration the report of the Committee on Nominations and Credentials of the convention concerning uncontested delegates, as well as that committee's recommendations on each contested, ineligible or doubtful case, and a vote shall be taken on the seating of each delegate. Only violation of constitutional provisions shall constitute grounds for a decision against seating a delegate. Such a decision not to seat a delegate shall require a two-thirds majority vote of the members present. An appeal may be made to this body to reconsider its decision in any case but such reconsideration shall be final and binding. If decision is made against seating a delegate, his alternate, if eligible, shall become the delegate; the president of the concerned synod shall be notified forthwith and Executive Committee of the synod instructed to elect an eligible alternate. If both the delegate and the alternate are declared ineligible, the Executive Committee of the synod shall elect both a delegate and an alternate. The names of such delegates and alternates shall be scrutinized by the

Committee on Nominations and credentials of the synod and by the above mentioned joint body, which shall meet approximately one week before the convention. In case of any election not having been completed by the time of this meeting of the joint body, that place shall remain vacant until after the convention, when it may be filled in accordance with the provisions of these by-laws. The above provisions concerning the scrutiny of delegates shall apply equally to alternates.

g. At the time of the convention of the Andhra Evangelical Lutheran Church, the president of the Church shall lay upon the table the certificates which he has received from the synod presidents, in accordance with (c) above, containing the names and certifications of those who have been approved as delegates and alternates by the joint body, consisting of the Executive Council and the Committee on Nominations and Credentials of the convention. He shall then instruct the Committee on Nominations and Credentials of the convention to take a roll call by signatures.

Sec. 3. ALTERNATES

For each delegate an alternate delegate shall be chosen by the synod at the same time. Certificates for delegates and for alternates shall be officially forwarded to the president of the Andhra Evangelical Lutheran Church and shall contain the names and addresses of the alternates; in the roll call of the convention, listed in the official minutes, the name and address of the alternate shall be set down opposite the name and address of the delegate. If a delegate is unable to attend any convention for any temporary cause, the alternate shall attend that convention only. If the delegate for any reason loses his delegateship or is declared ineligible to serve, the alternate shall become the regular delegate for the rest of that term and another alternate shall be elected by the concerned synod.

Sec. 4. DETERMINATION OF BIENNIUM AND TERM

A biennium shall begin with a regular convention, shall include a period of approximately two years and shall come to an end immediately before the opening of the next regular convention. The term of an Andhra Evangelical Lutheran Church delegate shall include two such bienniums. There shall be no limit to the number of terms for which a person may serve as long as he is otherwise eligible.

ARTICLE II MINISTERS**Sec. 1. SELECTION OF CANDIDATES FOR THEOLOGICAL TRAINING****a. Qualifications for admission :**

1. Candidates for admission shall have completed at least twenty-one years of age and shall not have completed more than twenty four years of age by the time of the opening day of the class for which they are being considered.

2. Candidates applying for theological study shall be qualified according to the rules and specifications of the concerned seminaries and the requirements of the course offered.

3. Candidates for admission to B. D training shall have earned a university degree.

4. Candidates considering entering the ministry shall apply for admission through the concerned synod president, ordinarily one year in advance. The synod president and a small committee shall visit the house of the prospective candidate, and if possible his school; shall consult with his parents, local pastor and teachers; and shall give prayerful counselling and guidance to the prospective candidate.

b. Entrance examinations :

Candidates for theological training shall sit for the entrance examinations required by the concerned college and shall attain therein such standard as may be determined by the

colleges or by this Church from time to time. Candidates shall also appear for interview before Lutheran members of the faculties of the theological colleges, or before other interviewers, as may be determined by the Executive Council.

c. Selection

1. Detailed report of the results of the entrance examination and the interview shall be made to the ministeriums of the synods to which the candidates belong. Prayerfully the ministeriums shall consider the candidates offering themselves, taking into account the reports from the theological colleges, as the well as the opinions of pastors, teachers and institutional heads who have known the candidates. Bearing in mind the fact that the candidates recommended may become the shepherds and leaders of God's Church, the ministerium shall spend some time in prayer for God's guidance in the matter before them and shall then make recommendation of the candidates to be selected, sending the report to the Committee on Synods of the Andhra Evangelical Lutheran Church.

2. The Committee on Synods shall receive from the synods their recommendations, and from the candidates a complete physical examination report from a church hospital, and shall forward them with their recommendation to the Executive Council.

3. The Executive Council shall make final recommendation of the candidates for admission by the theological colleges.

d. Probation

Theological students shall be on probation for the first year of their study. At the end of the first year the faculties of the theological colleges shall be requested to report fully on the students, enabling the Executive Council of the Andhra Evangelical Lutheran Church to make decision as to the

continuance of the student in the college. At any time during the course of study the student may be required by the Church or by the college to discontinue his study at the institution.

Sec. 2. EXAMINATION AND ORDINATION OR RÉCEPTION AS A MINISTER

a. A minister of another church who seeks reception as a minister of this Church shall be interviewed by the Examining Committee of this Andhra Evangelical Lutheran Church as to his reasons for seeking admission to this Church, his acceptance of the Confession of Faith of this Church, his loyal appreciation of the organization and work of this Church and its subsidiary bodies and his general education. The Examining Committee shall then make recommendation to the Executive Council of the Andhra Evangelical Lutheran Church concerning his reception as a minister of this Church.

b. Candidates for ordination as ministers of this Church shall be examined by the Examining Committee concerning their general fitness for the office of the ministry, reasons for seeking the office, theological attainments, acceptance of the Confession of Faith of This Church and loyal appreciation of the organization and work of the church and its subsidiary bodies. The Examining Committee shall also consider a confidential report given by the theological college in which the candidate studied, and another such report given by the synod in which the candidate has worked after the completion of his theological course. Candidates for ordination shall have completed twenty-four years of age by the time of ordination. Report and recommendation shall be made by the Examining Committee to the Andhra Evangelical Lutheran Church ministerium.

c. The report of the Examining Committee shall be received and considered by the ministerium of the Andhra Evangelical Lutheran Church and recommendations shall be made by the ministerium to the Executive Council concerning ordination of the candidates.

d. The Executive Council shall take final action concerning the ordination of candidates after having received the report of the ministerium accompanied by the confidential report of the theological colleges and the report and recommendation of the Examining Committee. Before the authorization is given for the ordination of a candidate, there shall be assurance from the Committee on Synods that the candidate, if ordained, will be assigned, to a particular parish. (See these by-laws Art. VII, Sec. 15. b. 5) The Executive Council shall then authorize the president to ordain approved candidates.

e. Every application for admission to the ministry of the church by ordination or reception shall sign the constitution and by-laws of the Church at the time of his ordination or reception, signifying his willingness to abide by them.

Sec. 3. CLERGY ROLL

a. The clergy roll of the Andhra Evangelical Lutheran Church shall consist of all ministers ordained or received by this Church and of all ordained missionaries sent by the * Board of World Missions to service in this Church, including all such ministers and ordained missionaries working in the Andhra Evangelical Lutheran Church, those serving outside the area of the A.E.L. Church with the permission of the Executive Council, and retired ministers of the Andhra Evangelical Lutheran Church who retain their membership in a congregation of this Church.

b. The clergy roll of the Andhra Evangelical Lutheran Church shall be maintained by the president of this Church.

c. Regarding ministers withdrawing from the clergy roll of the Andhra Evangelical Lutheran Church :

1. A minister who leaves the work of the ministry and engages in secular pursuits without the call or assignment of the Executive Council shall cease to be a minister of

*Now called the Division of World Mission and Ecumenism

this Church. His name shall be removed from the clergy roll, and his ordination papers deposited with the president of the Church.

Such a pastor may be restored to the clergy roll if he gives satisfactory evidence of the desire to return to the ministry, and requests assignment as a pastor and is assigned or called by the Executive Council.

2. A minister may demit the ministry voluntarily by giving written notice of that fact to the president of the Andhra Evangelical Lutheran Church, subject to the limitation of item four below. The name of such a minister shall be removed from the clergy roll and his ordination papers deposited with the president of the Church.

If one who has demitted the ministry gives satisfactory evidence of desiring to return to the office of the ministry, the Executive Council may consider his request and on the merits of the case may take action to reinstate him in the clergy roll of this Church and to restore to him his ordination papers.

3. A ministry may be removed from the ministerial office, be required to deposit his ordination papers with the president of the Church, and have his name removed from the clergy roll of this Church by action of the Executive Council of this Church in accordance with the procedures laid down in this constitution and its by-laws. One who has been so removed from the office of the ministry shall not be reinstated as a minister of this Church or dismissed in good standing to another Church.

4. A minister of the Andhra Evangelical Lutheran Church shall serve this Church for a period of seven years in order to discharge his theological training bond. Failure so to serve shall make him liable to repay to the church one seventh of the stated cost of such training for each year less than seven which he serves.

Sec. 4. DISCIPLINE OF MINISTERS

a. Ministers shall be liable to discipline for the offences set forth in the constitution of the Andhra Evangelical Lutheran Church. (Art. IV, Sec. 4. c.)

b. The president of the Andhra Evangelical Lutheran Church shall have primary responsibility to take cognizance of all offences by ministers of this Church that would make them liable to discipline. Such offences may also be reported to the president of the Church by the presidents of synods or by others, in which cases the charge against a minister shall be specific, in writing, addressed to the president of the Andhra Evangelical Lutheran Church and signed by those making the charges.

c. The president of the Andhra Evangelical Lutheran Church shall settle the matter by personal enquiry and advice if possible but shall report all such cases to the Executive Council.

d. If, however, the president or Executive Council of the Andhra Evangelical Lutheran Church deems further proceedings necessary or if the accused minister shall deem that the case be referred to a committee on discipline, such a committee shall be constituted to hear the case.

e. Committee on Discipline

1. Composition and appointment

A Committee on Discipline shall be composed of ten members learned in the doctrine and practice of the Church, none of whom shall be members of the synod of which the accused minister is a member. Of these ten, six shall be ordained men and four shall be laymen. The president of the Church shall be one of the clerical members except in the case of disciplinary action against him. The other members shall be appointed by the Executive Council upon nomination by the Executive Council's Committee on Nominations and Credentials in the following manner:

The Committee on Nominations and Credentials of the Executive Council shall present the names of five ordained men and four laymen. The Executive Council may then nominate other ordained men and laymen if desired. If other nominations are made, each member of the Executive Council shall then indicate by written ballot the order of preference which he gives to the names of each category separately. The five ordained men and four laymen who receive the highest totals shall constitute the committee along with the president.

The president shall serve as chairman of the committee except in the case of disciplinary action against him. This committee shall normally be appointed for the period necessary to hear and dispose of the case referred to it, but no term shall be fixed for its membership.

In case charges are made against the president of the Church, accusing him of offences which would make him liable to discipline, these shall be addressed to the vice-president and the treasurer of the Church, who jointly shall settle the matter by personal enquiry and advice if possible but shall report the matter to a meeting of the Executive Council called by the vice-president and the treasurer jointly and presided over by the vice-president. If the Executive Council deems further proceedings necessary or if the president shall be deemed that the case be referred to a committee on discipline, the Executive Council shall appoint such a committee consisting of six ordained men and four laymen, among whom the Executive Council shall designate the chairman. The President of the Church shall designate the chairman. The President of the Church shall not be a member of that committee.

2. Procedure

- a. The committee on discipline through its chairman shall fix a time and place for hearing the charges, of which time and place the accused shall be given at least ten days' notice in writing. One minister and one layman out side the membership of the committee shall be named

by the president of the Church to gather evidence and prosecute the case against the accused to final judgement of innocence or inposition of a penalty.

In the case of disciplinary action against the president of the Church, the Executive Council shall appoint these two persons to prosecute the case. The accused shall have the right to question witnesses and to testify and to call witnesses on his own behalf. The accused shall be entitled to a full hearing but the committee may refuse to hear testimony that clearly has no bearing upon the charges or that is unduly repetitious.

(b) The Committee on Discipline shall make a written report which shall be filed with the president of the Church stating what have been found to be the facts in the case and containing either (1) a finding of innocence or (2) by a two - thirds vote a finding of guilt with a recommendation of appropriate penalty as laid down in Sec. 4. b. above. Only factual evidence shall be determinative of the findings although other considerations may find a place in the recommendations of penalty. The report may also contain a discussion of the reasons for arriving at the findings and recommendations.

(c) The president of the Church shall forward copies of the report to the accused with a notice that any appeal therefrom must be lodged with him within thirty days from the day of mailing the notice or of personal delivery thereof. If neither party should file an appeal within the time specified, the findings shall be accepted as binding facts concerning the charges made and the president of the Church shall report the findings and recommendations to the next session of the Executive Council. The Executive Council shall by a majority vote pass upon the recommendations of a penalty proposed by the Committee on Discipline.

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(d) Appeals from the findings and recommendations of the Committee on Discipline shall be allowed upon the following grounds and no others :

(1) prejudicial conduct on the part of a member or of members of the committee on discipline.

(2) obvious falsity of testimony upon which any material findings are based.

(3) lack of evidence in support of any material findings.

(4) discovery of evidence (whose purport is to be set out in the appeal) likely to change material findings, which evidence was unknown or unavalable to the appellant at the time of the hearing before the Committee on Discipline.

(5) admission of guilt and avowal of repentance with a plea for mitigation of the penalty.

(f) The penalties which may be imposed upon ministers are:

1. private censure and admonition by the president of the Church.

2. public censure and admonition before the convention of the A. E. L. Church.

3. loss of increment or fine.

4. temporary removal on loss of pay for a specified period, or until there is evidence of repentance and amendment satisfactory to the Executive Council.

5. deposition from the ministerial office.

(g) Appeals

All appeals shall be heard by the Commission of Adjudication.

1. The Commission of Adjudication, acting as an appeals committee, shall determine in what manner any facts offered for its consideration shall be established and how argument may be presented. After hearing the appeal, along with admissible facts and argument, it shall decide either (1) that the appeal is without foundation and dismiss it; or (2) that the charges ought to be dismissed without further hearing and so dismiss them; or (3) the report of the Committee on Discipline shall be redrafted in the light of the appeal and refer the report to that committee for such redrafting; or (4) that the case should be re-heard. If the decision of the Commission is that the case be re-heard, the Commission shall proceed to do so in accordance with the provisions of Sec. 4. f. 2 (a) above.

2. After re-hearings such a case the Commission of Adjudication shall make a written report which shall be filed with the president of the Church stating what have been found to be the facts in the case and containing either (1) a finding of innocence or (2) by a two-thirds vote a finding of guilt with a recommendation of appropriate penalty as laid down in Sec. 4. b. above. Only factual evidence shall be determinative of the findings although other consideration may find a place in the recommendations of penalty. The report may also contain a discussion of the reasons for arriving at the findings and recommendations.

3. The Executive Council shall by a majority vote pass upon the recommendations of a penalty proposed by the Commission of Adjudication.

4. Decisions made by the Commission of Adjudication and the Executive Council under this section on appeals shall be final and binding.

(h) As soon as feasible after decision is made regarding the penalty, the president of the Church shall impose that penalty in the presence of the accused. The absence of the accused, however, shall not affect or delay the imposition of the prescribed penalty.

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(I) Normally, an accused pastor shall continue to function as usual during the disciplinary procedures. If upon investigation, however, obvious heresy or gross immorality of the accused is apparent or if he shall have admitted his guilt or absconded, or if the circumstances are such that, in the opinion of the president of the Church, the Church would suffer material injury by the accused's continuing to exercise the office of the ministry during the progress of disciplinary procedures, the president of the Church may immediately suspend the accused from the office and functions of the ministry until such charges against him have been fully and finally decided by the Church. All such suspensions shall be reported to the next meeting of the Executive Council which, may reinstate the accused pending disposition of the charges.

(J) Notice sent by the registered post with acknowledgement due to the official address of the accused shall fulfil the requirements of notice set forth in previous paragraphs of this section.

(k) With the exception of a person who has been removed from the office of the ministry (see Art. II Sec. 3. c a) ministry under discipline by the Andhra Evangelical Lutheran Church shall not be eligible for further service in the church or for dismissal in good standing to another Church unless he has been restored to good standing by fulfilment of the conditions of the penalty imposed and by action of the Executive Council of the Andhra Evangelical Lutheran Church.

(l) No action, decision or judgement of the Committee on Discipline, of the Commission of Adjudication or of the Executive Council in such a matter of discipline shall be subject to appeal or revision by any person or court outside the Andhra Evangelical Lutheran Church. Any minister proceeding to a court outside the Andhra Evangelical Lutheran Church in such a matter shall forthwith lose his ministerial status and his membership in the Andhra Evangelical Lutheran Church.

ARTICLE III. OFFICERS

Sec. 1. SUPPORT OF THE OFFICERS OF THIS CHURCH

(a) The president of this Church, being a full-time officer, shall receive from the central budget of the church the same salary to which he would be entitled were he serving a parish of the church, plus an allowance of Rs. 100- per month.

(b) In the annual budget the Board of Finance shall make provision for the officers' necessary expenses incident to the duties imposed by their respective offices.

Sec. 2. INCAPACITY OF THE PRESIDENT OF THIS CHURCH

(a) If at any time members of the Executive Council are of the opinion that the president of this Church is suffering from such physical or mental disability as may render him incapable of performing his duties, such members of the Executive Council shall inform the vice-president and the treasurer of the Church concerning their opinion. If this opinion is held one third and expressed in writing by one third or more of the members of the Executive Council, this matter shall be reported to a meeting of the Executive Council called by the vice-president and the treasurer jointly and presided over by the vice-president. If a majority of the members of the Executive Council are of the opinion that the president of the Church is suffering from such physical or mental disability as may render him incapable of performing his duties, he shall be examined by doctors of the C. M. C. Hospital, Vellore. Refusal of the president so to be examined shall be deemed conclusive evidence of serious disability and the provisions of paragraph (c) below shall come into effect without medical examination.

b. If, in the opinion of the aforesaid doctors, he is suffering from such physical or mental disability as may render him temporarily incapable of performing his duties, he shall abstain from the performance of those duties until the said doctors upon re-examination, certify that he is sufficiently recovered to

e. After a petition admissible under Sec. 3. b. above has been received by the Commission of Adjudication, if the Commission deems it essential to good order that the accused officer should be suspended, the Commission, six members concurring, shall direct its chairman so to notify the Executive council; which under the chairmanship of another officer not accused, shall decide the matter by written ballot. If two-thirds of the votes cast in the Executive Council favour suspension of the accused officer, he shall forthwith be suspended from performance of the duties of his office pending action on the petition, and the Executive Council shall make provision for the performance of such duties ad interim. The Executive Council shall also arrange that all properties, equipment, situations etc. pertaining to the office shall be turned over to the person designated by the Executive Council.

ARTICLE IV

PROCEDURE FOR NOMINATION AND ELECTION

Sec. 1. Unless otherwise provided in the constitution or by-laws of this Church, nomination of two suitable persons, if available, for each elective position shall be made by the Committee on Nominations and Credentials of the convention or of the Executive council, as the case may be. A panel representing a certain constituency shall contain names from that constituency only. Names may also be added from the floor of the electing body unless otherwise prohibited in the constitution or by-laws of the Andhra Evangelical Lutheran Church. Such nominations from the floor shall be referred to the Committee on Nominations and Credentials for scrutiny and report but that committee shall have no right to eliminate any name.

Sec. 2. All elections shall be by secret written ballot. Official voting papers shall be provided by the chairman of the Committee on Nominations and Credentials and any votes not recorded on an official voting paper shall be rejected.

Sec. 3. In the case of elections by a convention of the synod or the Andhra Evangelical Lutheran Church, provision shall be made for voters to mark and cast their ballots at places in the convention hall sufficiently removed from the seats of the delegates so that the ballot of the voter cannot be observed by any other person.

Sec. 4. Members of the concerned Committee on Nominations and Credentials (see these by-laws Art. VII Sec. 9. b. 1. and 2.) shall serve as tellers for all elections except that no person who has been nominated for election shall serve as a teller for ballots relating to the post for which he has been nominated. If additional tellers are needed, the chairman of the session shall nominate them from among the delegates but they shall serve only if approved by the body in which the election is being conducted (Executive Council or convention).

Sec. 5. The result of each ballot in every election shall be announced to the body in which the election is being conducted (Executive Council or convention).

ARTICLE V.

ELECTED AND APPOINTED REPRESENTATIVES

Sec. 1. EXECUTIVE COUNCIL MEMBERS ELECTED BY THE CONVENTION OF THE ANDHRA EVANGELICAL LUTHERAN CHURCH AS FOLLOWS NEED NOT BE DELEGATES TO THE CONVENTION OF THE ANDHRA EVANGELICAL LUTHERAN CHURCH.

a. There shall be eight Indians elected by the convention of this Church to membership on the Executive Council. For each of the memberships on the Executive Council to be elected by the convention of the Church as per Art. XI of the constitution of the A.E.L. Church, a panel of two names shall be submitted by the Committee on Nominations and Credentials of the convention. Nominations from the floor for each panel shall be permitted.

1. Nominated lay persons shall be confirmed, at least twenty-five years of age, in good standing in a congregation of this Church and a contributor to the Suvarth Dhana Nidhi fund according to the by-laws of the Andhra Evangelical Lutheran Church, synod and parish. Nominated ordained persons shall be on the clergy roll of this Church, and shall not have been under discipline during the five years prior to election.

2. Each delegate to the convention shall cast his written ballot for one of the persons nominated to each membership, and the person in each panel receiving a majority vote shall be declared elected.

b. There shall be two missionaries, one of whom shall be a woman, elected by the convention of this Church upon nomination by the Committee on Nominations and Credentials to serve on the Executive Council. Nominations from the floor for each panel shall be permitted. Each delegate to the convention shall cast his written ballot for one of the missionaries nominated for each membership.

Sec. 2. BOARD MEMBERS

a. The convention of this Church shall elect members of the boards of the Church as laid down in Art. XII of the constitution of the Andhra Evangelical Lutheran Church from panels submitted by those boards. Further nominations from the floor of the convention shall be permitted. Each delegate to the convention shall cast his written ballot for one of the persons nominated for each membership and the one receiving a majority vote shall be declared elected.

b. The Executive Council of this Church shall appoint upon recommendation by the president, members of the boards of the Church as required by the constitution.

Sec. 3. INDIVIDUAL APPOINTMENTS

a. Statistician

The statistician shall be appointed biennially by the Executive Council upon nomination by the president of the Church and

shall work under the direction of the Board of Finance. His duties shall be to collect, tabulate, print and distribute annually statistics covering the work of the Church.

b. Archivist

The treasurer of the Church shall be the archivist although the Executive Council, upon nomination by the president of the church, may appoint an assistant archivist who shall be in charge of the baptismal registers of the East and West Godavari synods. The archivist shall be the custodian of the archives of the Church, preserving all the records and documents of the former Guntur and Rajahmundry synods of the Andhra Evangelical Lutheran Church. These shall include complete sets of the printed minutes of the Church and of the synods, as well as important official letters, papers and documents. The archivist shall seek to maintain these articles in order and in good condition. He shall grant access to the archives only upon the written permission of the president of the Church, and shall take care that no papers are removed from the archives. Upon request and upon the payment of a fee he shall issue to the concerned party true copies of entries in the baptismal registers.

c. Historian

An historian shall be appointed by the Executive Council upon nomination by the president of the Church. He shall conduct research in the history of this Church and its constituent bodies including biographical statements of outstanding members. Upon the death of such a member the historian shall present to the convention of the Andhra Evangelical Lutheran Church a brief statement concerning the life and work of the member. The historian on behalf of the Church shall apply for membership in the Church History Association of India.

d. Marriage recorders

Upon nomination by the president of the church, the Executive Council shall appoint one marriage recorder for the Guntur synods and another for the Godavari synods. It shall be the duty of these recorders to receive, at least quarterly, extracts in duplicate from the marriage licensees, record these in permanent registers and forward one copy of each extract to the District Marriage Registrars concerned. The marriage recorders shall conduct any necessary correspondence with Government concerning licenses. Upon request and upon payment of a fee he shall issue to the concerned parties true copies of the marriage extracts.

e. Literature secretary

The literature secretary shall be appointed for a term of three years by the Executive Council upon the recommendation of the Board of Christian Education and Literature. The secretary may be re-appointed. His work shall be under the direction of that board. He shall have responsibility for the "Andhra Lutheran", shall publish the annual almanac, calendar and diary of the Church, shall assist in the production of literature for the Church; and shall seek to encourage others to write suitable literature as directed by the board.

Sec. 4. REPRESENTATIVES TO OTHER BODIES

Representatives to the bodies mentioned below shall be chosen with a view to continuity of representation to the body, and shall be confirmed members in good standing of a congregation of this Church.

a. Representatives to be elected or designated by the convention of the Andhra Evangelical Lutheran Church.

1. National Christian Council

At the last regular convention of this Church preceding the triennial assembly of the National Christian Council the con-

vention shall elect six representatives, of whom two shall be missionaries, to that assembly by ballot on nomination by the Committee on Nominations and Credentials of the convention. The president of the Church shall be one of these representatives.

2. Andhra Christian Council

At each regular biennial convention of this Church the convention shall elect nine representatives to the Andhra Christian Council by ballot on nomination by the Committee on Nominations and Credentials of the convention. Three of these nine shall be missionaries. The president of the Church shall be one of these representatives.

Ordinarily from among these representatives the president of the Church shall designate one person as a member of the Board of Education of the Andhra Christian Council.

Ordinarily from among these representatives the president shall designate one missionary and one Indian as members of the Board of Christian Broadcasting of the Andhra Christian Council.

3. Federation of Evangelical Lutheran Churches in India.

At the last regular convention of this Church preceding the triennial conference of the Federation of Evangelical Lutheran Churches in India the convention shall elect to that conference fourteen representatives by ballot on nomination by the Committee on Nominations and Credentials of the convention. At least three of these representatives shall be missionaries. The president of the church shall be one of these representatives.

From among these representatives the convention shall elect one person as a member of the Executive Committee of the Federation of Evangelical Lutheran Churches in India and the president of the Church shall designate one person as a member of the Board of Publication of the Federation of Evangelical Lutheran Churches in India.

4. Council of the Rewa Mission

At each biennial convention of the Church the convention shall elect one person by ballot on nomination by the Committee on Nominations and Credentials of the convention to serve, along with the president of the Church, as a representative on the Council of the Rewa Mission,

B. Representatives to be elected or designated by the Executive Council:

1. Lutheran Church in America

Prior to the regular biennial convention of the Lutheran Church in America the Executive Council or the Andhra Evangelical Lutheran Church may elect two fraternal representatives to that convention. Such election shall be by ballot upon nomination by the Committee on Nomination and Credentials of the Executive Council. Normally these two representatives shall be persons who can be expected to be in the United States on other business at the time of the convention of the Lutheran Church in America.

2. Gurukul College Council

The Executive Council shall designate one representative to a three-year term on the Gurukul College, Council, Madras, upon nomination by the Board of Christian Education and Literature. Nomination may also be made from the floor of the Executive Council.

3. Board of Governors of the Andhra Christian Theological College.

The Executive Council shall designate five representatives each to a four-year term on the Board of Governors of the Andhra Christian Theological College upon nomination by the Board of Christian Education and Literature. Nominations may also be made from the floor of the Executive Council.

4. Union Mission Tuberculosis Sanatorium, Madanapalle.

The Executive Council shall designate one representative to a three-year term on the Board of the Union Mission Tuberculosis Sanatorium upon nomination by the Board of Medical Services. Nominations may also be made from the floor of the Executive Council.

5. Christian Medical College Hospital, Vellore.

The Executive Council shall designate two representatives, each to a three-year term, on the Council of the Christian Medical College Hospital, Vellore, upon nomination by the Board of Medical Services. Nominations may also be made from the floor of the Executive Council.

ARTICLE VI-BOARDS

Sec. I. MEMBERSHIP

a. The section on membership, except paragraphs d., f., and g shall apply to the executive Council as well as to the boards.

b. Only confirmed members of this Church in good standing who contribute to the Suvatha Dhana Nidhi Fund of the Church according to the by-laws of the Andhra Evangelical Lutheran Church, synod and parish, shall be eligible for membership on a board of this Church. This qualification shall not apply to board representatives from government, university or inter-church bodies as provided for in the constitution of the A. E. L. church Art. XII. Persons whose salary is included in the budget of a board shall not be appointed or elected to membership on that board unless required by the constitution of the Church.

c. Term of Members

A biennium shall begin with a regular convention, shall include a period of approximately two years, and shall come

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to an end immediately before the opening of the next regular convention. The term of a board member, unless otherwise specified, shall include two such bienniums.

There shall be no limit to the number of terms for which a person may serve as member of a board as long as he is otherwise eligible.

d. Board members elected by the synod need not be delegates to the synod convention but shall be qualified as in Sec. I. b. above. They shall be elected by the synod convention upon nomination by the Committee on Nominations and Credentials of the synod. NAMES of eligible persons in the required constituencies may also be nominated on the floor of the convention but such nominations shall be referred to the Committee on Nominations and Credentials of the synod which shall report on their eligibility.

e. Board members elected by the convention of the A. E. L. Church need not be delegates to the convention of the A. E. L. Church but shall be qualified as in Sec I. b. above. They shall be elected by the convention of the A. E. L. Church from panels presented by the concerned board and nominations shall be permitted from the floor of the convention.

f. The president of the Church shall make recommendation to the Executive Council of persons to be appointed by that body as members of the boards of the Church but the Executive Council shall have freedom to appoint any persons qualified as in Sec. I. b. above.

g. No one shall be eligible to serve as a member of more than two boards of the church, whether ex-officio, elected or appointed. If in any capacity or by any method of selection a person becomes a member of more than two boards, he shall resign forthwith from all but two. A person cannot resign from an ex-officio membership on a board, For purposes of this paragraph the Executive Council will also be counted, as a board.

h. When a representative of a constituency shall cease to represent that constituency, or if he ceases to be a member in good standing in his congregation, he automatically shall cease to be a member of that board and the vacancy shall be filled as provided below. A representative of a synod may change his residence and place of congregational membership within that synod without losing his membership on the board but if he moves his residence outside the area of the synod, he shall cease to be a member of that board and the vacancy shall be filled as provided below.

A member of a board who has been given privileged leave by the Church, or sent on official duties for a definite period by the Church, or permitted by the Church to accept an inter-church appointment for a definite period shall retain that membership provided he satisfies the requirements for attendance.

i. If a member of a board is absent from its meetings twice consecutively and is unexcused, he automatically shall cease to be a member and the vacancy shall be filled as provided, below.

j. Interim vacancies

1. Interim vacancies in board memberships are those vacancies which occur other than at the end of regular terms (two bienniums in the case of elected and appointed memberships two years in the case of certain specified ex-officio memberships by rotation). Vacancies which occur at the end of regular terms but are not filled at that time, shall also be deemed to be interim vacancies.

2. Interim vacancies in board memberships shall be filled as follows:

(a) Vacancies among the elected representatives of synods (except in the case of representatives of synods on the Executive Council) shall be filled for the unexpired term by election by the concerned executive

committee of the synod. Interim vacancies occurring among the elected representatives of a synod on the Executive Council may be filled temporarily by the executive committee of the synod until the next regular convention of the synod, which regular convention shall the vacancy according to the procedure laid down in the by-laws for the synods, Art. IV, Sec. 2, c. The person so elected shall fill out the unexpired term.

(b) Vacancies among the members elected by the convention of the Andhra Evangelical Lutheran Church to the boards shall be filled for the unexpired term by election by the Executive Council from panels submitted by the concerned board, with no nominations allowed from the floor.

(c) Vacancies among the members elected by the convention of the Andhra Evangelical Lutheran Church to the Executive Council shall be elected for the unexpired term by the Executive Council. Nominations shall be taken from the floor of the Executive Council and election shall be only to the unexpired term.

(d) Vacancies among members appointed by the Executive Council shall be filled for the unexpired term by the Executive Council upon recommendation by the president of the Church, as in Sec. 1. f, above.

(e) In any other case the vacancy shall be filled by the Executive Council.

Sec. 2. a. ORGANIZATION

Each board shall have such officers and committees as may be provided in its rules of procedure. Non-members of a board may be appointed to its committee if desired.

b. A person whose salary is included in the budget of a board shall not be eligible to be chairman of that board.

c. Any employee under a board or committee who is given or elected to additional work, whether remunerative or non-remunerative, shall obtain the permission of the concerned board or committee before accepting it. In the case of an assignment to be given to an employee of a board in addition to the work for which he is employed, there shall be consultation between the Assignments Committee and the concerned board before such an assignment is made.

Sec. 3. a MEETINGS

All boards shall meet for reorganization following the regular convention of the Church and at such other times as may be deemed necessary. Except by permission of the Executive Council these meetings shall be held at the time and place of other board meetings of the Church, for which notices shall be sent by the church office. Normally a board shall not meet more than three times in any one calendar year.

b. A majority of the members of a board shall constitute a quorum and a majority vote of the members present shall be necessary for decisions of a board.

c. When a matter relating to a specific part of the work under a board is presented to that board, the person in charge of that work shall be invited to be present and shall have the privilege of the floor in that discussion.

d. Interim business, at the discretion of the chairman, may be submitted to the members for postal or circular vote under certificate of posting or with acknowledgement of local delivery. In such a circular vote negative ballots shall always be accompanied by reasons for opposing the proposal. In case two or more negative votes are received, the chairman shall resubmit the proposal, reporting the reasons given by all those who opposed the proposal. On this second vote the matter shall be determined by a simple majority vote. The time

allowed for voting on business sent by circular shall be two weeks from the date of mailing the circular. Any votes not received within that time shall be deemed to be in support of the proposal.

Sec. 4. DUTIES

a. It shall be the duty of each board :

1. to prepare, submit to the Board of Finance and administer the annual budget for the work under that board. Recommendation may be made to the Executive Council concerning necessary expenses not included in the budget.
2. to consider the audited statements of accounts for work under that board and make recommendation to the Board of Finance concerning the disposition of budget balances therein.
3. to make recommendation to the Executive Council concerning the higher training of personnel for employment under that board.
4. to recommend to the Executive Council, when it so desires, suitable persons for assignment to administrative charges of work related to the board. In the event that the board does not make any recommendation to the Executive Council, the Executive Council shall nevertheless proceed with the assignment.
5. to recommend to the Executive Council rules including salary scales, for workers and institutions under the charge of or related to that board. Such rules shall become operative after approval by the Executive Council.
6. to maintain a correct and permanent record of all its proceedings, which record shall be attested by the chairman and by the secretary of the board; to send copies of its minutes to the president and the secretary of the Church and to the Chairman of the Committee on Review of Minutes within two weeks after the meeting of the board; and to distribute copies of its minutes to the members of the board.

7. to communicate without delay actions of the board to all persons concerned.
8. to exercise general control over all buildings and grounds used by institutions and in other work of that board.
9. to carry out in the work of the board the policies and enactments of the Andhra Evangelical Lutheran Church and to be subject to the Andhra Evangelical Lutheran Church in all respects.
10. to perform such tasks as may be required by the convention or the Executive Council of this Church.

b. IT SHALL BE THE DUTY OF THE BOARD OF CHRISTIAN EDUCATION AND LITERATURE :

1. to serve as the liaison between this Church and the institutions for the theological training of candidates for the ordained ministry of this Church, conveying to the governing bodies of these institutions any suggestions that may seem necessary concerning the preparation of this Church's candidates.
2. to consider and act upon recommendations from the Andhra Christian Theological College, or from the Gurukul Lutheran Theological College and Research Institute, or from the United Theological College, Bangalore, and other seminaries to which this Church is related concerning staff, finance or any other matter, and to make recommendation to the Executive Council concerning the appointment of representatives of this Church to governing bodies of those institutions.
3. to arrange for the training of men and women including graduates for the lay ministry of this Church and to have general control over the Bible training schools of this Church.
4. to seek to improve Christian Education in the congregations and institutions of this Church, giving general supervision to the work of the Department of Christian Education as the instrument of the board. The composition and duties of this department shall be :

(a) Its composition

The department shall consist of a director assigned by the Executive Council upon the recommendation of the Assignments Committee and the Board of Christian Education and Literature, and of such additional staff members as are needed appointed by the Executive Council upon the recommendation of the board of Christian Education and Literature, the number to be determined from time to time as the demands for literature and field services indicate. In the case of ordained men appointed to any of these posts, appointment shall be made in consultation with the Committee on Synods.

(b) Its duties.

(A) The Department of Christian Education shall develop and promote the use of a total programme of parish education —

(i) designed to meet the needs of Sunday schools and other agencies of parish education in the Church.

(ii) including all educational material required for the above purpose as well as for the training of leaders and for use in the home.

(B) The work of the department shall be promoted through the representative synods and their related synodical committees.

(C) The department upon invitation of the synods, shall assist with synod-sponsored institutes, special classes and retreats in the field of Christian Education.

(D) The Department of Christian Education, under the Board of Christian Education and Literature, shall have full responsibility. For

Planning, preparing and approving all manuscripts and other materials in the field of Christian education for publication.

5. to plan and direct the programme of adult education in the Church.
6. to plan and direct the programme of the Christian Home movement of the church.
7. to arrange for the production, publication and distribution of Christian literature for the church, taking into consideration recommendations from synods, boards and other bodies of the Church. Care shall be taken that literature published by this Church is in conformity with its Confession of Faith.
8. to foster and guide practices of worship which are edifying for the Church, which duty shall include the preparation, publication and distribution of books of worship, hymnals and other useful materials.
9. to publish the "Andhra Lutheran" and any other publications authorized for the whole Church.

c. IT SHALL BE THE DUTY OF THE BOARD OF COLLEGE EDUCATION :

1. To exercise general control over the colleges with special regard for sound academic standards and a positive Christian tradition.
2. to become and remain aware of current governmental regulations governing staff and their salaries, to fix the number of teaching staff and other employees of the college and to determine their salary, allowance and other service conditions.
3. (a) to appoint, confirm and dismiss such members of the teaching staff, administrative staff and non-teaching staff of the colleges as are not appointed by the Executive Council.

(b) to make recommendations to the Executive Council in regard to assignment of persons in charge of work as per these by-Laws Art. X Sec. 2. b,

4. to receive and review the reports of the persons in administrative charge of work under this board.
 5. to make rules and regulations for the internal administration of the colleges as may be required from time to time.
 6. to receive and consider resolutions and recommendations of the staff councils.
 7. to appoint committees consisting of members of the board and of the staff councils as may become necessary and to determine the conditions and regulations governing the work of these committees.
 8. to prepare and publish an annual report setting forth the activities, progress and significant factors in the life of the institutions.
- d. IT SHALL BE THE DUTY OF THE BOARD OF EVANGELISM AND MISSIONS :
1. to foster home, inner and world missions :
 2. to seek to coordinate the evangelistic work of the synods, co-operating with and making recommendations to the synods in these matters.
 3. to have general direction of the work among Muslims.
 4. to appoint, where necessary, and have supervision over work of special evangelistic teams within the synods or in undeveloped areas.
 5. to assist the synods in the training of village elders, workers and others in methods of evangelism.
 6. to prepare evangelistic literature and to arrange for its publication through the Board of Christian Education and literature.
 7. to study, develop, encourage the use of, and have general supervision over special methods of evangelism

(camps, visual and lyric evangelism, newspaper and radio evangelism etc.)

e. IT SHALL BE THE DUTY OF THE BOARD OF FINANCE:

1. to prepare the annual budget of the Church, as follows :

(a) to prepare the annual budget of the board, including that for the offices of the president and of the treasurer of this Church, the central budget and the budget contributions to inter-church bodies.

(b) at the appointed time to call for and receive from the Committee on Property and Construction. Committee on Ministry among Youth, Committee on Ministry among Women any other committee or institution for which budget is required and from the boards and the synods of the Church budgets for the work under their respective charges.

(c) to prepare the annual budget for the entire work of the Church, taking into account the budget requests submitted, the need to move toward self-support and other items and factors requiring consideration.

(d) to submit this general budget of the Church to the Executive Council for consideration and action.

2. to recommend to the Executive Council adjustments in the budget when necessary.

3. to make recommendations at the end of the fiscal year to the Executive Council regarding the adjustment of the audited balances of the boards, the synods and any other body of the Church which is handling finances.

4. to manage the Workers Provident Fund, through the Provident Fund Committee in accordance with the Standing Rules of this Church.

5. to arrange for the preparation and distribution of the annual statistics of the Church.
 6. to have responsibility for the salary scales of all clerical and other office staff employed in this Church, including all of its subsidiary bodies and institutions, except of those whose scales are prescribed by government, unless otherwise provided by the Executive Council of this Church.
 7. to have control, direction and authority over all bank accounts connected with the work of this Church and its subsidiary bodies (e. g., church officials, persons in administrative charge of work, synods, parishes congregations, institutions etc.) All such accounts shall be designated "Andhra Evangelical Lutheran Church Accounts", and the treasurer of this Church shall instruct the concerned bank agent as to the person authorized to operate on each account in accordance with the assignments, appointments, elections or other personnel charges of the Church or its subsidiary bodies.
- f. IT SHALL BE THE DUTY OF THE BOARD OF MEDICAL SERVICES:
1. to have control over the medical work of the Church.
 2. to see that there is an advisory committee composed as follows for each hospital :
 - Ex-officio
 - medical superintendent
 - nursing superintendent
 - bursar

Elected by the ex-officio members to a term of two years
a missionary

one ordained Indian

a representative from an educational institution, of
the A. E. L. Church

a law person not employed by the Church

Elected by the hospital staff to a term of two years

a member of the hospital staff



3. to act upon the recommendations of the hospital committees especially those recommendations concerning the appointment, confirmation or dismissal of members of hospital, medical and paramedical staffs. Such appointments confirmations or dismissals shall be finally effective only upon confirmation by this board. This section shall not apply to those whose appointment requires action by the Executive Council.

4. to make transfers of workers from one hospital to another.

g. IT SHALL BE THE DUTY OF THE BOARD OF
SECONDARY EDUCATION.

1. to have control, subject to the authority of the Executive Council, over the schools and hostels in its jurisdiction; in the exercise of which control the board shall strive to create and maintain sound academic standards and a positive Christian tradition.-

2. to select candidates for appointments by interview and testing. The Chairman shall receive all applications for work in secondary schools of the A. E. L. Church. The board shall arrange for interviews and testing and shall prepare a waiting list which will be kept by the chairman of the board and the President of the Church. Among A. E. L. Church applicants candidates with Bible training shall be given preference. As and when vacancies arise only candidates from the list will be given appointment. The Lutheran Multipurpose School appointments must also be made from this list.

3. to make all appointments, transfers, retirements and dismissals of teaching and clerical staff, including attenders, matrons and wardens, except of headmasters, headmistresses and correspondents who are appointed by the Executive Council.

4. to prepare, submit to the Board of Finance and administer the annual budget for the work under this board.

5. to make recommendation to the Executive Council concerning the higher training of personnel employed in the secondary schools of the A. E. L. Church.

6. to review the inspection and audit reports of the Government and Church and to bring to the notice of the Executive Council serious financial lapses or losses.

7. to bear, full responsibility as a board for financial losses incurred by the management, i. e, to fix responsibility for any financial loss upon the concerned headmaster, headmistress, correspondent or board itself and to arrange for collection and payment of loss.

8. to recommend to the Executive Council rules, including salary scales, for workers and institutions under the control of this board. Such rules shall become operative only after approval by the Executive Council.

9. to maintain a correct and permanent record of all its proceedings, which record shall be attested by the chairman and by the secretary of the board and to send copies of its minutes to the president and the secretary of the Church and members of the board.

10. to exercise general control over all buildings and grounds used by institutions under the control of this board subject to accounting of income on property as per rules of the A. E. L. Church concerning rent on buildings and grounds, sale proceeds of usufruct trees and grass; and remittance of income to the treasurer of the A. E. L. Church.

11. to carry out in the work of the board the policies and enactments of the Andhra Evangelical Lutheran Church and to be subject to the Andhra Evangelical Lutheran Church in all respects.

12. to conduct tests and interviews of candidates and make recommendations to the Executive Council suitable persons for assignment as headmasters, headmistresses, wardens and

matrons. Final assignments of persons for these posts and for other administrative posts shall be made by the Executive Council upon recommendation by the board through the Committees on Assignments.

13. to perform such tasks as may be required by the convention or the Executive Council of this church.

ARTICLE VII. COMPOSITION AND DUTIES OF STANDING COMMITTEES

Sec. 1. GENERAL

a. The Executive Council of the Church shall appoint all standing committees of the Church and designate their chairmen in accordance with the by-laws upon recommendation of the president of the Church, unless otherwise provided in the constitution and by-laws. The Executive Council, however, shall have the right to nominate additional names. These appointments shall be made as soon as feasible after each regular convention of the Church except where otherwise provided in the by-laws. Care shall be taken to provide for continuity of membership on each committee.

b. Members of standing committees need not be delegates to the convention of the Andhra Evangelical Lutheran Church, but shall be confirmed members in good standing in congregations of this Church and contributors to the Suvantha Dhana Nidhi fund of the Church and parishes as provided in the by-laws of the A. E. L. Church, synods.

c. Decisions of standing committees shall require a majority vote of the members present and voting.

d. The chairman of every standing committee shall keep a correct and permanent record of all the committee's proceedings together with relevant information, which record and information shall be passed on to his successor.

e. A standing committee may appoint temporary sub-committees if necessary, the members of which need not be members of the standing committee.

f. All standing committees shall submit their reports for approval to the Executive Council. The chairman of the committee or his nominee shall present the report of the committee. If he is not a member of the Executive Council he shall have the privilege of presenting the committee report and shall have seat and voice in the Executive Council when it is being discussed.

Sec. 2. COMMITTEE ON ASSIGNMENTS.

a. Composition:

This committee shall be composed of ten persons as follows:

President, Vice - president and Treasurer of this Church.

One ordained Indian

Three Indian laymen

One Indian woman

President of the Mission Council and its Secretary for Women's Work.

N.B. Provision shall be made for non-employees of the Church and for evangelistic, medical, educational and industrial work to be represented on this committee.

b. Duties:

1. to make recommendation to the Executive Council concerning all assignments to administrative charges of work. In connection with an assignment to charge of work connected with one of the boards of the Church, that board may make a recommendation to the Executive Council, which recommendation shall be given due consideration by the Assignments Committee but shall

not be binding upon it. Actual assignment shall be made by the Executive Council upon the recommendation of the Assignments Committee. The appointment of a headmaster or headmistress to an institution of the Church shall be made by the Executive Council upon recommendation by the concerned board or committee and by the Assignments Committee, even though such appointments are not assignments to administrative charges of work.

2. to make recommendation to the Executive Council concerning all appointments of headmasters, headmistresses, wardens and matrons of secondary schools and hostels. A concerned committee or board may make recommendations in regard to such appointments.

3. to make recommendation to the Executive Council concerning a missionary's assignment to work, whether that work falls within the list of administrative charges of work or not. In connection with such assignments the following shall be observed :

(a) Any assignment or change of assignment of a missionary shall be made after consultation with him by the president of the Church and/or this committee.

(b) On receipt of information from the Mission Council concerning furloughs and retirements expected during the following two years, this committee and the Executive council shall plan the assignment of the missionary staff as far in advance as possible.

(c) Before a missionary goes on furlough this committee shall consult with him and recommend to the Executive Council the type of work he is to do, and if possible the place of residence upon his return to the Church; and the *Board of World Missions shall be requested to arrange for any special work

*Now called the Division of World Mission and Ecumenism

or study that will better equip the missionary for his assigned work.

(d) This committee shall recommend to the Executive Council, in view of the needs of the work, as to the number of missionaries to be maintained on the field, replacement as needed and missionaries for special types and fields of work to be requested of the *Board of World Missions.

(e) In the event that the Executive Council upon recommendation of the Committee on Assignments decides that the Church does not have work for a particular missionary after the completion of his term of service, the president of the Church shall so advise the concerned missionary before he leaves the field and shall advise the *Board of World Missions that he should not be returned after furlough,

In the view of the Executive Council, if the need for a missionary's service shall cease before the end of his normal term of duty, the president of the Church shall convey this advice to the missionary concerned and request the *Board of World Missions to recall the missionary.

Sec. 3 COMMITTEE ON AUDITS

a. Composition :

This committee shall consist of 7 members including the treasurer of the A. E. L. Church and at least one pastor. Members shall be appointed by the Executive Council upon the recommendation of the Board of Finance with the Executive Council having the right to nominate additional names. Care shall be taken that among the members there shall be those with training and experience in accountancy or business administration.

*. Now called the Division of World Mission and Ecumenism

b. Duties :

1. to recommend to the Executive Council the names of suitable persons to be appointed as auditors.
2. to direct and supervise the work of the auditors
3. to make detailed arrangement for the auditing of all accounts maintained under the administration of this Church and its subsidiary bodies and institutions, including the offices of the president, the treasurer, the synods, parishes, institutions etc. These audits shall be conducted annually or more frequently as arranged by this committee.
4. to see that income is realized and expenditure is incurred in accordance with budget allotment and with the rules and policies of the Church, and immediately to report discrepancies, if any, to the Executive Council, to the treasurer and to the concerned board,
5. to call at any time for an interim reconciliation of the accounts of any person in an administrative charge of work or of any other person handling church money.
6. to make a report to each meeting of the Executive Council concerning the work of each auditor during the interim.

Sec. 4. CHURCH STATION COMMITTEES

A church station committee may be formed in each station in which there is more than one parish of this church.

a. Composition :

The committee shall consist of all ordained men in active service in the station; one lay representative of each station parish chosen by the parish church council, and the persons resident in the station who are assigned to administrative charges of work.

b. Duties :

1. to provide for co-operative work among the parishes and institutions in the station.
2. to consider matters in which the work or workers of more than one parish or institution are involved taking care that the jurisdiction of boards and of other bodies is not infringed.
3. to have the care and supervision of church properties, including cemeteries, which are being used by more than one congregation or institution.
4. to call to the attention of and make recommendations to the Executive Council concerning any church property lying in or near the stations, the care of which appears not to be within the jurisdiction of any subsidiary body of the church, and to have the care of that property until such time as it is assigned to some other body by the Executive Council.
5. to arrange for such joint services, in English or otherwise, as may be desired.

Sec. 5, COMMITTEE ON PENSION

a. Composition :

Treasurer of the Church—Ex-officio

Two pastors

Two other gospel workers, one man, one woman

One other layman with experience in accounting or business administration.

One expert with experience in finance and pension fund from another church.

b) Duties

To work out the pension plan for gospel workers and to make recommendations to the Executive Council concerning the administration of the pension plan and raising of necessary funds to implement the pension plan.

Sec. 6. COMMITTEE ON DISCIPLINE

The composition and duties of this committee are set forth in the by-laws of the Andhra Evangelical Lutheran Church Art. II Sec. 4.e

Sec. 7. EXAMINING COMMITTEE**a. Composition :**

This committee shall be composed of five persons as follows, learned in the faith and practice of the Church.

3 ordained

2 laymen

b. Duties :

The duties of this committee are set forth in the by-laws of the Andhra Evangelical Lutheran Church, Art. II. Sec. 2.a, b and c

Sec. 8 FINANCIAL ADVISORY COMMITTEE**a. Composition :**

The treasurer of this Church

Two members of the Executive Council

b. Duties :

1. to examine all items for which special requests for money are being made to the* Board of World Missions and to recommend to the Executive Council an order of priority among these items.

*Now called the Division of World Mission and Ecumenism

2. to advise the Executive Council on any financial matter but especially on the financial implications of any proposal and on the availability of money for the execution of any proposal not included in the budget.

Sec. 9. COMMITTEE ON NOMINATIONS AND CREDENTIALS

a. Composition :

1. There shall be a Committee on Nominations and Credentials of the convention which shall be composed of sixteen members, half of whom shall be lay and half ordained. According to the following schedule two of these sixteen members shall be appointed to terms of four years each except in the first instance) by the executive committee of each synod upon nomination by the Committee on Nominations and Credentials of the synod with the executive committee having the right to nominate additional names; except in the first instance terms shall begin on October 1 of the year indicated.

SYNOD

East Godavari

Ordained	1964-65;	1965-69	and similarly, providing for four year terms in each case.
Lay	1964-67;	1967-71	

West Godavari

Ordained	1964-66;	1966-70
Lay	1964-68;	1968-72

East Guntur

Ordained	1964-67;	1967-71
Lay	1964-65;	1965-69

Central Guntur

Ordained	1964-68;	1968-72
Lay	1964-66;	1966-70

West Guntur

Ordained	1964-65;	1965-69
Lay	1964-67;	1967-71

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According to the following schedule six of these sixteen members shall be appointed to terms of four years each (except in the first instance) by the Executive Council of the A. E. L. Church upon nomination by the Committee on Nominations and Credentials of the Executive Council with the Executive Council having the right to nominate additional names; except in the first instance terms shall begin on October 1 of the year indicated.

Ordained	1964-66; 1966-70	and similarly, providing for four year terms in each case.
Lay	1964-68; 1968-72	
Ordained	1964-67; 1967-71	
Lay	1964-65; 1965-69	
Ordained	1964-68; 1968-72	
Lay	1964-66; 1966-70	

From among the total membership the Executive Council shall designate the chairman.

2. There shall also be a Committee on Nominations and Credentials of the Executive Council which shall be composed of the ten members appointed by the executive committees of the synods as set forth above in paragraph 1 along with the chairman of the Committee on Nominations and Credentials of the convention.

b. Duties

1. The Committee on Nominations and Credentials of the convention shall perform the following duties in preparation for the A.E.L. Church convention :

(a) to follow the procedure laid down in these by-laws, Art. 1. Sec. 2 e. and following, in scrutinizing the names of persons elected to the convention of the A.E.L. Church, considering their conformity to the constitution, by-laws and enactments of this Church.

- (b) to scrutinize the names of persons nominated by synods, boards and other bodies for election by the convention of the A.E.L. Church to secure certificates of good standing for these nominees and to report to the nominating body if any of the nominees are ineligible to serve in the posts to which they have been nominated.
- (c) to scrutinize the names of persons elected or appointed by synods to the Executive Council, boards and committees of the A.E.L. Church to terms which begin at the time of a regular convention of the church, to submit certificates of good standing for these and to report to the synods if any of the elected or appointed persons are ineligible to serve in the posts to which they have been elected or appointed
- (d) to present to the convention a panel of two suitable persons, if available, for each elective position to be filled by the convention, unless otherwise provided in the constitution or by-laws of this Church.
- (e) to scrutinize the names of any persons nominated from the floor of the convention and to report to that body concerning the eligibility of such persons to serve in the posts to which they have been nominated.
- (f) to arrange, in consultation with the Executive Council and with the local church station committee for food and lodging for convention delegates.
- (g) to arrange in consultation with the president of the Church for the printing of official convention badges.
- (h) to check against the roll of delegates the credentials of delegates as they are presented in person at the time of the convention and to issue an official badge bearing the name of the delegate.
- (i) to take a roll call by signatures soon after the seating of all delegates at each convention of the A.E.L. Church (See these by-laws, Art.-I. Sec. 2. g).

BY - LAWS OF THE A. E. L. CHURCH ART. VII

- (j) to receive all excuses for absence from any session of the convention and to make recommendation concerning them to the convention.
 - (k) to provide official ballot papers, printed or cyclostyled if possible, for all elections by the convention of the A.E.L. Church and to serve as tellers for such elections if possible, in accordance with Art. IV. Sec. 4. of these by-laws.
 - (l) to arrange for the payments of travel and batta to delegates to the convention in accordance with the rules and enactments of this Church.
2. The Committee on Nominations and Credentials of the Executive Council shall perform the following duties in the interim between convention of the Church :
- (a) to advise the synods, the boards and other bodies, through the Executive Council, concerning elections to be conducted or nominations to be presented by them.
 - (b) to scrutinize the names of persons nominated, elected or appointed to vacancies in the membership of the convention, Executive Council, boards, committees and other bodies of the A. E. L. Church which vacancies occur between conventions of this Church, to secure certificates of good standing from these persons and to report to the Executive Council on the eligibility of such persons to serve in the posts to which they have been nominated, elected or appointed.
 - (c) to present to the Executive Council a panel of names of two suitable persons; if available, for each elective position to be filled by the Executive Council unless otherwise provided in the constitution or by-laws of this Church,
 - (d) to scrutinize the names of any persons nominated from the floor of the Executive Council and to report to that body concerning the eligibility of such persons to

serve in the posts to which they have been nominated.
(e) to provide official ballot papers for all elections in the Executive Council and to serve as tellers for such elections if possible, in accordance with Art IV Sec,4 of these by-laws.

(f) to arrange for the payment of travel and batta to members attending meetings of the board and Executive Council of the A. E. L. Church in accordance with the rules and enactments of this Church.

Sec. 10. COMMITTEE ON ORGANIZATION AND POLICY

a. Composition ;

Five members as follows

President, vice-president and treasurer of this Church.

Two others

b. Duties

1. To originate proposals, as well as to study and report on matters referred to it through the Executive Council concerning the policies or the functioning of the organization and administration of this Church or any of its subsidiary bodies and institutions.

2. to consider and report on any matter which has been referred to it for clarification or interpretation by any subsidiary body of the Church through the Executive Council.

Sec. 11. COMMITTEE ON PROPERTY AND CONSTRUCTION

a. Composition.

This committee shall be composed of six members as follows :

BY - LAWS OF THE A. E. L. CHURCH ART. VII

- 1. The property officer-ex-officio**
- 2. One ordained**
- 3. One lay employees with building or administrative experience**
- 4-5 Non-employees with experience in building or administration**
- 6 One woman in-charge of work.**

b. DUTIES

- 1. to exercise general oversight over all property of the Church, including its subsidiary bodies and institutions, except that which is under the administration of the Mission Council.**
- 2. to inspect periodically, through the chairman, all property under its general oversight except that under synods and to report to the Executive Council, or through it to the concerned body on the use, care and upkeep of this property.**
- 3. to administer the Church's programme of repair and construction of buildings in accordance with the following policies and procedures:**

(i) NEW WORK

Except as provided in (c) and (d) below, the procedure relating to new work, which shall include not only completely new construction but also extensions and major improvements to existing facilities, shall include the following :

- (1) a request by the concerned board or other body, forwarded to this committee through the Executive Council, with a copy sent directly to the chairman of this committee.**

(2) consultation between the chairman of this committee and the administrative authorities of the concerned institution or body of the Church, resulting in a preliminary plan mutually acceptable.

(3) arrangements by the building department for the preparation of detailed plans and estimates.

(4) examination of these plans and estimates by this committee, which shall make its recommendations to the requesting body.

(5) consideration of these plans, estimates and recommendations by the concerned body, followed by a definite request to the Executive Council for sanction of the project and provision of money.

(6) action by the Executive Council.

(7) provision of money by the * Board of World Missions or other agency.

(8) calling for tenders by the Property Officer.

(9) letting of the contract by the Property Officer after consultation with the administrative authorities of the concerned institution or body of the Church. Any unresolved differences of opinion shall be resolved by the Executive Council.

(10) superintending of the construction by the Property Officer and the building department unless otherwise provided by the Executive Council.

(ii) REPAIRS

The procedure relating to repairs not provided in local budgets or which exceed Rs. 3,000 in cost, whichever is less, shall be as follows :

* Now called the Division of World Mission and Ecumenism

BY - LAWS OF THE A. E. L. CHURCH ART. VII

- (1) requests shall be made and arranged in an order of priority by the concerned board or other body.
 - (2) consultation between the chairman of this committee and the administrative authorities of the concerned institution or body of this Church, resulting in a preliminary plan mutually acceptable.
 - (3) arrangements by the building department for the preparation of detailed plans and estimates.
 - (4) this committee shall examine these plans and estimates and include them in an order of priority along with similar requests from other boards and bodies, recommending to the Executive Council the repairs to be made and that cost to be debited to the Property Upkeep account :
 - (5) action by the Executive Council,
 - (6) calling for tenders by the Property Officer if necessary
 - (7) if necessary, letting of the contract by the Property Officer after consultation with the administrative authorities of the concerned institution or body of the Church. Any unresolved differences of opinion shall be resolved by the Executive Council.
 - (8) Superintending of the repair by the Property Officer and the building department unless otherwise provided by the Executive Council.
- (iii) Repairs, improvements or construction within the budget. An institution, board or other body of the Church, except the synods, may spend its own budget specifically approved for repair, improvement or construction, unless such repair, improvement or construction exceeds its own approved budget item or Rs. 3,000 in cost, whichever is less, in which case the procedure laid down in (i) and (ii) above shall be followed.

(iv) SYNODS

synod may sanction repairs, improvements and construction within its own budget; but if the repair, improvement and construction involves more than Rs. 1,000 to any one building in any one 12-month period, such work shall be carried on under the supervision of the Property Officer. If the required repair, improvement or construction exceeds the budget of the synod, the procedure laid down in (i) and (ii) above shall be followed. In the case of construction of pastors' and workers houses and churches the Committee on Property and construction, when it deems wise, upon recommendation by the concerned pastor and synod president may entrust the work, which shall, conform to the specifications, on a contract basis to the local congregation, and which shall operate under the supervision of the building department.

4. to arrange for the purchase or sale of land and buildings in consultation with the treasurer of this Church after sanction by the Executive Council.

5. to make recommendation to the Executive Council concerning the employment, etc., of a staff of workers, (who, along with the Property Officer shall be known as the 'building department') whose salary scales shall be adopted by the Executive Council from time to time.

6. to prepare, submit directly to the Board of Finance and administer the annual budget for the building department.

7. to consider the audited statements of accounts for the building department and for work carried out by this committee and to refund to the treasurer any budget credit balance or recommend to the Executive Council the disposition of any budget debit balance at the end of the year.

8. to perform any other task entrusted to it by the Executive Council or convention of the Church.

Sec. 12 COMMITTEE ON REVIEW OF MINUTES**a. Composition**

This committee shall be composed of five persons, one of whom shall be a member of the Executive Council.

b. Duties

To review the minutes of each board, synod, Executive Council and the convention and to bring to the notice of the Executive Council such of its actions as are not implemented and any action which is not in accordance with the constitution, by-laws and enactments of this Church and of its subsidiary bodies.

Sec. 13. COMMITTEE ON RULES**a. Composition :**

This committee shall be composed of five persons.

b. Duties:

1. to study all proposed amendments to the Memorandum and Rules of Association (constitution), by-laws, standing rules and rules of procedure of this Church, including its subsidiary bodies and institutions, and to make recommendation concerning these to the convention of the A.E.L. Church or to the Executive Council, as the case may be. The Committee on Rules may begin its study of the proposed amendment before the expiry of the notice period to the concerned body.

2. to initiate necessary proposed amendments to the Memorandum and Rules of Association (constitution), by-laws, standing rules and rules of procedure of this Church, including its subsidiary bodies and institutions.

3. to have responsibility for the codification of the by-laws and rules of this Church, including its subsidiary bodies, and periodically to arrange for passed amendments to be printed in a form convenient for distribution and use.

4. to perform any other task entrusted to it by the convention or Executive Council.

Sec. 14. COMMITTEE ON ENGLISH MEDIUM SCHOOLS

Sec. 15. COMMITTEE ON SYNODS

This Committee shall be composed of eight persons as follows;

a. Composition,

President of the church, chairman.

Two missionaries,

From among the members of the executive committees of the synods, the following, one of whom shall represent each synod.

Two ordained Indians

Three lay persons

The president of a synod, if he is not a member of this committee, shall have seat and voice in this committee during the presentation and discussion of the report from his synod.

b. Duties :

1. to serve as the channel through which necessary matters concerning the work of the Church in the synod shall come to the Executive Council.

2. to initiate proposals to the Executive Council concerning the work of the church in the synods.

3. to provide for the consideration of inter-synodical matters.

4. to receive from the synods their recommendations concerning candidates for theological training and from the candidates a complete physical examination report from a church hospital; and to forward these with their recommendations to the Executive Council.

5. to recommend the assignment of graduates of the theological colleges to the various synods in accordance with the needs of the synods. except that a man shall not be assigned to his home synod during the first five years of his service; and to inform the Executive Council upon the receipt of information from the synods, that each candidate for ordination will be assigned to a particular parish if ordained. (These by-laws; Art. II. Sec. 2. d.)

6. to receive from the executive committee of each synod an annual report of the pastors who have completed fourteen continuous years on the clergy roll of the synod and of any pastors recommended for synod-to-synod transfers; and to recommend to the Executive Council the transfer of such pastors in accordance with the by-laws for synods, Art. V. Secs. 3-5,

7. to perform any other task entrusted to this committee by the convention or the Executive Council.

Sec. 16. COMMITTEE ON MINISTRY AMONG WOMEN

a. Composition :

This committee shall be composed of thirteen members as follows :

Five presidents of synodical organizations.

Six. women appointed as far as possible from the various fields of work (education, evangelism, merciful and medical).

Two pastors.

b. Duties :

1. to plan and maintain a programme of work among women and girls in the church.
2. to advise the synods and boards of the Church through the Executive Council with regard to the development of this programme of work.
3. to have general oversight of the women's synodical organizations with responsibility to assist in the planning of their programme including their conventions.

Sec. 17: COMMITTEE AMONG YOUTH

ARTICLE VIII APPEALS

Sec. 1. ORDER FOR APPEALS.

The order for appeals in the work of this body shall be from the decision of a lower body to the next higher body except where otherwise provided for in the by-laws of the A. E. L. Church, synod and parish.

Sec. 2. In all cases of appeals a petition stating clearly the ground of the appeal and accompanied by a copy of the decision against which the appeal is made shall be filed within one month of the time the decision is communicated to the party or body concerned. Appeals shall be made as follows : One copy of the appeal shall be sent directly to the higher body to whom the appeal shall be made and one copy to the body against whose action the appeal is being made. The president or chairman of the body appealed to shall call for the necessary records from the lower body. The president or chairman of the body appealed against shall within fifteen days draw up a statement on the body's action and forward it to the higher body along with the records.

Sec. 3. In cases of appeals against actions of a congregational panchayat, they shall be referred to the concerned parish church council; and in cases of appeals against the actions of the parish church council, as found in the constitution for parishes. Art. XI.

Sec. 1. and 2. they shall be referred to the field church council, whose decision shall be final and binding.

Sec. 4. In cases of appeals against actions of boards or synods, such appeals shall be referred to the Executive Council of the A. E. L. Church, whose decision shall be final.

Sec. 5. In cases of appeals against the actions of the Executive Council, the action appealed against shall be reconsidered by the Executive Council at its next meeting, provided such an action is implemented and the appeal is preferred within one month from the date of communicating the action to the party or body concerned.

After reconsideration of the action appealed against, the decision of the Executive Council shall be final unless one-third or more of the members of the Executive Council file an adverse minority report. In such cases, the matter shall go to the Commission of Adjudication, whose decision shall be final.

Sec. 6. Any person who resorts to courts or appeals to external authorities rather than making use of the provision for appeal in the A. E. L. Church and any person who does not abide by the decisions of the field church council, executive committee of Synod, the Executive Council of the A. E. L. Church or of the Commission of Adjudication where their decisions are final as the case may be, shall ipsofacto forthwith be removed from any elective or appointive membership in the A. E. L. Church lose his eligibility for any elective or appointive membership in the A. E. L. Church and be debarred from all voting rights. Such a person may be restored to all voting rights and eligibility for holding elective or appointive

membership in the A. E. L. Church only after one year from the date of the final disposal of the matter by the courts or external authorities.

ARTICLE IX HEADQUARTERS

The headquarters of the Church shall be located at Guntur

ARTICLE X. ADMINISTRATIVE CHARGES OF WORK

Sec. 1. CHARGES UNDER THE EXECUTIVE COUNCIL

- a. President b. Treasurer c. Associate Treasurer
- d. Property officer e. Builder

Sec. 2. CHARGES CONNECTED WITH THE BOARDS OF THE CHURCH

- a. Board of Christian Education and Literature
 - Luthergiri Bible Training Institute - Principal
 - Luthergiri Bible Training Institute - Bursar
 - Managers of Bible Training Schools for Women
 - Director of Christian Education
 - Literature Secretary.
- b. Board of College Education
 - Andhra Christian College - Principal
 - Andhra Christian college - Bursar
 - Andhra Christian College - Dean of Women
 - A. L. College of Education - Principal
 - A. L. College of Education - Bursar
- c. Board of Evangelism and Missions
 - Two persons for work, among Muslims
 - One evangelistic pastor for each synod
 - Women in charge of Bible women's work in the synod

d. Board of Medical Services

Medical superintendents; nursing superintendents and bursars of hospitals, including Visrantipuram Tuberculosis Sanatorium

Superintendents of nurses' training schools

One nurse for Mecherla Public Health Centre

e. Board of Secondary Education

Correspondents of boys' Secondary Schools Correspondents of girls' Schools

f. Other Charges of Work :

Superintendent of the Colony of Mercy. Superintendent of the Lam Farm and Rural Reconstruction School. Correspondent of the School for the Blind.

Sec. 3. CHARGES CONNECTED WITH THE SYNODS.

a. Presidents of the synods

b. Treasurers of the synods

ARTICLE XI. ORDER OF BUSINESS

a. The order of business for the convention shall be as follows although it may be changed on motion without notice when supported by a two-thirds vote of those present at the convention.

1. Devotional service

2. Opening of the convention

3. Roll call

4. Correction and approval of minutes

5. Report of the president

6. Election of president

7. Other elections may be interspersed with subsequent items as necessary.

8. Report of boards
9. Reports of committees
 - (a) standing committees
 - (b) special committees
10. Reports of individual appointees and representatives
11. New business
12. Installation of president
13. Induction of new members of boards and of the Executive Council.
14. Adjournment with appropriate service

b. At some time in the convention there shall be a service of Holy Communion. Special programmes and presentations may be arranged and interspersed with other items in the order of business.

ARTICLE XII. RULES OF ORDER

Sec. 1. DEBATE AND DECORUM

- a. Every delegate or member of a body shall have right to speak once on all questions and after all those desiring to do so have spoken once, he shall have the right to speak again.
- b. Every delegate or member of a body shall obtain the recognition of the chair before speaking.
- c. The mover of any proposition shall have the right to be the last speaker in the debate on the motion made by him.
- d. Every delegate or member of a body shall refrain from the use of personalities and shall confine himself strictly to the question before the body.

Sec. 2. VOTING

a. Every delegate or member of a body shall have the right to vote on all questions except that no one shall vote on a question affecting himself, nor shall he be present when any matter relating to himself is under debate.

b. Any delegate or member of a body shall have right to have his dissent recorded on any question or part thereof with his reasons for dissent. These reasons shall be supplied in writing to the secretary by the dissenting delegate or member of the body.

Sec. 3. MOTIONS AND RESOLUTIONS

a. Every delegate shall have the right to make a motion or offer a resolution.

b. If a motion or resolution applies to the work of a board or committee, it shall ordinarily be referred to that body for consideration and recommendation.

c. Every motion or resolution shall be presented to the secretary in writing if required.

d. Every motion or resolution which receives a majority vote of the delegates or members present shall be declared passed unless some other majority is required by the constitution or by-laws of this Church.

Sec. 4. CONDUCT OF ELECTION

a. Before the opening of the election of president and of other persons who are elected by the convention, the president shall read the following declaration and the convention shall denote assent to the same by a rising vote.

Form of Declaration

"Bearing in mind how important it is that the sacred offices of the Church should not be unworthily conferred, I do

solemnly declare that I will not vote at these elections for any person through fear or favour, but in singleness of heart for the glory of God and the good of His people; and I will vote for such persons only as I in my conscience believe to be of such learning and soundness in the faith and of such virtue and ability as to qualify for the holy offices of the Church."

b. Then shall follow the procedure laid down in Art. VII. Sec. 2. b. of the constitution of this Church.

c. Any person nominated for president on the first ballot and who receives sufficient votes either to be elected on that ballot, or to have his name placed before the convention for the second ballot as provided in the constitution of the A.E.L. Church, Art. VII. Sec. 2. b. 5. and 6. shall sign immediately and give to the president of the Church the following declaration :

"I....., do hereby solemnly declare that I have not endeavoured in any way contrary to the Word of God and the guidance of the Holy Spirit to influence any person to vote for my election as president of the A.E.L. Church.

Signature.....

In the event that any nominated person is unable to sign this declaration, his name shall be struck off the list of nominees and it shall not be lawful to include it by any vote of the convention.

Sec. 5. All parliamentary rules and practices not covered by the constitution and by-laws of this church shall be determined Robert's Rules of Order.



CONSTITUTION FOR THE SYNODS

of the Andhra Evangelical Lutheran Church.

ARTICLE I. NAMES AND AREAS.

Sec. 1. The bodies organized and functioning under this constitution shall be the synods of the Andhra Evangelical Lutheran Church, namely :

The East Godavari Synod of the Andhra Evangelical Lutheran Church.

The West Godavari Synod of the Andhra Evangelical Lutheran Church.

The East Guntur Synod of the Andhra Evangelical Lutheran Church.

The Central Guntur Synod of the Andhra Evangelical Lutheran Church.

The West Guntur Synod of the Andhra Evangelical Lutheran Church.

Sec. 2. The territories of these synods shall be as determined by the Executive Council of the Andhra Evangelical Lutheran Church and as set forth in the by-laws.

ARTICLE II. CONFESSION OF FAITH

Sec. 1. These synods confess Jesus Christ as Lord of the Church

The Holy Spirit creates and sustains the Church through the Gospel and thereby unites believers with their Lord and with one another in the fellowship of faith.

Sec. 2. These synods hold that the Gospel is the revelation of God's sovereign will and saving grace in Jesus Christ. In Him, the Word Incarnate, God, imparts Himself to men.

Sec. 3. These synods acknowledge the Holy Scriptures as the standard and rule for the faith and life of the Church. The Holy Scriptures are the divinely inspired record of God's redemptive act in Christ, for which the Old Testament prepared the way and which the New Testament proclaims.

Sec. 4. These synods accept the Apostles; the Nicene and the Athanasian Creeds as important statements of the faith of the Church; accept the Unaltered Augsburg Confession and Luther's Small Catechism as true witnesses to the Gospel and acknowledge its unity in faith with all churches that accept the teachings of these confessions; and accept the Apology of the Augsburg Confession, the Schmalkald Articles, Luther's Large Catechism and the Formula of Concord as further valid interpretations of the Church's faith.

ARTICLE III. STATUS

These synods possess the powers conferred upon them, and accept the duties assigned to them by the A.E.L. Church in its constitution, by-laws and enactments. The said constitution, by-laws and enactments are recognized as having governing force in the synods.

ARTICLE IV. OBJECTS AND DUTIES

Sec. 1. In accordance with the Confession of Faith set forth in Article II, and in full accord with the constitution of the A.E.L. Church these bodies recognize that all power in the Church belongs to our Lord Jesus Christ, the Head of the Church; that He has committed duties and powers to her for the furtherance of the Gospel through the Word and Sacraments; and that these duties and powers are normally exercised through congregations and ministers.

Sec. 2. Therefore these bodies are organized:

- a. To preserve and extend the pure teaching of the Gospel and the right administration of the sacraments (Eph. 4.5, 6; Augs. Conf. Art. VII).
- b. To make manifest the unity of God's People in the true faith (John 17; Eph. 4:3-16; I Cor. 1:10), and to strengthen the Church in faith and in confession.
- c. To awaken and direct the energies of these bodies in the extension of the Kingdom of God by.
 - (1) the establishment and extension of congregations by direct evangelistic efforts within the bounds of each of the synods.
 - (2) the support of home and inner missions, of diaspora and merciful work, and of missions beyond the boundaries of this Church;
 - (3) the operation and control of institutions assigned to the synods by the Executive Council of the Andhra Evangelical Lutheran Church.

Sec. 3. *Other duties of these synods shall include :*

- a. Deepening the spiritual life of members of the congregations of the synods.
- b. Assigning pastors to all parishes within the territories of the synods.
- c. Exercising general control over the construction and maintenance of houses of worship, workers' and pastors' houses and synod satrams except as otherwise provided for in the A. E. L. Church by-laws.
- d. Carrying out within the synods the policies and enactments of the Andhra Evangelical Lutheran Church.
- e. Soliciting and disbursing money given to their care for these and other purposes in accordance with the

policies and enactments of the Andhra Evangelical Lutheran Church.

- f. Electing delegates to the conventions, Executive Council and boards of the Andhra Evangelical Lutheran Church in accordance with the constitutions and by-laws of the synods and of the Andhra Evangelical Lutheran Church.

ARTICLE V. MEMBERSHIP

The membership of each of these synods shall consist of the congregations lying within their respective boundaries, including ministers assigned to each of these synods by the Andhra Evangelical Lutheran Church.

ARTICLE VI. CONVENTIONS

Sec. I. a. A regular convention of each synod shall be held annually at the time specified in the by-laws as determined by the Executive Council of the Andhra Evangelical Lutheran Church.

- b. The agenda and programme for all conventions of the synods shall be determined by the executive committee of the synod. At the time of the convention other matters may be brought before the convention with the consent of three-fourths of the delegates present.

- c. The executive committee may, on its own decision, and must, upon the written application of one-third of the delegates, arrange for a special convention. Upon such decision, the synod president shall call for a special convention. At such a special convention the delegates shall be the delegates to the most recent regular convention, provided that they have not been disqualified or replaced. At such a special convention no business shall be brought before the convention other than that specified

in the notice of the meeting, except with the consent of three-fourths of the delegates present.

Sec. 2. Notice of the time and place of the conventions shall be given to all delegates by the president at least four weeks in advance for regular conventions, and at least two weeks in advance for special conventions. Postal certificate of posting, or acknowledgement of local delivery of such notice, shall constitute adequate proof of notice, and failure of delegates to receive such proven notice shall not invalidate the proceedings of any convention.

Sec. 3. All conventions of these synods shall be composed of ordained and lay delegates as provided for in the by-laws.

Sec. 4. One-half of the total number of delegates on the approved roll shall constitute a quorum.

Sec. 5. a. At the convention of each synod at which elections are to take place, the delegates shall give attention to the reading of I Timothy 3 : 1-7 and Titus 1 : 5-9 and shall then spend some time in prayer for the guidance of God in the matter before them.

b. Then shall follow the declaration set forth in the by-laws Art.-II; Sec. 5.

ARTICLE VII. OFFICERS

Sec. 1. Each of these synods shall have a president, "honorary or full time", a vice-president and, during meetings of the executive committee of the synod and during synod conventions, there shall be a recording secretary. There may also be a treasurer of the synod.

Sec. 2. *The President*

a. The President shall be an ordained minister of the Andhra Evangelical Lutheran Church and shall be at least 35 years of age. He shall have had at least seven years of ordained service and shall have served at least 5 years as a parish pastor. He may be an honorary or full time officer, elected by the Synod Convention to a term of five years according to the following procedure :

1. Prior to the convention of the synod the Executive Council shall prepare a list for each synod of all ordained ministers at least 35 years of age in active service on the clergy roll of Andhra Evangelical Lutheran Church who have had at least seven years of ordained service and 5 years as parish pastor and who have not completed sixty years of age and who have not completed thirteen consecutive years on the clergy roll of the synod before the beginning of the convention.
2. Each delegate to the synod convention at the time of the vacancy in the presidency of the synod shall receive a copy of the list mentioned in paragraph 1 above, and shall indicate on it three ministers of his choice.
3. The names of all persons so nominated shall be reported to the synod convention in the order of votes received. Further consideration shall be limited to the highest five in that list.
4. Each voter shall then indicate on a second written ballot the order of preference which he gives to these five names, marking them five, four, three two and one respectively. Any ballot not so marked shall be invalid. In counting the votes, the tellers shall add the numbers assigned to the names and shall report them, beginning with the name receiving the highest total, followed in order by those receiving lower total in sequence.

The one receiving the highest total shall be declared elected as president of the synod.

5. In case of a vacancy in the office of the president, elections shall be conducted at the next synod convention according to Sec. 2. a 1-4 above and the president so elected will serve out the unexpired term. In the interim between the occurrence of the vacancy and the election of the new president, the vice-president of the synod shall serve as acting synod president,
- b. The term of the president of the synod shall be five years and shall begin on June 1 or on such other date as may be determined by the Executive Council. In the event that the president is not elected before the expiry of the term of the out-going president, or in the event that the president is prevented from performing his constitutionally prescribed duties, the Executive Council of the Andhra Evangelical Lutheran Church shall assume the administration of the synod, with the president of the Church serving as president of the synod until the new president is elected.
- c. The president shall be eligible for re-election, except that no one shall be eligible for re-election as president of the synod after he has completed 60 years of age, nor after he has been on the ministerial roll of that synod for 14 consecutive years before the beginning of the convention.
- d. The president may complete his term in office even though he completes fifteen years of service within the area of that synod within that term.

Sec. 3. *It shall be the duty of the President*

a. Concerning ministers :

1. To exercise oversight over the ministers of the synod and to counsel with them as their pastor.

2. To maintain the clergy roll of the synod, although the Executive Council of the Andhra Evangelical Lutheran Church shall have the right to bring that roll into conformity with synod by-laws, Art. V.
3. To install, or to provide for the installation of, all ordained pastors in all parishes of the synod shortly after their assignment to parishes and, in any event, within four months after such assignments.
4. To receive in advance each month from each pastor in the Synod a tour programme.
5. To take cognizance of improper conduct, except that referred to in number 6 below, of any pastor of the synod, or of any other pastor of the Andhra Evangelical Lutheran Church temporarily residing within the boundaries of the synod whether in active service or retired.
6. To refer to the president of the Andhra Evangelical Lutheran Church any teaching, conduct, action or refusal to act of any pastor of the Andhra Evangelical Lutheran Church residing in or connected with his synod, which behaviour would seem to merit investigation under the rules for discipline of pastors as found in A.E.L Church by-laws.
7. To arrange for the proper turning over of parish records, equipment and furniture to his successor whenever there is a change of pastors as a result of transfer or assignment.

b. Concerning Congregations

1. To exercise oversight over the congregations of the synod, visiting them in company with the pastor in order to confer and advise with them concerning their spiritual and temporal welfare.
2. To see that the programme of the synod and of the Andhra Evangelical Lutheran Church is implemented in the congregations of the synod and in the institutions under the operation and control of the synod.

3. To facilitate within the boundaries of the synod the activities of person in charge of work under the Andhra Evangelical Lutheran Church who tour in the synods.
4. To attend, or designate a representative to attend, all meetings of the church council of a parish in which there is a pastoral vacancy.

c. Concerning organization of the synod :

1. To preside at all conventions of the synod, of the executive committee and of the ministerium, and to be the chief executive officer of these bodies.
2. To see that the constitutions, by-laws and enactments of the Andhra Evangelical Lutheran Church and of the synod are carried into effect within the area of the synod.
3. To submit to the synod convention an annual report of all his official acts, except those of a pastoral nature, together with such other information and recommendations as he may deem of importance.
4. To sign all official papers of the synod, and to conduct all official correspondence for the synod.
5. To have general supervision of the work of the recording secretary.
6. To arrange for the printing (or reproducing by other means) of the minutes of synod conventions and of the executive committee and for the distribution of them to all synod convention delegates, to the president of the Andhra Evangelical Lutheran Church and to the chairman of the Andhra Evangelical Lutheran Church Committee on Nominations and Credentials without delay. He, along with the recording secretary, shall make necessary corrections in two copies of these minutes and shall certify these two copies as the official record of said sessions. He shall submit these two

- copies to the next regular session of the concerned body (convention or executive committee) for approval and deposit in the permanent records of the synod.
7. To appoint all committees of the synod whose appointment is not otherwise provided for and to make recommendation to the executive committee of persons to be appointed to committees by that body.
 8. To have seat and voice on all committees of the synod without vote. In the case of the executive committee; however, he shall, as presiding officer, exercise his right to vote in accordance with Robert's Rules of Order.
 9. To be a delegate from the synod to the Andhra Evangelical Lutheran Church conventions as one of the number of clerical delegates allowed to the synod by the Andhra Evangelical Lutheran Church from time to time.

Sec. 4. Vice-President

- a. The vice-president shall be elected biennially at a regular meeting of the synod convention from among the eligible ordained ministers of the synod (as mentioned in art. VII, Sec. 2.a. 1.) and shall serve from the close of the convention at which he is elected until the conclusion of the next regular biennial convention of the synod.
- b. Each delegate to the synod convention shall receive a copy of the list mentioned in the paragraph above and shall indicate on it one minister of his choice. If one name appears on three-fourths of the valid votes cast on the first ballot he shall be declared elected. If no one is elected, the ballot shall be treated as a nominating ballot and the two names receiving the highest number of votes shall receive further consideration. Each delegate shall vote by written ballot for one of the two names in the nominating ballot. The one receiving the majority vote shall be declared as the vice-president of the synod.

- c. It shall be duty of the vice-president to act for the president in his absence or at his request. In case there is a vacancy in the office of the president to act for the president from the date of the vacancy until the election of a synod president at the next annual meeting of the synod convention.

Sec. 5. *The recording secretary*

- a. At each session of the executive committee and at each convention of the synod a recording secretary shall be elected by the executive committee or by the convention, as the case may be from among its own members. Nominations shall be made from the floor and voting may be by written ballot. The recording secretary so elected shall serve for that session only.
- b. It shall be the duty of the recording secretary to submit to the president within two weeks of the close of the convention, and immediately upon the conclusion of a meeting of the executive committee, of the synod, the minutes in Telugu and / or in English of such conventions or meetings. He shall also compare with his original draft of the minutes two copies of the printed (or otherwise reproduced) minutes, shall call to the attention of the president and of the concerned body of the synod the necessary corrections, and shall attest those two corrected copies of the minutes as the official record of those sessions.

Sec. 6. *The treasurer*

a.

1. At such time as the executive committee of a synod may find a suitable person or persons, it may recommend that an honorary treasurer be assigned to the synod and may present to the president of the Church one or more names for consideration for the post. The president shall refer the matter to the Committee on Assignments. This Committee, without further reference to

the synod, may (1) recommend that one of the persons recommended by the synod be assigned as treasurer; or (2) recommend that some other person be assigned as treasurer; or (3) recommend that no treasurer be assigned and that the treasurer of the Church shall care for the work. The Executive Council shall act upon the recommendation of the Committee on Assignments. The term of a treasurer shall be three years, but the assignment may be re-considered at any time within the three years at the recommendation of the executive committee of the synod, of the Committee on Synods, of the Committee on Assignments or of the Executive Council.

2. In case there is no treasurer of the synod or in case the place of a synod treasurer falls vacant for any reason, the church treasurer shall be the treasurer of the synod.

b. Duties. It shall be the duty of the synod treasurer :

1. To receive all moneys remitted to the synod and to maintain accurate accounts related thereto.
2. To pay all moneys sanctioned in the budget of the synod and by enactment of the Andhra Evangelical-Lutheran Church and of the synod.
3. To make report of the financial affairs of the synod to the convention, to the executive committee of the synod, and, to the Board of Finance by means of semi annual statements appended to the minutes of the synod. and as otherwise required by the Board of Finance.
4. To be responsible for all moneys received, and to submit his accounts for audit as required by the Andhra. Evangelical Lutheran Church. He shall be bonded for which the Board of Finance shall make provision.
5. a To advise the synod, parishes and institutions under the synod on financial matters.

- b To assume the treasurership of any parish which fails to carry out the enactments of the A. E. L. Church or fails to meet its monetary obligations to the church or synod.
- 6. To have seat and voice on the executive committee of the synod.
- 7. To perform such other duties as may be assigned to him by the Executive Council of the Andhra Evangelical Lutheran Church and by the executive committee or convention of the synod.

ARTICLE VIII. MINISTERS

Sec. 1. *Ministerium*

- a. The ordained ministers of the Andhra Evangelical Lutheran Church, whether in service or retired, who are on the clergy roll of a synod as defined in the by-laws shall constitute the ministerium of that synod, of which body the president of the synod shall be the chairman.
- b. One half of the number of such ministers shall constitute a quorum of the ministerium,
- c. It shall be the duty of the ministerium :
 - 1. To receive from the theological colleges the report and recommendations concerning prospective candidates for the ministry, and to make recommendation to the Executive Council of the Andhra Evangelical Lutheran Church through its Committee on Synods concerning the selection of candidates for theological study (A.E.L. Church By-laws, Art. II, Sec. I. c.)
 - 2. To afford an opportunity for the ministers to confer together on ecclesiastical and spiritual matters.
 - 3. To perform any other task committed to it by the synod or by the A. E. L. Church.

Sec. 2. Relationships.

- a. Every ministerial member assigned to this synod shall hold his ministerial membership directly in the Andhra Evangelical Lutheran Church.
- b. Ordained ministers of the A. E. L. Church shall be amenable to the faith and practice of the A. E. L. Church serving under the administration of the synod to which they are assigned.
- c. A minister shall serve as pastor of the parish to which he is assigned by the synod, residing with family in the parish headquarters or in such other place as the synod executive committee may permit.
- d. A minister is a member of the congregation in the place of his residence.
- e. A minister who leaves the work of the ministry and engages in secular pursuits without the assignment or call of the Church shall cease to be a minister of this Church during the period of such business or employment. The Executive Council, by proper action, may restore his name in the clergy roll if he gives satisfactory evidence of desire to return to the ministry and request assignment as a pastor and is assigned or called by the Executive Council.
- f. A minister may demit the ministry voluntarily by giving written notice of that fact to the president of the A. E. L. Church, subject to the limitations of item (g) below. The name of such a minister shall be removed from the clergy roll of the synod and A. E. L. Church.
- g. A minister of the A. E. L. Church shall serve this Church for a period of seven years in order to discharge his theological training bond. Failure so to serve shall make him liable to repay to the Church one-seventh of the stated cost of such training for each year less than seven which he serves.

- h. A minister may be removed from the ministerial office, have his ordination revoked and his name removed from the clergy roll of this Church by action of the Executive Council in accordance with the procedures laid down in the constitution and by - laws of the Andhra Evangelical Lutheran Church.

Sec. 3. *It shall be the duty of a minister of the Andhra Evangelical Lutheran Church :*

- a. To be diligent in private study and prayer.
- b. To accept and adhere to the Confession of Faith of the Andhra Evangelical Lutheran Church.
- c. To conduct his life and work in a manner that is above reproach.
- d. To care for God's people individually and as congregations, preaching the Word to Christians and to men of other faiths, striving to bring men to Christ; administering the sacraments and conducting public worship in accordance with the faith and practice of the A.E.L. Church; giving catechetical instruction, confirming, marrying in accordance with the laws of God and of the state; cultivating piety in individual and family life, visiting the flock, especially the sick, the distressed and the erring; striving to bring sinners to repentance and forgiveness both by public and private exercise of his ministry; encouraging all efforts directed to the establishment of righteousness and the removal of wrong in the area; encouraging and giving full scope for the exercise by church members of their various ministries in the church; endeavouring to increase the liberality of his parishoners in support of the work of the parish, of the synod, of the A.E.L. Church and of work beyond the borders of this Church and burying the dead.

- l. To be in charge of the finances of the parish unless the synod or the A.E.L. Church makes some other provision.
- m. To direct the lay ministry of the church within his parish.
- n. To perform such other duties as may be determined by the synod or the A. E. L. Church.

Sec. 4. *Discipline*

- a. Responsibility for the discipline of ministers of this Church is vested in the A. E. L. Church and procedure for cases of such discipline shall be as laid down in the constitution and by-laws of the A. E. L. Church.
- b. In cases of alleged neglect of duty or of local difficulties which imperil the efficient conduct of the parish, the synod president shall seek to set right the matter by counselling. Should this fail in its purpose, he shall constitute an advisory committee of five members, viz, two experienced ministers of the synod, one missionary and two confirmed lay members of congregations of the synod. This committee, together with the president of the synod, shall hear those making the allegations, as well as the pastor himself, and shall decide on a course of action to be recommended to the pastor and the congregation. If both agree to carry out such recommendations, no further action shall be taken; but if either party fails to assent, or if after assenting fails to carry out the recommendations, the matter shall be reported to the president of the A. E. L. Church who shall follow the procedure for disciplinary action. If the synod president himself finds it necessary to make allegations under this section, the president of the A. E. L. Church shall act in place of the synod president in carrying out the above procedure. The foregoing procedure shall not be followed in cases in which any of the following are involved: preaching or teaching contrary to the Church's Confession of Faith, conduct incompatible with moral purity or with the character of the

ministerial office or wilful disregard and violation of the constitution and enactments of the A. E. L. Church or of this synod. Such cases shall be treated as disciplinary matters and shall be reported to the president of the church for disposition according to the constitution and by laws of the A. E. L. Church.

- c. In cases of suspected physical or mental disability the matter shall be reported to the president of the A. E. L. Church who shall secure competent medical advice and report the matter to the Executive Council for disposition, e. g.; extended medical leave for treatment or partial or full retirement.

ARTICLE IX, THE LAY-MINISTRY OF THE CHURCH

Sec. 1. To the whole Church and to every member of it belongs the duty and privilege of spreading the good news of the kingdom of God and the message of salvation through Jesus Christ, except in so far as that duty and privilege has been committed to the ordained ministry of the Church. The A. E. L. Church therefore, welcomes and will as far as possible provide for the exercise by lay persons, both men and women, of such gifts of proclamation, evangelization, teaching, healing and administration as God bestows upon them.

Sec. 2. A large and increasing part of the ministry of the laity should be undertaken by men and women who, while following their ordinary calling in life, also engage in the work of the church. Such voluntary work may be performed in many ways, among which are the following :

- a. *Assisting in pastoral work* : This includes visiting members of the congregation, especially the sick, the grief-stricken and the erring; meeting them in groups for fellowship and edification and prayer; having the charge of village congregations; and generally helping the pastor

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in building up the church. Those who take part, in such work shall be communicant members in good standing, chosen specifically by the parish church council and solemnly set apart for this special service. They shall work under the direct oversight of the pastor.

- b. *Evangelism* : It is the primary duty of every Christian to witness by life and word to Jesus Christ. This work of evangelization may be done both individually and by groups and should include special methods such as lyrical proclamation and the distribution of scriptures and other evangelistic literature.
- c. *Caring for Youth* : The church has important duties toward its young members, both in preparing them for the time when they publicly accept for themselves the promises made for them in baptism, and in guiding their subsequent life as full members of the church. The services of godly persons may be enlisted by the parish church council to assist in such work under the direct supervision of the pastor.
- d. *Stewardship* : Stewardship of money and care of church property form an important sphere of labour of every congregation. Those who help the church in these matters should seek to assist the pastor to raise sufficient funds for the parish, to keep the church buildings and other property in good condition, to help the poor and sick, and generally to help the pastor in temporal affairs of the congregations. Special care in these matters must be taken in order that all may be done in accordance with the policy and rules of the Andhra Evangelical Lutheran Church.
- e. *Social service* : The church has a responsibility to be aware of and to seek to correct social conditions which violate Christ's teaching concerning human dignity. It shall seek out among its membership lay volunteers to help in this ministry.

- f. *Prayer*: The ministry of intercession is vital and should not only underlie and inspire all those other ministries mentioned in this article but it should be recognized as one which should constantly be exercised by all members of the church.

Sec. 3. The ministry of the laity may also be performed by men and women who, in response to God's call, devote their whole time to such service and for whose support the church must therefore make full or partial provision. Among the laity so serving the church may be the following;

Art. IX. Sec. 3.

- a. "Persons licensed to perform the ministerial acts and to serve in full charge of parishes. At such time as there may be an insufficient number of pastors available to care adequately for the congregations of the A. E. L. C., the Executive Council may license certain lay persons to assist in that ministry and grant special permission for them to administer the sacraments as well as preach the Word and to engage in other pastoral duties. Such persons shall be carefully chosen by the synod ministerium from among the experienced lay workers, and approved by the executive committee of the synod. They shall have such qualifications and undergo such training as may be determined from time to time. The time of their appointment shall be as determined by the Executive Council of the Andhra Evangelical Lutheran Church, and the place of their appointment shall be determined by the executive committee of the synod upon the recommendation of pastors committee."
- b. There may be full-time evangelists appointed by the synod, whose primary responsibility shall be to work among people of other faiths rather than the care of Christian congregations.
- c. The synods may appoint Bible women to serve in spreading the Gospel.

- d. Catechists may be appointed by the synod for the full-time care of Christian congregations under the direction of a pastor.
- e. Part-time prayer conductors may be appointed by the concerned parish church council to conduct services in a Christian congregation, for which work they may be paid an allowance.

ARTICLE X. COMMITTEES

Sec. 1. *Executive Committee*

- a. There shall be an executive committee of the synod composed of the following;
 - 1. The president of the synod.
 - 2. The vice-president of synod
 - 3. Elected by the convention ;
 - a. Two representatives from each field, half clerical and half lay
 - b. Two women (if not otherwise elected)
- b. Members of the executive committee of the synod shall be elected to a term of four years by the synod convention by ballot upon nomination by the Committee on nominations and Credentials of the synod. There may also be nominations from the floor of the convention if desired. Continuity of membership shall be maintained by the election of half the members biennially. In the case of two representatives from one field the terms of these representatives shall be determined so that the memberships fall vacant in alternate bienniums.
- c (1) Meetings :

The Synod Executive Committee shall normally meet once in a quarter, Special meetings may be called by the President of the Synod or shall be called at the request of at least one half of the members.

c (2) Notice :

Five days notice for special meeting and seven days notice for regular meetings shall be given along with the proposed agenda to all who are entitled to be present. Notices shall be sent by certificate of posting or by circular taking the signature of the members.

c (3) whoever is absent from three consecutive meetings including special meeting without leave of absence, shall cease to be a member of the Synod Executive Committee.

c (4) Quorum.:

A quorum for the transaction of business shall consist of a majority of the Synod Executive Committee including elected and ex-officio members.

d. Duties of the executive committee shall be as provided in the synod by-laws,

Sec. 2. *Standing committees :*

a. The executive committee of the synod shall appoint the following committees approximately one month before each regular convention of the synod upon recommendation by the president of the synod, taking care that there is continuity of membership on the committees :

1. Committee on Pastors
2. Committee on Evangelism and Stewardship
3. Committee on Buildings
4. Committee on Nominations and Credentials
5. Committee on Christian Home
6. Committee on Christian Education
7. Committee on Ministry among youth

b. The composition and duties of these committees shall be as provided in these by-laws.

Sec. 3. *Special Committees*

The executive committee of the synod may appoint special committees for carrying on the work of the Church in the area of the synod.

ARTICLE XI. BY-LAWS-AND AMENDMENTS

Sec. 1. By-laws not in conflict with this constitution or with the constitution, by-laws and enactments of the Andhra Evangelical Lutheran Church shall be adopted by the Executive Council of the Andhra Evangelical Lutheran Church in accordance with the following provisions:

- a. By-laws may be proposed in writing to the president of the Andhra Evangelical Lutheran Church by six delegates to the convention of a synod or of the Andhra Evangelical Lutheran Church, or by a majority vote of the convention or the executive committee of any synod of the Andhra Evangelical Lutheran Church, or by any member of the Executive Council of the Andhra Evangelical Lutheran Church; they shall be reported to the Executive Council by the president of the Andhra Evangelical Lutheran Church and shall appear in its minutes.
- b. Notice of such proposed by-laws shall be sent to the delegates to the most recent regular convention of the Andhra Evangelical Lutheran Church, provided that they have not been disqualified or replaced, and to the members of the Executive Council at least two months before consideration of the by-laws by the Executive Council.
- c. By-laws shall require for adoption a two-thirds majority vote of the members of the Executive Council present.

Sec. 2. Amendments to this constitution and to its by-laws, which amendments are not in conflict with the constitution, by-laws and enactments of the Andhra Evangelical Lutheran Church, may be proposed and adopted in accordance with the procedure laid down in Sec. 1 of this Article.

BY-LAWS FOR THE SYNODS

of

The Andhra Evangelical Lutheran Church

ARTICLE I. AREAS OF SYNODS

Sec. 1. The East Godavari Synod of the Andhra Evangelical Lutheran Church ordinarily shall operate in the Srikakulam, Visakhapatnam and East Godavari Districts.

Sec. 2. The West Godavari Synod of the Andhra Evangelical Lutheran Church ordinarily shall operate in the West Godavari District.

Sec. 3. The East Guntur Synod of the Andhra Evangelical Lutheran Church ordinarily shall operate in Guntur District.

Sec. 4. The Central Guntur Synod of Andhra Evangelical Lutheran Church ordinarily shall operate in Guntur, Krishna and Hyderabad Districts.

Sec. 5. The West Guntur Synod of the Andhra Evangelical Lutheran Church ordinarily shall operate in Guntur, Kurnool and Nellore Districts.

Sec. 6. The above mentioned Synods may also operate in such other places as this Church shall determine in consultation with the regional Christian Council.

ARTICLE II. CONVENTIONS

Sec. 1. The regular annual conventions of the Synods of the Andhra Evangelical Lutheran Church shall be held ordinarily between January 1 and April 30 or at such times and places as shall be determined by the Executive Council of the Andhra Evangelical Lutheran Church. By specific action the Executive Council may direct the Executive committee of the Synod to fix either the time or the place of the regular conventions.

Sec. 2. The executive committee of the synod shall make recommendation to the Executive Council concerning the time and place of special conventions of the synod and notice of such special conventions shall be given only after approval of the time and place of the convention by the Executive Council.

Sec. 3. *Representation shall be by clerical and lay delegates as follows :*

- a. Ordained ministers of the Andhra Evangelical Lutheran Church who are on the clergy roll of the synod as laid down in Art. V. Sec. 1 of these by-laws, except that a minister of the Andhra Evangelical Lutheran Church who is retired shall be a member without vote.

- b. 1. Lay delegates as follows :

In order to be entitled to send lay delegates to the synod Convention, each parish shall contribute to the A. E. L. Church work as a whole through the Suvatha Dhana Nidhi fund as follows.

Each 'A' class parish shall contribute 20% of all its offerings, excluding special offerings (such as Bible Society, NMS, Youth, Theological Education Endowment), of the previous financial year ending Dec. 31 to the Suvatha Dhana Nidhi fund of the A. E. L. Church. It shall be entitled to have three lay delegates to the synod convention.

Each 'B' Class parish shall contribute 10% of actual offerings excluding special offerings (such as Bible Society, NMS, Youth, Theological Education Endowment), of the previous financial year ending Dec. 31 to the Suvatha Dhana Nidhi fund of the A. E. L. Church. It shall be entitled to have two lay delegates to the synod conventions.

Each 'C' Class parish shall contribute 3% of actual offerings, excluding special offerings (such as Bible Society, NMS, Youth, Theological Education Endowment) of the previous financial year

ending December 31 to the SDN fund of the A. E. L. Church. It shall be entitled to have one lay delegate to the synod convention.

2. (a) Lay delegates and alternate delegates to synod conventions shall be confirmed members in good standing of the parish which they represent. They shall be members who contribute at least Rs. 5/- per month or atleast Rs. 60/- per year to the Suvatha Dhana Nidhi fund of the church in addition to a minimum of Rs. 5/- per year offering of record to their parish. The membership of any such delegate already elected shall automatically cease if his annual contribution is not given regularly within the calendar year or such other time as specified by the Executive Council. They shall have been resident in the parish which they represent for at least one year prior to the date of election as delegate. In so far as they are able to judge, parish church councils shall seek to elect as delegates men and women of good report as described in Acts 6: 3, I Tim. 3: 8—10, and Titus 1: 6.

(b) Lay delegates to synod conventions shall be at least twenty-five years of age.

(c) A delegate whose residence is changed to a place outside the parish during his term as delegate shall cease to be a delegate and his alternate shall become the regular delegate for the term.

3. Lay delegates and alternates shall be elected by the parish church councils to a term of four years in accordance with a schedule to be laid down by the executive committee of the synod, which schedule shall provide that one-fourth of the terms in regular succession will expire each year. This schedule shall be prepared once in ten years and any amendments to it shall become effective only after approval by the Executive Council of the Andhra Evangelical Lutheran Church. "Lay delegates

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shall serve from the beginning of the Synod Convention meeting succeeding their election till the beginning of the next regular synod convention at which their successors are seated. "

4. A delegate shall be eligible for re-election.
5. Procedure for the election of lay delegates and alternate shall be as follows;
 - (a) Approximately three months before the regular convention unless otherwise permitted by the executive committee of the synod, the president of the synod shall send to pastors of the concerned parishes instructions concerning the elections of lay delegates to the synod convention, in accordance with the synod by-laws Art. II. Sec. 3. b.
 - (b) The pastor shall give to the parish church council at least one week's notice of the time and place for election of a lay delegate to the synod convention.
 - (c) At the announced time of the election, the pastor shall convene a meeting of the parish church council at which more than half of the members shall constitute a quorum. He shall then read the qualifications of delegates as set forth in Synod By-laws Art. II, Sec. 3, b, 2, as well as the Scripture passages referred to therein.
 - (d) The parish church council shall then spend some time in prayer for the guidance of God in the matter before them,
 - (e) Voting shall be by written ballot by members of the parish church council without oral nomination, and shall require three-fourths of the ballots cast for election on the first ballot. If no one is elected, the ballot shall be treated as a nominating

ballot and the three names receiving the highest number of votes shall receive further consideration.

- (f) On the second written ballot the members shall vote for one of the three names retained from the first ballot. If one of the nominees receives more than half of the votes cast, he shall be declared elected. Otherwise the name receiving the lowest number of votes shall be eliminated and the votes shall be cast between the remaining two names. The one receiving more votes shall be declared elected as delegate. In case of a tie, it shall be resolved by drawing lots.
- (g) The procedure laid down in (e) and (f) above shall be followed in the election of an alternate.
- (h) The pastor shall immediately notify the president of the synod of the name of the person elected, with his postal address, in the following form of certificate :

"I do hereby certify that at a duly notified and convened meeting of the parish church council held at (place) on (date), (name of elected person) was elected as lay delegate from _____ parish to the synod convention. I further certify that (name of the elected person) is a confirmed member _____ years of age, in good standing in _____ congregation of _____ parish. Within the last one year he has received Holy Communion, and has made a contribution of record to the congregation. I also certify that the following parish church council members were present and participated in the election.

- 1.
- 2.
3. etc."

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A similar certificate concerning the alternate shall be sent.

- (i) Six weeks before the regular convention of the synod, unless some other time is permitted by the executive committee of the synod, all of the certified credentials of the elected delegates and alternates shall be in the hands of the president of the synod, along with any appeals against the validity of any election or against the eligibility of any elected delegate or alternate. Appeals or challenges, if any, shall be made with reasons to the president of the synod with a copy to the chairman of the synod's Committee on Nominations and Credentials, and shall be made only on the basis of alleged violation of constitutional provisions. Appeals or challenges on bases other than alleged violation of constitutional provisions shall not be considered. The president shall then draw up a list of all the delegates and alternates against whose election there has been no appeal or challenge and who appear to be eligible to serve. He shall also draw up a second list containing the names of persons whose election or eligibility has been contested or who appear ineligible to serve.
- (j) Approximately five weeks before the synod convention, unless otherwise permitted by the executive committee of the synod, the synod's Committee on Nominations and Credentials shall receive from the president of the synod the list of uncontested and contested delegates and alternates (see i above), together with the certificates from parish pastors and shall consider their conformity to the constitution and enactments of this church. The synod's Committee on Nominations and Credentials shall prepare a list of uncontested delegates, and on each contested, ineligible or doubtful case shall make its recommendation with constitutional

reasons regarding the validity of the election or the eligibility of the individual.

- (k) The executive committee of the synod and the synod's Committee on Nominations and Credentials sitting in joint session, shall be the body for making final decision concerning the roll of delegates to the synod convention. The synod president, who shall be chairman of this joint body, shall give to each member at least one week's notice of its meeting which he shall convene approximately four weeks before the synod convention.

This body shall consider the delegates one at a time, taking into consideration the report of the Committee on Nominations and Credentials concerning uncontested delegates, as well as that committee's recommendations on each contested, ineligible or doubtful case, and vote shall be taken on the seating of each delegate. Only violation of constitutional provisions shall constitute grounds for a decision against seating a delegate. Such a decision not to seat a delegate shall require a two-thirds majority vote of the members present.

An appeal may be made to this body to reconsider its decision in any case, but such reconsideration shall be final and binding.

If a decision is made against seating a delegate, his alternate, if eligible, shall become the delegate, the pastor of the concerned parish shall be notified forthwith; and the parish church council shall be instructed to elect an eligible alternate. If both delegate and the alternate are ineligible, the parish church council shall elect both a delegate and alternate. The names of such delegates and alternates shall be scrutinized by

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the synod's Committee on Nominations and Credentials and by the above mentioned joint body, which shall meet approximately one week before the convention. In case of any election not having been completed by the time of this meeting of the joint body, that place shall remain vacant until after the convention, when it may be filled in accordance with the provisions of these by-laws.

The above provisions concerning the scrutiny of delegates shall apply equally to alternates.

- (1) At the time of the synod convention the president of the synod, shall lay upon the table the certificates which he has received from the parish pastors in accordance with (h) above containing the names and certifications of those who have been approved as delegates and alternates by the joint-body, consisting of the Executive Committee and Committee on Nominations and Credentials of the synod. He shall then instruct the synod's Committee on Nominations and Credentials to take a roll call by signatures.

c. Institution representation : Institutions having at least 10 AELC staff members who give 5% of their total salaries as a whole to the Suvatha Dhana Nidhi Fund of the Church shall be entitled to send one delegate to the synod Convention at the expense of the institution. This delegate shall be elected by and from among the members who contribute at least 5% of their salary to the Suvatha Dhana Nidhi Fund.

d. The President of the Andhra Evangelical Lutheran Church or his nominee shall be given seat voice in the convention.

Sec. 4. Alternates

For each lay delegate an alternate delegate shall be chosen in accordance with Art. II Sec. 3, b. of these by-laws. The

certificates of delegates officially forwarded to the president of the synod shall contain the name and address of the alternate; in the roll call of synod listed in the official minutes, the name and address of the alternate shall be set down opposite the name and address of the delegate. If a delegate is unable to attend any convention for any temporary cause, the alternate shall attend that convention only. If the delegate for any reason loses his delegateship or is declared ineligible to serve, the alternate shall become the regular delegate for the rest of that term and another alternate shall be elected by the concerned parish church council.

Sec. 5. *Declaration before conducting elections:*

Before the opening of the election of panels for president and other persons elected by the convention, the president shall read the following declaration and the convention shall denote assent to the same by a rising vote.

Form of Declaration

Bearing in mind how Important it is that the sacred offices of the church should not be unworthily conferred. I do solemnly declare that I will not vote at these elections for any persons through fear or favour, but in singleness of that for the glory of God and the good of His people, and I will vote for such learning persons only as I in my conscience believe to be of such learning and soundness in the faith, and of such virtue and ability as to qualify for the holy offices of the church.

ARTICLE III. SUPORT OF THE PRESIDENT

Sec. 1. The president of the synod shall receive his salary from the budget of the parish to which he is assigned or from funds raised by the synod for the salary of the president in case he is full time.

Sec. 2. In addition, he shall receive an allowance of Rs. 30 per month through the budget of the synod president's office.

Sec. 3. A budget for the office of the synod president shall be determined by the Board of Finance of the Andhra Evangelical Lutheran Church and shall be provided by the contributions of the parishes of the synod and from other sources.

ARTICLE IV. ELECTED, APPOINTED AND EX-OFFICIO REPRESENTATIVES

Sec. 1. *Delegates to the Andhra Evangelical Lutheran Church Convention :*

- a. Each synod shall be entitled to elect clerical and lay delegates to the convention of the Andhra Evangelical Lutheran Church in accordance with Art. I of the Andhra Evangelical Lutheran Church by-laws. They shall be members who contribute at least Rs. 5 per month or at least Rs. 60 per year to the S.D.N. funds of the Church in addition to a minimum of Rs. 5 per year offering of record to their parish. The membership of any such delegate already elected shall automatically cease if his annual contribution is not given regularly within the calendar year or such other time as specified by the council.
- b. These delegates shall be elected at the last regular convention of the synod before the biennial convention of the Andhra Evangelical Lutheran Church by ballot on nomination by the synod's Committee on Nominations and Credentials. Nominations of eligible persons in each nominated category shall also be permitted on the floor of the convention. Such nominations from the floor shall be referred to the synod's Committee on Nominations and Credentials for scrutiny and report but that committee shall have no right to eliminate any name.
- c. The president of each synod shall be one of the clerical delegates provided in Andhra Evangelical Lutheran Church By-laws Art. I. Sec. I. a.

- d. A parish contributes 30% of its offerings (including the 20% given as A class parish) to the S.D.N. Fund shall have the privilege of sending one delegate to the A.E.L. Church convention with parish funds.

Sec. 2. Representatives on the Executive Council of the Andhra Evangelical Lutheran Church.

- a. Each synod shall be represented on the Executive Council of the Andhra Evangelical Lutheran Church by one ordained Indian minister and one Indian lay person elected by the convention of the synod in accordance with the following schedule :

East Godavari

ordained	1964-67;	1967-71;	1971-75
lay	1964-69;	1969-73;	1973-77

West Godavari

ordained	1964-69;	1969-73;	1973-77
lay	1964-67;	1967-71;	1971-75

East Guntur

ordained	1964-67;	1967-71;	1971-75
lay	1964-69;	1969-73;	1973-77

Central Guntur

ordained	1964-69;	1969-73;	1973-77
lay	1964-67;	1967-71;	1971-75

West Guntur

ordained	1964-67;	1967-71;	1971-75
lay	1964-69;	1969-73;	1973-77

and similarly, providing for terms of two bienniums each. They shall be members who contribute at least Rs. 5 per month or Rs. 60 per year to the S. D. N. fund of the church in addition, to a minimum of Rs 5 per year offering of record to their parish. The membership of any such person already elected to the Executive Council shall automatically cease if the annual contribution is not given

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regularly within the calendar year or such other time as specified by the Executive Council.

- b. The elected lay representative of a synod shall be at least twenty-five years of age and a confirmed member in good standing of a congregation of the synod.
- c. Election of these representatives shall be in the following manner.
 1. Each delegate to the regular synod convention in which a representative to the Executive Council is to be elected according to the preceding schedule shall nominate by written ballot in the sequence determined by the schedule in Sec. 2. a. either three ordained persons on the clergy roll of that synod or three lay persons at least twenty-five years of age who are confirmed, members in good standing of congregations of that synod.
 2. The names of all persons so nominated shall be reported to the synod convention in the order of votes received. Further consideration shall be limited to the highest three in that list.
 3. Each voter shall then indicate on a second written ballot the order of preference which he gives to those three names, marking them three, two and one respectively. In counting the votes the tellers shall add the numbers assigned to each of the names and shall report them to the synod convention beginning with the name receiving the highest total, followed in order by those receiving lower totals in sequence.
 4. The one receiving the highest total shall be declared elected to the Executive Council of the Andhra Evangelical Lutheran Church for a term of two bienniums, except for those who shall be elected to a term of one biennium in the first elections under this constitution, as indicated in Sec. 2. a above.

5. Interim vacancies occurring among these representatives on the Executive Council may be filled temporarily by the executive committee of the synod until the next regular convention of the synod, which regular convention shall proceed to fill the vacancy by election according to the procedure laid down in paragraph above. The persons so elected shall fill out the unexpired term.

Sec. 3. *Members of boards of the Andhra Evangelical Lutheran Church*

Each synod shall be entitled to elect members to the boards of the Andhra Evangelical Lutheran Church in accordance with Article XII of the constitution of the Andhra Evangelical Lutheran Church. They shall be members who contribute Rs. 5 per month or Rs. 60 per year to the S.D.N. fund of the church in addition to a minimum of Rs. 5 per year offering of record to their parish. The membership of any such person already elected to the Board shall automatically cease if the annual contribution is not given regularly within the calendar year or such other time as specified by the Executive Council.

ARTICLE V. CLERGY ROLL OF THE SYNOD

Sec. 1. *The clergy roll of the synod shall consist of the following ordained ministers :*

- a. Ministers of the Andhra Evangelical Lutheran Church assigned by the Executive Council of the Andhra Evangelical Lutheran Church to the synod.
- b. Ministers of the Andhra Evangelical Lutheran Church under transfer or appointment to the synod.
- c. A minister of the Andhra Evangelical Lutheran Church serving as president of the synod.
- d. Ministers of the Andhra Evangelical Lutheran Church in special work under a board of the Andhra Evangelical Lutheran Church within the area of the synod.

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- e. Ministers of the Andhra Evangelical Lutheran Church serving in a special ministry, such as the following shall be members of the synod in which the headquarters of that ministry, as determined by the Andhra Evangelical Lutheran Church, is located.

theological schools

literature secretary

inner-mission parish

inter-church appointments within the area of the Andhra Evangelical Lutheran Church

- f. Ministers of the Andhra Evangelical Lutheran Church who are under inter-church appointment outside the area of the Andhra Evangelical Lutheran Church shall be members of the synod in which they last served the Andhra Evangelical Lutheran Church, unless otherwise specified by the Executive Council of the Andhra Evangelical Lutheran Church.
- g. Retired ministers of the Andhra Evangelical Lutheran Church resident within the area of the synod. A retired minister of the Andhra Evangelical Lutheran Church resident outside the area of the Andhra Evangelical Lutheran Church be a member of the synod in which he last served the Andhra Evangelical Lutheran Church, unless otherwise specified by the Executive Council of the Andhra Evangelical Lutheran Church.
- h. A minister of the Andhra Evangelical Lutheran Church serving as president of the Andhra Evangelical Lutheran Church shall be a member of the synod in which is located the headquarters of the Andhra Evangelical Lutheran Church.

Sec. 2. The clergy roll of the synod shall normally be maintained by the president of the synod but at any time the Executive Council of the Andhra Evangelical Lutheran Church may bring it into conformity with these by-laws.

Sec. 3. With the exception of those ministers indicated in Sec. i. e. above, no minister of the Andhra Evangelical Lutheran Church in active service shall be maintained on the clergy roll of a synod of the Andhra Evangelical Lutheran Church for more than fifteen consecutive years except in order to permit him to complete one of the following terms of service, which term of service must have begun before the completion of his fourteenth year in the synod.

- a. a five-year term in one parish of the synod.
- b. a five-year term in special work under a board of the Andhra Evangelical Lutheran Church.
- c. a term as president of the synod.

Sec. 4. With the exception of those ministers indicated in Sec. i. e. above, no minister of the Andhra Evangelical Lutheran Church shall be continued in special work under a board of the Andhra Evangelical Lutheran Church for more than ten continuous years.

Sec. 5. No minister shall be eligible for appointment or assignment to any parish or special area work under a board or for election or appointment to office in any synod where he has been on the clergy roll for fourteen consecutive years.

Sec. 6. No minister in active service shall be eligible to return to a synod and to have his name entered again in the clergy roll of the synod until at least five years have elapsed since he left service within the area of that synod.

ARTICLE VI. DUTIES OF THE EXECUTIVE COMMITTEE OF SYNODS

Sec. 1. *General*

- a. To represent the synod and to carry out its resolutions.

- b. To attend to the business of the synod in the interim between conventions.
- c. To promote the interest of the Andhra Evangelical Lutheran Church within the area of the synod.

Sec. 2. *Relating to parishes*

- a. To assign pastors to all parishes in the synod upon the recommendation of the committee on pastors except as otherwise provided in the constitution and by-laws.
- b. To arrange for the pastoral care of any parish for which no minister is available.
- c. To determine, upon the recommendation of the committee on pastors, the place of lay workers licensed to administer the sacraments.
- d. To report to the Executive Council of the Andhra Evangelical Lutheran Church when any pastor in active service has completed fourteen continuous years on the clergy roll of the synod, so that the Executive Council can make transfers in accordance with these by-laws and with the constitutions and by-laws of the Andhra Evangelical Lutheran Church.
- e. To report annually to the Executive Council of the Andhra Evangelical Lutheran Church the number of vacant parishes in the synod (without ordained or licensed persons in charge)
- f. To report to the Executive Council of the Andhra Evangelical Lutheran Church the names of ordained and lay workers one full year prior to their dates of retirement.
- g. To determine the number of members of the church council of each parish of the synod, the schedule of congregations to be represented by members on the parish-church council, and the schedule of rotation of terms

among those members to assure as nearly as mathematically possible that one-fourth of the terms expire each year.

- h. To see that congregational panchayats and parish church councils within the area of the synod are properly organized and functioning. This shall include the right to supersede those bodies.
- i. To consider and make final decision on any appeal made to it through the concerned pastor concerning a member's right to vote in a parish (Parish by-laws, Art I. Sec. 3).
- j. To make decision as to whether the pastor of any parish of the synod shall be in charge of the finances of the parish (Synod Constitution, Art VIII. Sec. 3. I.)
- k. To fix for parish church councils a schedule of terms of lay delegates from parishes to synod conventions, in order to provide as nearly as is mathematically possible that one-fourth of the terms will expire each year in a regular succession.
- l. To appoint, transfer, discipline and dismiss catechists, evangelists and Bible women upon the recommendation of the concerned parish church council or person in charge. During discussion and action relating to Bible women and evangelists, the person in charge under the Board of Evangelism and Mission shall be given seat and voice in the executive committee and shall have received one week's notice of such a meeting. Transfers shall normally become effective on June 1 of the current year.
- m. To confirm any probationary workers as permanent after the concerned pastor and parish church council certify that the worker has rendered three years of service which is both satisfactory and such as to commend the worker for a permanent post. No worker may be confirmed as permanent unless there is a permanent post available for him.

Sec. 3. *Relating to synod conventions*

- a. To fix either the time or the place of the regular conventions of the synod when requested by specific action of the Executive Council of the Andhra Evangelical Lutheran Church to do so.
- b. To consider and act upon the recommendation of the synod president concerning the calling of a special convention of the synod, in accordance with synod constitution Art. VI. Sec. I. c.
- c. To fix the time and place of special conventions of the synod, subject to the approval of the Executive Council of the Andhra Evangelical Lutheran Church.
- d. To fix the agenda programme of all conventions of the synod.

Sec. 4. *Relating to the business of the synods*

- a. To elect from among its own members a recording secretary by ballot upon nomination from the floor. This election shall take place at each meeting of the executive committee. The recording secretary so elected shall serve for that meeting only.
- b. To appoint before each regular convention of the synod all standing committees of the synod in accordance with the by-laws upon recommendation by the president of the synod, taking care that there is continuity of membership on each committee.
- c. To appoint, when necessary, special committees for carrying on the work of the Church in the area of the synod.
- d. To consider and act upon the recommendation of the synod ministerium concerning lay persons whom it is proposed to license to administer the sacraments in accor-

dance with synod constitution Art. IX. Sec. 3 a; and to determine the place of appointment of such persons upon the recommendation of the pastors' committee of the synod.

- e. To consider and act upon all financial matters related to the work of the synod, including the scrutiny of the budgets of the parishes of the synod; the distribution of subsidy allotted to the synod by the Andhra Evangelical Lutheran Church; the study of parish and synod audit reports; the adjustment of balances at the end of the year and the fixing of the amount of offering to be raised by the parishes of the synod for merciful work, Rewa Mission, Bible Society and other causes approved by the Andhra Evangelical Lutheran Church.
- f. To carry out any other task given to it by the synod, the Andhra Evangelical Lutheran Church or any subsidiary body of either of these.

ARTICLE VII. COMPOSITION AND DUTIES OF STANDING COMMITTEES

Sec. 1. *General*

- a. The executive committee of the synod shall appoint before each regular convention of the synod all standing committees of the synod in accordance with by-laws, upon recommendation by the president of the synod, taking care that there is continuity of membership on each committee.
- b. Members of standing committees need not be delegates to the synod convention. They shall be members who contribute at least Rs. 5 per month or Rs. 60 per year to the S.D.N. fund of the church in addition to a minimum of Rs. 5 per year offering of record to their parish. The membership of any such person already appointed to the committee shall automatically cease if the annual contri-

bution is not given regularly within the calendar year or such other time specified by the Executive Council.

- c. Decisions of standing committees shall require a majority vote of the members present and voting.
- d. The chairman of each standing committee shall keep a correct and permanent record of all the committee proceedings, together with relevant information which record and information shall be passed on to his successor.
- e. A standing committee may appoint temporary sub-committees if necessary, the members of which need not be members of the standing committee.
- f. All standing committees shall submit their reports for approval to the executive committee or a convention of the synod.

Sec. 2. *Committee on pastors*

a. Composition

The committee on pastors shall be composed of the following :

President of the synod as chairman [of the committee
Two Indian ministers.

Three lay persons, one of whom shall be a woman.
One missionary.

b. Duties

1. To recommend to the executive committee of the synod the assignment of pastors to parishes of the synod in order to provide that ;

- (a) a pastor shall ordinarily serve one parish for a term of five years and shall then be transferred.

- (b) a pastor shall not be transferred away from a parish within three years of his assignment to that parish except with the approval of this committee, of the executive committee of the synod, and of the Executive Council of the Andhra Evangelical Lutheran Church. A pastor may be given one year's extension only, after a five-year term upon recommendation of the P.C.C. and Pastors' committee and the synod executive committee. The action shall be reported to the Executive Council. In the case of "A" class parishes, the administrative body may give one year extension only, to their pastor after a term of five years and report the Executive Council.
 - (c) transfer of pastors shall be made before June, and shall normally become effective on June 1.
2. To recommend to the executive committee of the synod the place of appointment of lay persons licensed to administer the sacraments.
 3. To report to the executive committee of the synod when any pastor in active service has completed fourteen consecutive years on the clergy roll of the synod. With the following exceptions, the Executive Council or concerned board shall transfer the pastor to another synod at the time of pastors' transfers nearest the date of his completion of fifteen consecutive years on the clergy roll of the synod :
 - (a) A pastor may complete his five-year term in a parish even though he completes fifteen years of service in that synod during that term,
 - (b) A pastor may complete a five year term in special work under a board of the Andhra Evangelical Lutheran Church even though he completes fifteen years of service within the area of that synod during that term.

- (c) A pastor may complete a term in full-time elected or appointed office even though he completes fifteen years of service within the area of that synod during that term.
- (d) A pastor who, because of training or special ability, is called or assigned to a special ministry of the church, such as one of the following, shall be exempted from synod to synod transfer as long as he is in that ministry :

theological schools

literature secretary

inner mission parish

inter-church appointments

A pastor in active service shall not return to service in a synod until at least five years have elapsed since he was transferred out of that synod.

- 4. To make recommendation to the executive committee of the synod concerning any other transfers of pastors from the synod to any other synod of the Andhra Evangelical Lutheran Church.
- 5. To report annually to the executive committee of the synod the number of vacant parishes in the synod (without ordained or licensed persons in charge).

Sec. 3. *Committee on evangelism and stewardship*

a. Composition

The committee shall be composed of seven members as follows :

President of the synod

Two Indian ministers including the synod evangelistic pastor, who shall be chairman on the committee

Two Indian laymen

One person in charge of Bible women's work

One missionary

b. Duties

1. To cooperate with the Board of Evangelism and Missions in carrying out its programme within the area of the synod.
2. To seek means of developing the work of establishment and extension of congregations by direct evangelistic efforts within the area of the synod. This may include the use of parish evangelistic bands, inter-parish bands the training of lyrical evangelistic, etc.
3. To seek to promote a fruitful stewardship in the life of the church within the area of the synod.

sec. 4. *Committee on buildings*

a. Composition

Two Indian ministers

Four lay persons

One missionary

(Any other persons may be called as temporary consultants to the committee)

b. Duties

- 1 To receive from the parish church councils reports of and requests for building construction and repairs, in accordance with the following policy and to report or make recommendation concerning them to the executive committee of the synod.
 - (a) An expenditure of less than Rs. 100 need not be reported.

- (b) An expenditure of Rs. 100 to Rs. 300 shall be reported for record only.
 - (c) An expenditure exceeding Rs. 300 shall require the recommendation of this committee and the sanction of the executive committee of the synod.
 - (d) Any expenditure of money of the synod or of the Andhra Evangelical Lutheran Church shall be accounted for in detail.
2. To scrutinize building plans and estimates of anticipated work in excess of Rs. 300, to make recommendations concerning them to the executive committee and to make arrangement for such as are estimated to cost Rs. 1000 or more to be done under the supervision of the Superintendent of Property and Construction. In the case of construction of pastors' and workers' houses and churches, the Committee on Property and Construction, when it deems wise, upon recommendation by the concerned pastor and synod president, may entrust the work which shall conform to the specifications on a contract basis to the local congregation, and which shall operate under the supervision of the building department.
 3. To exercise such oversight of synod building projects as may be required by the policies and enactments of the synod and of the Andhra Evangelical Lutheran Church.
 4. To make recommendation to the executive committee of the synod concerning the distribution of money for the repair of houses of worship, workers' houses, pastors' houses and other undesignated building money belonging to the synod, exercising care that policies and enactments of the synod and of the Andhra Evangelical Lutheran Church shall not be infringed.

Sec. 5. *Committee on nominations and credentials***a. *Composition***

The Committee on Nominations and Credentials shall be composed of eight persons. The Executive committee of the synod shall appoint each year two members for a term of four years each. There shall be at least one representative from each field, among whom there shall be four ordained men and four lay persons. The Chairman shall be designated by the executive committee.

b. *Duties*

1. To receive from the president of the synod prior to each convention of synod a certified roll of the delegates to the convention and to verify this roll to see that all newly elected delegates are certified by the pastor, in the form prescribed in synod By-laws Art II, Sec. 3. b. 5, as having been duly elected by the parish church council in accordance with the schedule of rotation of terms determined by the executive committee of the synod, and to see that said delegates are eligible to serve. The president of the synod shall also certify to the committee all information concerning election appeals, if any. The committee shall also verify that among those who are continuing as delegates from a previous convention no vacancies have occurred through death, resignation, loss of qualification, expiry of term or any other cause.

On each contested, ineligible or doubtful case this committee shall make its recommendation with constitutional reasons regarding the validity of the election or the eligibility of the individual.

This committee, along with the executive committee of the synod, sitting in joint session shall, be the

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body for making final decision concerning the roll of delegates to the synod convention. (For procedure relating to that joint body, see Synod by-laws Art. II, Sec. 3. b. 5. (k).

2. To check against the roll of delegates the credentials of delegates as they are presented in person at the time of the convention and to issue an official badge bearing the name of the delegate.
3. To receive all excuses for absence from any convention of the synod and to make recommendation concerning them to the synod convention.
4. To take a roll by signatures soon after the seating of all delegates at each convention of the synod.
5. To make nomination of two suitable persons for each elective position, if available, or unless otherwise provided in the constitution and by-laws of the synod or of the Andhra Evangelical Lutheran Church. A panel representing a certain constituency shall contain names from that constituency only. Names of eligible persons may also be added from the floor of the convention unless otherwise prohibited in the constitution and by-laws of the synod or of the Andhra Evangelical Lutheran Church but such names shall be from the same constituency as the original nominees and shall be referred to the synod's Committee on Nominations and Credentials for scrutiny and report. The committee shall have no right to exclude any nominated name in making its report, but shall only report on the eligibility of the nominee to serve. After this report no further nominations may be made.
6. To arrange for the counting of the ballots and to report to the convention the results of each ballot.
7. To follow the provisions of the Andhra Evangelical Lutheran Church By-Laws Art. IV in all synod elec-

tions unless otherwise provided in the constitution and by-laws of the Andhra Evangelical Lutheran Church or of the synods.

Sec. 6. *Committee on Christian Home Movement*

a. Composition

This Committee shall be composed of five persons as follows :

One Indian Minister

One layman

One Bible woman

Two persons in charge of Bible women's work.

(Any other persons may be called as consultants)

b. Duties.

1. To arrange for and supervise the work of the Christian Home movement in the synod.
2. To plan for and have general oversight of the work of the secretary and of the Christian Home movement in the synod.
3. To recommend, the annual budget to the Board of Christian Education and Literature,
4. To make annual reports to the synod on the Christian Home movement in the synod.

Sec. 7. *Committee on Christian Education*

a. Composition

This committee shall be composed of five persons as follows :

Two Indian ministers

Two lay persons, one of whom shall have congregational responsibility.

One missionary

(Any other persons may be called as consultants)

b. Duties

1. To co-operate with the department of Christian Education in developing and promoting the use of a total programme of parish education which is designed to meet the needs of Sunday schools and other agencies of parish education in the synod and which includes all educational material required for this purpose, for the training of leaders and teachers and for use in the home.
2. To sponsor institutes, special classes and retreats in the field of Christian education.

ARTICLE VIII. APPEALS

Sec. 1. *Order of Appeals*

The order for appeals in the work of this body shall be from the decision of a lower body to the next higher body.

Sec. 2. In all cases of appeals a petition stating clearly the ground of the appeal and accompanied by a copy of the decision against which the appeal is made shall be filed within one month of the time the decision is communicated to the party or body concerned.

Appeals shall be made as follows :

One copy of the appeal shall be sent directly to the higher body to whom the appeal shall be made and one copy to the

body against whose action the appeal is being made. The president or chairman of the body appealed to shall call for the necessary records from the lower body. The president or chairman of the body appealed to shall call for the necessary records from the lower body. The president or the chairman of the body appealed against shall within fifteen days draw up a statement on the body's action and forward it to the higher body along with the records.

Sec. 3. In cases of appeals against actions of a congregational panchayat, they shall be referred to the concerned parish church council, and in cases of appeals against the actions of the parish church council, they shall be referred to the synod executive committee, whose decision shall be final.

Sec. 4. In cases of appeals against actions of boards or synods such appeals shall be referred to the Executive Council of the A. E. L. Church, whose decision shall be final.

Sec. 5. In cases of appeals against the actions of the Executive Council, the action appealed against shall be reconsidered by the Executive Council at its next meeting provided such an action is implemented and the appeal is preferred within one month from the date of communicating the action to the party or body concerned.

After reconsideration of the action appealed against, the decision of the Executive Council shall be final unless one-third or more of the members of the Executive Council file an adverse minority report. In such cases the matter shall go to the Commission of Adjudication, whose decision shall be final.

Sec. 6. Any person who resorts to courts or appeals to external authorities rather than making use of the provision for appeal in the A. E. L. Church and any person who does not abide by the decisions of the Field Church Council, synod executive committee, the Executive Council of the A. E. L. Church, or of the Commission of Adjudication, where their decisions are final as the case may be, shall *ipso facto* forthwith be removed from any elective or appointive membership in the A. E. L. Church

lose his eligibility for any elective or appointive membership in the A. E. L. Church and be debarred from all voting rights. Such a person may be restored to all voting rights and eligibility for holding elective or appointive position or membership in the A. E. L. Church only after one year from the date of the final disposal of the matter by the courts or external authorities.

ARTICLE IX. ORDER OF BUSINESS

The order of business shall ordinarily be as follows but it may be changed on motion without notice when supported by a two-thirds vote of those present :

1. The opening of synod
2. The roll call and seating of delegates
3. Correction and approval of minutes
4. Elections (may be interspersed with subsequent items as necessary)
5. Reports of committees
 - (a) Standing committees
 - (b) Special committees
6. Report of the Ministerium (if any)
7. Special programmes (if any)
8. Deferred business
9. New business
10. Memorial services
11. Adjournment
12. The closing of synod

At some time in the programme there shall be a service of Holy Communion.

ARTICLE X. RULES OF ORDER

Sec. 1. *Debate and decorum*

- a. Every delegate shall have the right to speak once on all questions. After all those desiring to do so have spoken once he shall have the right to speak again.
- b. Every delegate shall obtain the recognition of the chair before speaking.
- c. The mover of any proposition shall have the right to be the last speaker in the debate on the motion made by him.
- d. Every delegate shall refrain from the use of personalities and shall confine himself strictly to the question before house,

Sec. 2. *Voting*

Every delegate shall have the right to vote on all questions except those which are related to or affect himself. When any matter which is related to or affects himself is under debate, he shall not be present in the session.

Sec. 3. *Motions and resolutions*

- a. Every delegate shall have the right to make a motion or offer a resolution. If the motion or resolution applies to the work of any standing or special committee, it shall ordinarily be referred to that committee for consideration and recommendation.
- b. Every motion or resolution shall be presented to the recording secretary in writing if required.
- c. Every motion or resolution shall require for passing a majority vote of the delegates present unless otherwise indicated.

Sec. 4. Rules of Order

All parliamentary rules and practices not covered by the constitution and by-laws of the Andhra Evangelical Lutheran Church or of these synods shall be determined by Robert's Rules of Order.

ARTICLE XI. FIELDS IN THE SYNODS**Sec. 1. East Godavari synods****a. Rajahmundry Field**

St. Paul's
Christ Church
Gloria Dei
Epiphany

Holy Trinity
St. John's
St. Peter's

b. Korukonda Field

Munukodali
Gokavaram
Gadala
Kotikesavaram
Seetanagaram

West Gonagudem
Purushothapatnam
Theradu
Dosakayalapalli

c. Dowlaiswaram Field

Dowlaiswaram
Dwarapudi
Yeditha

Muramanda
Kadiam

d. Delta Field

Athreyapuram
Amalapuram
Sakshinipalle
Kothapeta

Razole
Addalapalem
Ponnamanda
Isukapudi

BY LAWS FOR THE SYNODS ART. XI

e. Agency Field

Yeleswaram
Rampachodavaram
Jaddangi
Kothapalli

Jaggampeta
Addathigala
East Lakshmipuram
Nagulakonda

f. Peddapuram Field

Rangampet
Samalkot
Katravulapalli
Rangapuram
Medapadu
Pallakadlam

Peddapuram
Kakinada
Pithapuram
Gaigolupadu
Murari

g. Parvatipuram Field

Parvatipuram
Salur
Vizianagaram

Kurupam
Pedabogili
Makkuva

h. Visakhapatnam Field

Trinity
Zion
Good Shepherd
Sheilanagar

Emmanuel
(M.V.P. colony)
Anakapalli

Sec. 2. West Godavari Synod

a. Narsapur Field

Narsapur
Agarthipalem
Achants
Mogaltur

Palakol
Maruteru
Pedagaruvu

b. Bhimavaram Field

Bhimavaram
Yendagandi
Yenamadurru
Undi
Vissakoderu

Veeravasaram
Zaccaram
Srungavruksham
Chinamiram

c. Tanuku Field

Kakaraparru
Nidadavole
Penumantra
Unikili
Eluru-St. Stephen
St. Paul

Kasipadu
Madhavaram
Tadepalligudem
Velpur

d. Vegeswarapuram Field

Vegeswarapuram
Gopalapuram
Koyyalagudem

Devarapalli
Kovvur
Polavaram

Sec. 3. East Guntur Synod**a. Bapatla Field**

Bodipalem
Kommur
Palaparru
Ponnur
St. Mark's, Chirala
Chinalingayapalem
Daggubadu
Hyderpet

Munipalle
Parchur
St. Luke's, Chirala
St. John's, Chirala
Swarna
Narasayapalem
Madras

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b. Repalle Field

Repalle
Arumbaka
Khajipalem
Penumudi
Tsodayapalem

Addepalle
Dhulipudi
Kuchinapudi
Pittalavaripalem
Uppudi

c. Tenali Field

Tenali
Anantavaram
Duggirala
Kodiparru
Mandur
Tsundur
Ithanagaram

Attota
Davulur
Intur
Kuchipudi
Pidaparru
Varahapuram

Sec. 4. *Central Guntur Synod*

a. Guntur Urban Field

St. Matthew's East
St. Matthew's North

St. Matthew's West
Trinity.

b. Guntur Field

St. Peter's, Vijayawada
Mangalagiri
Rayapudi
Narakodur
Nallapadu

Tadepalli
Pedakakani
Nidumukkala
Gottipadu
Hyderabad

c. Sattenapalle Field

Sattenapalle
Pedakurapadu
Dharanikota
Anupalem
Krosur
Atchempet

Medikondur
Lankelakurapadu
Panidam
Bodanam
Dodleru

Sec. 5. West Guntur Synod**a. Narasaraopet – Vinukonda Field**

Narasaraopet	Rupenaguntla
Rompicherla	Komatinenivaripalem
Chilakaluripet	Velur
Timmapuram	Panur
Ipur	Murugupudi
Gopalavaripalem	Gorizavole
Thubad	Vinukonda
Karumanchi	Talluru
Kurichedu	Remidacherla

b. Palnad Field

Riduguralla	Gurzala
Dachepalle	Oppicherla
Rentachintala	Macherla
Durgi	Tummerucodu
Veldurthi	Koppunuru
Mandadi	Madugula
Tangeda	Kunapalle
Mallavole	

c. Tarlupadu Field

Kanigiri	Turukapalle
Usulapalli	Iyyalaredipalle
Chinnamandagundam	Kondayapalem
Kandulapuram	Kajeepuram
Rangapuram	Markapuram
Tarlupadu	Dornal
Sunkesula	Mellampeta
Yerragondapalem	Tripurantakam
Kandrika	Srisailam
(Hubli-Diaspora)	
(Bhadravati-Diaspora)	

NOTE: Names of Parishes in the respective Fields under this Art. XI – Fields in the Synods are subject to verification from the related records.

ARTICLE XII. FIELD CHURCH COUNCIL

Sec. 1. There shall be field Church Councils in each Synod, for the coordination of discipline, and planning and work or evangelism and stewardship.

2. Fields of the Synods shall be as laid down in Art. XI. By-Laws for Synods.

3. The Executive Council shall approve placing of new parishes in fields upon the recommendation of the Synod Executive.

Sec. 4. Composition :

- a) All Pastors in the field b) Synod President and Evangelistic Pastor
- c) The number of lay men and workers on each field Church Council and the method of selection be determined by the Synod Executive Committee. Every Parish shall have at least one lay representative (Lay representatives to be elected for a period of four years)
- d) The Chairman to be elected by the members from among the pastors of the field.

Sec. 5. Duties :

The Field Church Council should meet at least once in three months for the following purposes :

- a) Planning and working and for Stewardship and Evangelism.
- b) Elders retreats, classes, Mahasabhas.
- c) Conducting campaigns at field level for special projects of the field.

- d) Considering and disposing of appeals from P. C. C. concerning discipline. Art VIII. Sec. 3. of A. E. L. Church By-Laws under discipline. Final action shall be reported to the Synod Executive Committee.
- e) All meetings of P. C. C. to be on Self Support basis with no liability to the Synod.
- f) Quorum shall be more than half.
- g) Notice of one week shall be given for all meetings.



CONSTITUTION FOR PARISHES

OF THE

Andhra Evangelical Lutheran Church

Art. I. Area and Object

Sec. 1 This Constitution shall be binding upon each Parish of the Andhra Evangelical Lutheran Church.

Sec. 2. The area in which a parish shall carry on its activities shall be determined by the Executive Council of the A. E. L. Church upon recommendation by the Synod.

Sec 3. *The objects of a Parish shall be :*

- a) To develop the Christian life of the members of the congregation by worship, the faithful preaching of the word of God, the use of sacraments, catechetical instruction, Sunday Schools, Luther Leagues, and other means approved by the pastor and the church council.
- b) To show forth, through loving service, the life of Christ dwelling in His Church.
- c) To preach the Gospel to men of other faiths within its area and seek to bring them into a living relationship with Christ through baptism.
- d) To further the cause of the Kingdom of God in the world.

Art. II. Confession of Faith

Sec. 1. Each Parish of the Andhra Evangelical Lutheran Church confesses Jesus Christ as Saviour of the world and as Lord of the Church. The Holy Spirit creates and sustains the Church through the Gospel and thereby unites believers with their Lord and with one another on the fellowship of faith.

Sec. 2. Each parish of the Andhra Evangelical Lutheran Church holds that the Gospel is the revelation of God's Sovereign will and saving grace in Jesus Christ. In Him the Word Incarnate, God imparts Himself to men.

Sec. 3. Each parish of the Andhra Evangelical Lutheran Church acknowledges the Holy Scriptures as the standard and model for the faith and life of the Church. The Holy Scriptures are the only infallible, divinely inspired record of God's redemptive act in Christ, for which the Old Testament prepared the way and which the New Testament proclaims.

Sec. 4. Each parish of the Andhra Evangelical Lutheran Church accepts the Apostles, the Nicene and the Athanasian Creeds as important statements of the Church.

Sec. 5. Each parish of the Andhra Evangelical Lutheran Church accepts the Unaltered Augsburg Confession and Luther's Small Catechism as true witnesses to the Gospel, and acknowledges its unity in faith with all churches that accept the teachings of these confessions.

Sec. 6. Each parish of the Andhra Evangelical Lutheran Church accepts the Apology of the Augsburg Confession, the Schmalkald Articles, Luther's Large Catechism and the Formula of Concord as further valid interpretations of the Church's faith.

Art. III. Relationships

Sec. 1. The parish, together with its pastor, is and shall remain a member of the Andhra Evangelical Lutheran Church, and of the Synod designated by the Andhra Evangelical Lutheran Church.

Sec. 2. The membership in the Andhra Evangelical Lutheran Church includes the right to have a pastor assigned to the parish.

Sec. 3. This membership also includes the right of the Andhra Evangelical Lutheran Church and of the concerned synod, through their regularly constituted executive officers and deliberative bodies, to exercise oversight and control over this parish for the interest of the Church at large, and of the parish in particular.

Sec. 4. The president of the concerned synod, or his appointed representative, shall receive prior notice of, and shall have the right to be present at all meetings of the parish church councils during a pastoral vacancy.

Sec. 5. In case of strife or division, if any part of a parish or congregation rejects the faith set forth in Article II, or refuses to abide by its obligations as a member of the Andhra Evangelical Lutheran Church, that part of parish or congregation, whether a majority or a minority of its membership, which continues in unity with the Andhra Evangelical Lutheran Church and its faith shall be recognized as the lawful parish or congregation and shall continue in possession of all the property of the parish or congregation.

Sec. 6. If a parish or congregation disbands, ceases or fails to maintain religious worship or services according to the tenets and usages of the Lutheran Church, departs, from membership in the Andhra Evangelical Lutheran Church without the consent of the Andhra Evangelical Lutheran Church, or so decreases in numbers or financial strength as to render it impracticable for the parish or the congregation to fulfil the purposes for which it was organized or to protect its assets from waste and deterioration, the Andhra Evangelical Lutheran Church shall have the right to take charge and control of all property of the parish or the congregation and thereafter to hold and manage the same at the discretion of the Church.

Art. IV. Membership

The membership of a parish shall consist of its pastor and other baptized persons whose qualifications, rights and duties are set forth in the by-laws. With regard to their faith and life, they

shall be subject to the discipline of the Andhra Evangelical Lutheran Church in accordance with the by-laws of parishes, of its synods and of the Andhra Evangelical Lutheran Church.

Art. V. Ministers

Sec. 1.- Each parish shall be served by a pastor and unordained workers, if needed, in accordance with the constitution and by-laws of this Church, of synods and of Parishes.

Sec. 2. The pastor of each parish shall be a person whose soundness in the faith and other qualifications have been examined and approved by the Andhra Evangelical Lutheran Church, who has been properly ordained and whose life and conduct are above reproach.

Sec. 3. The pastor of each parish shall be appointed to that parish by the concerned synod in accordance with the synod's procedure for appointment of pastors, ordinarily for a term of five years. The pastor of a parish shall not be transferred away from a parish within three years of his assignment to that parish except with the approval of the executive committee of the synod, and of the Executive Council of the Andhra Evangelical Lutheran Church.

Sec. 4. The pastor of a parish shall cease to be its pastor if he enters the ministry or joins a congregation of a church of a different confession, if he demits the ministry, if he leaves the work of the ministry and engages in secular pursuits, if he is removed from the office of the ministry of the A.E.L. Church in accordance with its provisions for discipline, if he is transferred from the synod, or if he reaches the age of retirement while serving that parish.

Art. VI. Parish Church Council

The voting members of a parish shall elect, in accordance with the by-laws for parishes and of the Andhra Evangelical Lutheran

church, a church council to assist the pastor in planning and guiding the work of the parish, and to perform such other duties as are defined in the by – laws of parishes, of synods and of the Andhra Evangelical Lutheran Church.

Art. VII. Congregational Panchayat

In case the parish includes more than one congregation, the voting members of each congregation may elect a local panchayat of five members to assist the pastor in planning and guiding the work of the local congregation and to perform such other duties as are defined in the by – laws.

Art. VIII. Support

Members of a parish shall be responsible for the support of the work of that parish, the work of the synod, the work of the A.E.L. Church, and other Christian causes which have been approved by the Andhra Evangelical Lutheran Church. This support shall be by free – will offerings of its members and from other sources as laid down in the by – laws of synod and parish.

Art. IX. Auxiliary Societies

In each parish there may be Luther Leagues, Streeta Samajams and other organizations as approved by the Andhra Evangelical Lutheran Church.

Art. X. Property

Sec. 1. The title to all property in each parish or congregation shall be vested in the A.E.L. Church.

Sec. 2. The primary responsibility for the maintenance of this property shall vest in the parish.

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Sec. 5. In the case of an offence liable to discipline having been committed by a person who has been assigned to administrative charge of work by the Executive Council, the procedure laid down above shall be followed, but appeal may be made from the decision of the congregational panchayat, to the parish church council; and from that of the parish church council to the executive committee of the synod whose decision shall be reviewed by the Executive Council, which shall take suitable action. Cases of disciplinary action against persons assigned to administrative charge by the Executive Council shall be reported immediately by the pastor of the parish to the President of the Church. Even though the matter is not reported by the pastor, the president to the Church shall take cognizance of it and report it both to the pastor and to the Executive Council.

Article XII. Amendments

Amendments to this constitution shall be made by the Executive Council of the Andhra Evangelical Lutheran Church in accordance with the provisions for amendments of the A. E. L. Church Constitution. Such amendments may be proposed by a parish church council, or by the executive committee of a synod, or by the Executive Council. The president to the Church shall report such proposed amendment to the Executive Council through its Committee on Synods.



**BY-LAWS FOR PARISHES
OF**

The Andhra Evangelical Lutheran Church

ARTICLE I. CONGREGATIONS and MEMBERSHIP

Sec. 1. *Congregations:*

- a) Congregations normally shall be recognised on the basis of the residence of baptized and communicant membership and shall meet regularly together for worship, including the Lord's Supper, witness, christian education and service.
- b) For administrative purposes, a congregation shall normally consist of at least 20 baptized members among whom there shall be at least 12 communicant members meeting regularly in a place of worship.
- c) Each congregation shall be eligible to elect or choose its own panchayat subject to the rules for membership.

Sec. 2. *Baptized Members :*

- a) The baptized membership of a parish shall consist of all baptized persons within its geographical area whose names are on the roll of a congregation of that parish.
- b) All members shall have their names entered on a congregational roll in the place where they reside, except that a member who lives in a place where there is no congregation of the Andhra Evangelical Lutheran Church may retain his membership in his own congregation provided he annually makes a contribution of record to the support of the parish of which that congregation is a part.

Sec. 3. *Communicant or confirmed members*

- a) Communicant or confirmed members shall be baptized persons who have been duly received into communicant membership

of the parish by confirmation, certificate of transfer from another Lutheran congregation or reaffirmation of faith. Confirmation shall be administered, after proper instruction in the Word of God and in the faith of the Lutheran Church, to young people of the parish, to members who have been received by adult baptism, and to baptized member of non-Lutheran Churches seeking membership in this parish. Admission to communicant membership of a congregation shall be by action of the panchayat or council of the parish.

- b) 1. Members in good standing are baptized members, who in each year receive Holy Communion, are not under disciplinary action by any ecclesiastical body of the A. E. L. Church and make a contribution of record to the congregation. A contribution of record shall be defined as an offering (i. e., monthly offerings, thank offering, festival offering) of at least Rs. 5/- per year, which is entered in the accounts of the congregation in the name of the donor. The offerings may also be recorded in the name of the family head, provided a total amount of Rs 5/- for each confirmed member of the family is recorded. In which case all confirmed members of that family will be considered to be in good standing provided other requirements are fulfilled.

2. The good standing, rights and privileges of any member who actively supports the work of another organization or group whose work and teaching is against the interests of the A. E. L. Church may be removed by action of the parish council after counselling and warning.

- c) Any confirmed member who, despite pastoral care and counselling, has failed for a period of one year to receive Holy Communion, to make any contribution of record to the congregation, or has been under disciplinary action by any ecclesiastical body of the A. E. L. Church shall be classified by the church council as not in good standing. He shall be restored by the church council to the roll of confirmed members in good standing when he again receives the Lord's Supper and fulfills the other obligations of a member of his congregation.

Sec. 4. Voting Members :

- a) All confirmed members in good standing of a congregation who have attained the age of 18 years and who contribute at least Rs. 5 offering of record per year shall be the voting members of the congregation and parish as laid down in Sec. 3 b. 1.

2. The parish church council shall annually prepare a voters' list for each congregation on the basis of Sec. 2, Sec. 3 and Sec. 4 a. above, at least two months before the date of election of congregational panchayat and parish church council elections. The voter's list for each congregation shall be posted in that congregation, and any objection to the list shall be made to the parish church council. The parish church council shall then review its decision within one month of the time of receipt of the objection. Any appeals against this decision of the parish church council concerning any member's right to vote shall be made through the pastor to the executive committee of the synod within two weeks after the review of the case by the parish church council. The decision of the synod executive in the matter shall be final.

- b) Eligibility to hold office/elective posts:

1. Confirmed members in good standing who show their concern and sense of obligation to support to the work of the A. E. L. Church through the Suvantha Dhana Nidhi fund of the Church shall be eligible to hold office elective or appointed positions as follows:

- a) Members who have attained 21 years of age and who contribute at least Rs. 12 per year to the Suvantha Dhana Nidhi fund of the Church in addition to an offering of record of at least Rs. 5 per year to the parish shall be eligible to hold office or to be elected to administrative and decision making bodies of the congregation, parish and field (local panchayat, P. C. C. and F. C. C.)

- b) Members who have attained twenty-five years of age and who contribute Rs. 5 per month or Rs. 60 per year to the Suvartha Dhana Nidhi fund of the Church in addition to a minimum of Rs. 5 per offering of record to their parish shall be eligible to secue as delegates to synod and A. E. L. Church conventions, and to serve on boards, committees and administrative bodies of the Church.
- c) Any person already elected or appointed to any position or elective post or as a delegate shall automatically lose his membership if his annual contribution is not given regularly with-
In the calendar year or such other time as specified by the Exe-
cutive Council.
2. Continuous residence in that congregation for atleast one full year immediately before the preparation of the electoral roll is required.
3. Those accepting these responsibilities should abide by the rules, policies, enactments and discipline of the A. E. L. Church and should not have been under discipline for atleast 5 years prior to the election.
4. Persons owing rent, offering dues, loan dues, or any other moneys to the congregation, parish, synod, A. E. L. Church or any other institution or organization of the A. E. L. Church are not eligible for appointive or elective posts of the Church.
5. Any person who resorts to courts or appeals to external authorities rather than making use of the provision for appeal in the A. E. L. Church and any person who does not abide by the decisions of the synod executive committee, the Executive Coun-
cil of the A. E. L. Church or of the Commision of Adjudication where their decisions are final, as the case may be, shall ipso facto forthwith be removed from any elective or appointive membreship in the A. E. L. Church, lose his eligibility for any elective or appointive membership in the A. E. L. Church and be debarred from all voting rights. Such a person may be restored to all voting rights and eligibility for holding elective

or appointive position or membership in the A. E. L. Church only after one year from the date of the final disposal of the matter by the courts or external authorities.

Sec. 5. Associate members :

Any member of any other Lutheran Church or any constituent Church of the N.C. C. who is temporarily resident within the area of any congregation of this Church may be admitted as an associate member on request and such associate membership shall not carry within it any rights of participation in the government of synod and A. E. L. Church, and shall not interfere with the regular membership of the individual in his own congregation.

Sec. 6. *Inter-denominational Congregations :*

In case of community (inter-denominational) congregations designated by the Executive Council, Christian members from other than Lutheran congregations who regularly attend the worship service and fulfil the conditions laid down for communicant and voting members under Sec. 3 and 4 shall have full rights of membership and holding office up to the parish level only.

Sec. 7. *Rights and privileges of members :*

Each member of the congregation of a parish of this Church shall have the following rights unless under discipline :

- a) To call upon the spiritual services of the pastor or gospel worker and other members of the congregation.
- b) to attend the services of worship and to partake of Holy Communion if confirmed.
- c) To participate in the government of the Church in accordance with the constitution, by-laws and enactments of the Church and its subsidiary bodies.
- d) To be buried in the cemetery of the congregation where he is resident as per rules of the parish.

ART. II CONGREGATIONAL PANCHAYAT

Sec. 1. In parishes where there are a number of separate congregations each congregation may have a congregational panchayat consisting of the parish pastor and at least five and not exceeding ten elected members. Not more than one of these shall be an employee of the parish.

Sec. 2. The congregational panchayat shall be elected as each congregation may determine. In the case of urban parishes panchayat elections will be conducted ward war. The term of members shall be four years.

Sec. 3. The qualifications for members of the panchayat shall be as laid down in Art. 1 Sec. 3 and 4 above.

Sec. 4. An ad hoc committee may be appointed by the synod executive committee in consultation with the parish pastor if it is found that a panchayat is not constituted according to by-laws and rules of the Church, after giving show-cause notice.

Sec. 5. *The duties of the congregational panchayat shall be :*

a) To see that the services of God's House are held at the proper times and conducted in accordance with the order of the Church and that the Sacraments are regularly and properly administered.

b) To provide for and show an interest in the Christian education of the members of the parish.

c) To assist the pastor and the congregational workers in the performing of the duties of their offices, particularly in the care of the sick and the needy, in the cultivation of harmony among the members of the congregation and in the promotion of its general welfare.

- d) to assist in exercising discipline in the congregation.
- e) To care for the property of the congregation, to assist in keeping buildings in repair and to see that its secular affairs are properly administered.
- f) To establish and run Sunday Schools, Youth, Samaj and Women Samaj and to be responsible for their proper working.
- g) To devise ways and means for promoting the financial contributions of the members for the support of the Church work not only in their own congregation but also for the Christian ministry in the parish and the A.E.L. Church as a whole.
- h) To encourage and assist the congregation to identify itself and to actively participate without reservation in all the schemes designed for the general development of the village life in their areas.

Sec. 6. a) For the congregational panchayat more than half of the elected members shall constitute a quorum.

- b) *Meetings* - For all the business meetings of a congregation or ward one-fourth of the eligible voters shall constitute a quorum.

Art. III Parishes

Sec. 1 *Types of Parishes*-Because of the varied conditions which exist in the parishes of the A.E.L.C. and the different degrees of spiritual life, ability for self - government and economic inequalities, there shall be three classes of parishes as follows :

CLASS A. Supporting Parishes with special rights and privileges which hereinafter shall be called A. Class.

CLASS B. Parishes that do not receive subsidy but give some contribution to the A. E. L. Church with limited rights and privileges.

CLASS C. Other parishes including those receiving subsidy from A. E. L. Church.

Sec. 2. The Executive Council shall determine from time to time the classification of the parishes of the Church on the basis of the conditions set forth below, and after the recommendation of the synod Executive Committee which shall be made after consultation with P. C. C.

Sec. 3. A Class Parishes :

Such Parishes shall assume the following responsibilities :

1. To serve as a model to other parishes, in administration, conduct, and spiritual life.
2. To pay pastors salary in full, pastors medical bills according to policy, P. F. Church Share contribution, to provide pastor with housing or rent in lieu of housing, pastor's moving charge for incoming pastors.
3. To pay salaries and P. F. contribution of other workers in the parish.
4. To pay expenses of delegates or representatives to A. E. L. C. Convention, Synodical and Youth meetings.
5. To repair and maintain all buildings.
6. To contribute to the causes of the Church upon request such as Theological Education Endowment. Fund Youth Sunday, N. M.S., etc.
7. To give 20% of all offerings annually to the Suvartha Dhana Nidhi Fund,

II. Privileges :

1. To send three lay delegates to the Synod Convention.
2. To form an Administrative Body as follows :

a) Composition :

P. C. C. and L. C. C. members and persons in charge of work in the Parish area.

a) Duties i) To select a pastor for the parish in accordance with the provision of the By - Laws.

ii) To hear the report of the Treasurer on the Genral Financial condition of the parish to advise the Parish Church Council on any steps necessary in view thereof.

iii) To pass the annual budget prepared and approved by the Parish Church Council. If the budget fails to meet with the approval of the administrative Body, the budget shall be referred back to the Parish Church Council with recommendation for further consideration and final decision. The P. C. C. shall in any case continue to pay the salaries of the workers pending the final sanction of the budget. The budget shall be submitted to the Budget Committee of the Synod.

3. To call their pastor by a 2/3rd majority vote of the Administrative Body from a list prepared by the Committee on Synods consisting of all pastors who are eligible for transfer within Andhra Evangelical Lutheran Church who have had at least five years of Service. The Synod President may be asked to sit with the Administrative Body as consultant at the meeting when the Pastor is to be called.

4. To elect their own Treasurer

5. To pay their pastor special allowances as per rules and enactments of the Church.

6. To call an additional pastor

7. To administer their own affairs as long as their actions are in keeping with the constitution and by - laws of the A. E. L. Church, Synod and Parishes.

8. To elect a layman as Parish Church Council Chairman if they so desire. The Chairman need not be a member of the Parish Church Council. In case a layman is elected as Chairman, the Pastor shall be an ex - officio member of the Parish Church Council. The term of 'A' Class P. C. C. Chairman be two years and there shall be a break of two years after two consecutive terms.

9. To appoint Bible Women and other Gospel Workers of their choice.

Social privilege :

10. Parishes giving 30% of their offerings (including the 20% as A Class Parishes) to Suvatha Dhana Nidhi shall have the privilege of sending a delegate to the A. E. L. Convention at the expense of the Parish.

General rules regarding A and B. Class Parishes :

- a) Parishes owing money to A. E. L. Church or other funding agencies for previous loans, which do not repay according to approved schedule. or which are withholding special offerings shall cease to enjoy their status as A Class or B Class until the obligations to the A. E. L. Church are fulfilled.
- b) Parish Account books shall be open to officers of the Church and Synod or Auditor at all times.
- c) Yearly budgets shall be submitted, and half yearly Financial Statements to be submitted to the Treasurer, A. E. L. Church.

- d) Failure to properly maintain records or keep up A Class responsibilities shall be cause for not seating Parish delegates and removal of privileges. Defaulters shall not be eligible for special *grants or projects, and privileges.*
- e) All the Self Supporting parishes shall open Bank Accounts and or postal savings accounts as authorized by Treasurer, A. E. L. Church in the joint names of the Treasurer and the Pastor of the Parish.
- f) No Pastor of an A or B Class parish may be elected or appointed as Treasurer of the Parish.
- g) All 'A' and 'B' Class Parishes shall elect the Lay Treasurers before August 31 for a term of two years, and report the same to the concerned Synod Executive Committee and Treasurer, A. E. L. Church before August 31 (LCM 239, page 17).
- h) All Treasurers shall begin to operate on the Joint Accounts as from September 1.
- i) Monthly financial statements and the Bank Statements shall be presented to the Parish Church Council at the end of each month.
- j) The Treasurer and Pastor are responsible for remittances and withdrawals of money into or from the concerned Bank or Post Office.
- k) The Treasurer and the Pastor shall submit the quarterly financial statements duly signed by both of them to the Treasurer, A. E. L. Church, to the Parish Church Council and Parish Administrative body, in the case of A Class Parishes.

B Class Parishes

I. Responsibilities:

1. To give 10% of all offerings to Suvarha Dhana Nidhi Fund.

2. To care for and maintain buildings of the Parish,
3. To pay pastors salary in full and his Provident Fund Church Share.
4. To pay delegates expenses to Synod, Synodical and youth meetings.
5. To provide housing for pastors.
6. To chose a properly qualified Bible Woman provided they bear a part of her budget as directed by the Executive Council from time to time.

II. Privileges :

1. To send two lay delegates to the Synod Convention.
2. To elect their own Treasurer of the Parish.

"C." Class Parishes

1. All other parishes shall have "C" Class status.
2. "C" Class Parishes shall contribute 3% of their actual offerings to the Suvatha Dhana Nidhi Fund of the Church.
3. Those parishes which contribute 3% of their actual annual offerings to the Suvatha Dhana Nidhi Fund shall have the privilege of sending one lay delegate to the Synod Convention.
4. Budgets shall be set by the Synod Finance Committee.
5. Assignment of Gospel Workers within the Parish shall be made by the synod Executive Committee in consultation with the Pastor and Person-in-charge of work.

6. The Executive Council shall determine the status of Parishers, after consultation and recommendation of the P. C. C. and Synod Executive Committee and Committee on Synods.

Art IV Parish Church Councils :

Sec. 1— The Executive Committee of the synod shall prepare a schedule showing the number of church council members in each parish of the synod and indicating the part of the parish which is to be represented. The schedule shall be prepared on the basis of geographical considerations and taking into account the number of communing members in 'wards, in urban parishes, and in "congregations" in rural parishes. If two or more congregations are grouped together and represented by the church council member, the schedule may also include a plan of rotation. If a ward or congregation has not paid all offerings to the support of the parish, it shall not be entitled to representation on the parish church council.

Sec. 2a. — In accordance with the schedule provided in Sec. 1 above the voting members in each part (congregation or ward) of the parish, under the chairmanship of the pastor or his nominee, shall elect a member to the parish church council, if there be no pastor, the synod president or his nominee shall conduct the elections.

b. There may be one missionary elected by the parish church council from among the missionaries resident within the area of the parish who have been assigned to work by Executive council of the A. E. L. Church.

Sec. 3. a — In case of rural parishes any congregation giving 50% or more in excess to their budgeted offerings be given an additional membership on the Parish Church Council.

b. In case of urban parishes the pastor shall be authorised to nominate upon three persons from among the tithers of the parish in addition to the number set in section one above.

c. **Ex-Officio Members** – In addition to the elected members here shall be the following **Ex-officio members**.

Parish pastor, Additional pastors, if any. Parish Treasurer, if any.

Co-opted by the P. C. C. upon recommendation of the Parish Pastor in addition to number determined in sec. I above for a two year term :

One youth 21-30 years active in youth work, one woman connected with the Streela Samaj, one Sunday School Teacher.

Note : Persons-in-charge of Bible women's work in the parish shall be invited to the parish church councils concerned when matters concerning their work are considered in the respective parish church councils.

Sec. 4. Qualifications for membership of P. C. C. :

- a) They shall fulfil the requirements laid down in Acts. 6:3, 1 Timothy 3:8, 10 and Titus 1:6
- b) They shall be members in good standing in a congregation or the Parish, having been resident within the Parish for at least one year, and not having been under discipline for at least five years prior to election,
- c) They shall be at least twenty one years of age.

Sec. 5 – Term of members :

- a) The term of office of every elected member of the Parish Church council shall be four years which term shall normally begin on November 1, following his election. If however, an election is not held before the expiry of the term of any members that membership shall be vacant and shall be filled for the remaining

BY - LAWS FOR THE PARISHES ART. IV

portion of the term by election in accordance with Sec. 2, (a) above. After a person has served on the PCC for a total of four consecutive years in any capacity, i. e., Cheirman, or Treasurer, or Co-opted member or elected member, there shall be a break of two years before the person is eligible to serve again on the PCC. Half or more of a full term shall be considered as a full term in computing term for election. Co-opted members terms shall be for two years only.

- b) If a member shall cease to represent the constituency from which he was elected or shall cease to be qualified in accordance with Sec. 4 above, he shall immediately cease to be a member of the Parish Church Council, and the vacancy shall be filled in accordance with Sec. 2 (a) above for the unexpired portion of the term.
- c) If a member is absent from three consecutive meetinss without excuse, he shall lose his membership in the parish church council and the place shall be filled as provided above.

Sec. 6 Duties of Parish Church Council :

- a) To have general oversight of the spiritual life and activities of the parish and in particular of its public worship to the end that everything is done in accordance with the Word of God and the faith and practices of the Andhra Evangelical Lutheran Church ;
- b) To inspire the preaching and practice of stewardship in all members of the congregation, and encourage liberal giving to the work of the Church in all its aspects at home and everywhere;

- c) To support the pastor in fulfilling his calling, and in so doing to visit the sick, the infirm and spiritually indifferent, to minister to the poor and distressed and to seek to bring the unchurched into the fold of Christ;
 - d) To promote a spirit of peace and goodwill within the parish, and if differences arise, to endeavour to restore harmony and mutual understanding;
 - e) To be the board of trustees of the parish, and as such to be responsible for the upkeep, maintenance and right use of the property of the church lying within the area of the parish;
 - f) To prepare the annual budget of the parish for submission to the executive committee of the synod, and to have control over the financial affairs of the parish subject to the policy and enactments of the Andhra Evangelical Lutheran Church and of the synod;
 - g) To elect lay delegates and alternates to the convention of the Synods in accordance with the by-laws for Synods Art. II, Sec. 3. b.
 - h) To be subject to the Andhra Evangelical Lutheran Church in all things and to seek to carry out its purposes within the area of the Parish.
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1. To see that all offerings are remitted to the Parish Treasurer and that any congregation with-holding any offerings shall be warned and appropriate action, including removal of representation, be taken by P.C.C.
 2. To recognise auxiliaries of the congregation of the Parish under the general supervision of the P. C. C. They

shall be conducted according to the rules of the respective societies.

Sec. 7. Officers :

- a. The pastor shall be ex-officio chairman of the parish church council.
- b. The members of the parish church council shall elect at each meeting from among themselves a recording secretary. He shall keep accurate minutes of that meeting of the parish church council in a volume provided by the parish, which shall be preserved permanently in the records of the parish in the custody of the pastor.
- c.
 - i. If the executive committee of the synod shall so direct the parish church council shall elect a lay person to serve as treasurer of the parish for a term of one year from Sept. 1. Such a person shall be eligible for re-election. He need not be a member of the parish church council at the time of his election.
 - ii. If the executive committee of the synod shall so direct, the pastor of the parish shall be its treasurer. The treasurer of the parish shall maintain accurate records of all financial business of the parish in accordance with the policy and enactments of the Andhra Evangelical Lutheran Church, of the synod and of the parish church council. He shall make written report to the parish church council monthly.

- iii. All bank accounts and savings bank accounts of parishes and congregations shall A. E. L. C. bank accounts, subject to control, direction and authority of the Board of Finance. The treasurer of the Church is authorized to instruct the concerned bank agent from time to time as to the person authorized to operate on any particular A.E.L.C. account. Any special funds which may be available for investment shall be invested through the treasurer of the A.E.L. Church.

Sec. 8 - Meetings ;

- a) The Parish Church Council shall normally meet once a month. Special meetings may be called by the Pastor and shall be called at the request of at least one half of the members. Three days notice for special meetings and seven days notice for regular meetings shall be given along with the proposed agenda to all who are entitled to be present. Notices shall be sent by Certificate of Posting or by Circular taking the signatures of the members.
- b) Whoever is absent from three consecutive meetings including special meetings for any reason, shall cease to be a member of the P. C. C.
- c) In parishes where P. C. C. meetings are not conducted at least once in six months and or when it is found that the P.C.C. is not properly constituted or is not functioning according to the by-laws and Rules of the Church and Synod, the Synod Executive Committee shall be authorised

to disband the P. C. C. and to appoint an Ad Hoc Committee in consultation with Parish Pastor to administer the affairs of the parish after giving show cause notice to the Pastor and P. C. C.

Sec. 9 : Quorum :

A quorum for the transaction of business shall consist of a majority of the total membership of the Parish Church Council including elected and ex-officio members as determined by the Synod Executive Committee.

THE END