

CHRIST EVANGELICAL LUTHERAN CHURCH & SCHOOL
4333 Cleveland Avenue
Stevensville, Michigan 49127

Constitution

PREAMBLE

It is the will of our Lord Jesus Christ that His disciples preach the Gospel to the whole world (Mark 16:16, Matthew 28:18-20, Acts 1:8). That Christ's mission for His Church might be carried out according to His will, He has commanded that Christians:

- Unite in worship (Hebrews 10:24-25)
- Practice fellowship with one another (Acts 2:42)
- Witness to all men (Acts 1:8)
- Help each other grow in the Word (Ephesians 4:11-14)
- Serve the needs of all men in Christian love (Ephesians 4:7-16, Mark 10:42-44, John 13:35, Galatians 6:10)
- Administer the Office of the Keys as His Church (John 20:21-23, Matthew 18:15-20)
- Maintain decency and order (I Corinthians 14:40) in the Church

Therefore we, a number of Lutheran Christians, accept and subscribe to the following Constitution and Bylaws, in accordance with which all spiritual and material affairs of our Congregation shall be governed.

ARTICLE 1: NAME

The name of this Congregation shall be: Christ Evangelical Lutheran Church of Stevensville, Michigan, hereinafter referred to as Christ Lutheran Church.

ARTICLE 2: CONFESSION

This Congregation accepts all the Canonical Books of the Old and New Testaments as the inspired and revealed Word of God, and all the Symbolical Books of the Evangelical Lutheran Church, contained in the Book of Concord of the year 1580, as the correct presentation and true exposition of Christian Doctrine drawn from the Holy Scriptures, viz:

- The Three Ecumenical Creeds, viz: the Apostolic, the Nicene, and the Athanasian.
- The Unaltered Augsburg Confession.
- The Apology of the Augsburg Confession
- The Smalcald Articles
- Luther's Large Catechism
- Luther's Small Catechism
- The Formula of Concord

According to these norms, all doctrinal controversies which may arise in this Congregation shall be judged and decided. The hymnals, textbooks, forms, writings, and other books used in this Congregation must be used and presented in accordance with these articles. Only such hymns, prayers, and liturgies shall be used in public services of the Congregation and in all ministerial acts as conform to this confessional standard. Likewise, in all classes for instruction in Christian doctrine, all books and materials must be presented in conformity to this standard.

ARTICLE 3: SYNODICAL AFFILIATION

This Congregation shall be affiliated with the Lutheran Church - Missouri Synod as long as the confessions and constitution of said Synod are in accord with the confession and constitution of this Congregation as laid down in Article 2. It shall send its Pastor and lay delegate to the District convention of Synod. It shall be the duty of the Congregation and its individual members to support also the work of the Synod, since they thereby support their own Christ-appointed work.

ARTICLE 4: MEMBERSHIP

Baptized membership in this Congregation is held by all those who are baptized in the Name of The Triune God with water and are under our pastoral care.

Communicant membership in this Congregation may be held only by those who:

- Are baptized in the Name of the Triune God.
- Have declared their acceptance of the confessions of this Congregation as contained in Article 2 of this Constitution.
- Have been accepted into communicant membership in accordance with the Bylaws of this Congregation and shall remain faithful to the responsibilities of membership as contained in these Bylaws.
- Do not live in manifest works of the flesh (Galatians 5:19-21), but lead a Christian life.
- Are not members of a secret society or of any other organization conflicting with the Word of God and the conduct of a Christian (II Corinthians 6:14-18).

Voting membership in this Congregation is held only by communicant members, who have qualified according to the membership provisions of the Bylaws.

The membership, and membership privileges, of each communicant member shall remain in force so long as each member shall maintain his eligibility according to the five points mentioned above in paragraph two of this article and shall meet the requirements stated or implied in the disciplinary or other provisions of the Bylaws. A member who voluntarily severs his connection with this Congregation, or who has been released or transferred, or who has been excommunicated or excludes himself according to the provisions of the Bylaws, shall be deemed to have terminated his membership in this Congregation along with all rights and privileges of such membership.

ARTICLE 5: ORGANIZATION

Section 1 - Authority

This Congregation shall be represented by, and administer all its affairs through its Voting Membership. Only communicant members, who have qualified according to the membership provisions of the Bylaws, shall be received as Voting Members of this Congregation.

Section 2 - Administrative Boards

Responsibility and authority for the daily administration of Congregational affairs shall be delegated to the following boards with one member of each Administrative Board serving as the Director of that Board.

- Board of Elders
- Board of Evangelism
- Board of Christian Education
- Board of Youth
- Board of Stewardship
- Board of Church Properties
- Board of Fellowship
- Board of Public Relations
- Board of Assimilation

Section 3 - Officers of the Congregation

The Officers of the Congregation shall consist of an Executive Director, an Assistant Executive Director(s), a Treasurer, and Assistant Treasurer, elected from among the Voting Membership in accordance with the Bylaws of the Congregation.

The Executive Director of the Congregation (or the Assistant Executive Director(s) when acting in the Director's capacity) shall have a voice on all Administrative Boards, but his right to vote shall be limited to such Board or Boards on which he may hold membership. The Pastor(s) of the Congregation shall be, ex-officio, member(s) of all boards and associated committees, and may, at his discretion, attend any or all meetings related to congregational activity of any kind.

Section 4 - Parish Planning Council

The Parish Planning Council shall consist of The Pastor(s), the Executive Director, the Assistant Executive Director(s), the Treasurer and Assistant Treasurer of the Congregation, and the Directors of the Administrative Boards listed above in Section 2 of this article. The elected officers shall hold a position on the Parish Planning Council by virtue of their call or election by the Voting Members of the Congregation so long as their term of office continues.

Section 5 - Rights and Powers

This Congregation, subject to the limiting provisions and regulations of this Constitution and its associated Bylaws, shall have supreme power in the administration of its affairs. No duly elected Officers of this Congregation shall have any power or authority beyond that conferred upon them by the Congregation acting through its Voting Membership. Each Administrative Board, along with the Parish Planning Council, shall be responsible for the performance of such duties as the Voting Membership may delegate to them by special resolution. Such specially delegated rights and powers, of Officers and Administrative Boards, shall be subject to revision or complete withdrawal by the Voting Membership at its discretion.

ARTICLE 6: PASTORS AND CHRISTIAN DAY SCHOOL TEACHERS

Only such pastors, directors of Christian education, and teachers who are in accord with the confessional standard of this Congregation (Article 2) and who have been prepared for their work and are qualified for it, shall be called by the Voting Membership of the Congregation. The authority to issue a call shall never be delegated to a smaller body or to any individual. For the election of pastors and teachers a three-fourths (75) percent majority vote of the Voters present at the Voters' Assembly is required. A quorum for these meetings shall consist of fifty (50) percent of the Voting Membership. As a show of Christian unity, moving for unanimous consent is a desirable outcome for all Call Meetings. All candidates for calls must be on the official roster of the Missouri Synod – except Seminary candidates who are not yet on roster but are certified by Synod.

ARTICLE 7: SOCIETIES

Societies may be organized within the Congregation only with the expressed approval of the Voting Membership, and all such societies shall be under the supervision of the Pastor(s) and the appropriate Administrative Board under whose jurisdiction they function. Only communicant members of this Congregation shall be officers of such societies or organized groups. Any decisions, enactment or performance of, or by societies or organized groups shall be invalid if they conflict with this Constitution and its Associated Bylaws. The Pastor(s), by virtue of his office, shall be the advisor for such societies or groups within the Congregation. All societies or organized groups are to include the following in their Bylaws:

"The "name of organization" of Christ Lutheran Church shall prepare an annual report of its activities and projects at the end of each fiscal year. The annual financial statement and audited report should be submitted to the Church Council for inclusion in the annual Congregation report".

ARTICLE 8: PROPERTY RIGHTS

If, at any time, a separation should take place within this Congregation, the advice of the officers of District and Synod shall be sought. If, despite all efforts to compose differences in peace and love, a division into factions of the Congregation shall occur, the property of the Congregation and all benefits therewith connected shall remain with those members who continue to adhere in confession and practice to Articles 2, 3, 4 and 6 of this Constitution.

In the event the Congregation should totally disband (may God prevent it), the property, all assets, and rights connected with it shall be transferred to the Michigan District of the Lutheran Church - Missouri Synod.

ARTICLE 9: VALIDITY OF RESOLUTIONS

One-third (33%) of all voting members shall be present at a properly called Voters' Assembly meeting to constitute a quorum. All Congregation matters shall be decided by a simple majority of the Voters present except as otherwise provided in this Constitution and its associated Bylaws for dealing with certain situations or matters therein specifically mentioned and defined.

ARTICLE 10: AMENDMENTS

Amendments to the provisions of this constitution and its associated Bylaws, excluding Articles 2, 3, 4, 6 & 8, shall be submitted in writing at a meeting of the Voters' Assembly and announced to the congregation by public posting and/or mail to all communicant members at least two (2) meetings prior to the meeting of the Voters' Assembly at which the proposed amendment(s) will be acted upon. Three-fourths (75%) majority of the Voters present at the Voters' Assembly must vote affirmatively for the adoption of an amendment to the Constitution; or that a majority of the Voters present vote affirmatively to amend the Bylaws.

Amendments to Articles 2, 3, 4, 6 & 8 shall not destroy their essential meaning. Amendments shall be submitted in writing at a meeting of the Voters' Assembly and announced to the congregation by public posting and/or by mail to all communicant members at least two (2) meetings prior to the meeting of the Voters' Assembly at which the proposed amendment(s) will be acted upon. Three-fourths (75%) majority of the Voters present at the Voters' Assembly must vote affirmatively for the adoption of an amendment to the Constitution and/or Bylaws. A quorum for these meetings shall be seventy-five (75%) of the Voting Membership for changes to the Constitution and one-third (33%) of the Voting Membership for changes to the Bylaws.

The revised constitution shall, as a condition of continued membership in The Lutheran Church – Missouri Synod, be submitted to the President of the District for review by the District's Constitution Committee and favorable action by the District's Board of Directors before being implemented by the congregation.

The Bylaws of the Constitution

ARTICLE 1: MEMBERSHIP

Section 1 - Application for Baptized Membership

Parents, guardians or concerned adult Christians who are members of this Congregation and who desire to present pre-confirmation age applicants for Baptized Membership in this Congregation shall consult with the Pastor(s), who together with the Board of Elders, shall determine whether such applicants are eligible for membership in accordance with Article 4, Section A, of the Constitution.

Parents, guardians or concerned adult Christians having no connection or previous contact with the Congregation shall be encouraged to present pre-confirmation age applicants for Baptized Membership in this Congregation. Such individuals shall be required to receive spiritual counsel from the Pastor(s) with regard to the meaning of Christian Baptism and its relationship to the corporate Body of the Church, and shall be encouraged to select at least one adult sponsor from the Congregation in order to allow the church to fulfill its spiritual responsibilities to the applicants.

Section 2 - Application for Communicant Membership

A. Procedures

Applicants for communicant membership including youth confirmation in this Congregation shall consult a Pastor who shall determine whether such applicants are eligible for membership in accordance with Article 4 of the Constitution. Applicants not familiar with the doctrines and confessions of the Lutheran Church Missouri Synod shall be required to attend a course of instruction, and to make profession of their faith either before the Congregation or, at the Pastor's discretion before witnesses who are members of the Board of Elders, before being received as members. All applicants for communicant Membership shall be required to fill out and sign an application for Church Membership indicating their clear understanding of the mission of the church and their role as members of Christ Lutheran Church.

Persons coming with a communicant letter of transfer from a Congregation in our church fellowship, provided they conform in all respects to the requirements of membership of this Congregation, shall be received into membership by action of the Board of Elders. Such applicants shall also be required to fill out and sign the application for church membership. After applicants have given satisfactory evidence of their eligibility, their admission as communicant members shall be recommended by the Pastor to the Board of Elders which shall have the authority to act on such application in behalf of the Voting Membership. These actions shall be announced at the next Voter's Assembly and are subject to review by this assembly. The Roster of new members shall be publicized in the various news media of the Congregation.

B. Privileges and Duties of Communicant Members

It shall be the privilege and duty of members of this Congregation to:

- Grow in the Christian faith and life through faithful use of the means of grace, searching the Scriptures at home and in fellowship with other members of the Congregation and its agencies, and partaking of the Lord's Supper frequently.
- Live a morally decent life before God and men, abstaining from open works of the flesh (Gal. 5:18-21), and so conducting themselves at all times as to bring credit rather than blame upon the Church of Jesus Christ.
- Provide for the proper Christian training of their children by instruction at home and through the agencies of the Church.
- Contribute toward the maintenance of the Congregation and the extension of the Kingdom of God at home and abroad in accordance with their blessings from God.
- Place their God-given talents and abilities at the disposal of the Congregation as set forth in its Constitution and Bylaws, so that the purpose and functions of the Congregation may be effectively implemented.

Section 3 - Application for Voting Membership

A. Procedures

Communicants who have reached their 18th (eighteenth) birthday and are considered in good standing may announce their intention of becoming a voting member at a scheduled Voters' Assembly Meeting. Upon this announcement to the Executive Director, the applicant may be declared a voting member by a majority vote of the quorum. The authority to present any formal proposals in the form of motions for action on the part of the Congregation as well as the privilege to vote is reserved exclusively to recognized Voters.

B. Privileges and Duties of Voting Members

It shall be the privilege and duty of a Voting Member of this Congregation to:

- Conscientiously and prayerfully exercise their right to vote in all measures that will advance the work of Christ's Kingdom both locally and in the church-at-large.
- Willingly serve in any office or capacity for which their talents and abilities equip them.
- Faithfully attend all meetings of the Voting Membership.
- Assist with wholehearted diligence in administering the temporal and spiritual affairs of the Congregation.
- Encourage by personal example, friendly interest, and judicious counsel, such eligible communicant members who are not yet voting members to consider seriously accepting the responsibilities and privileges of Voting Membership.

C. Termination:

Voting Membership will be terminated under the following conditions:

- Voting Membership is automatically terminated when a member has severed their communicant relationship with this Congregation.
- Voting Membership may be terminated upon written request.

ARTICLE 2: DISCIPLINE IN THE CONGREGATION

All discipline in this Congregation shall be administered in accordance with the order of discipline laid down in Matthew 18:15-20, I Corinthians 5:1-5, and other related New Testament passages. The following procedure shall be followed under the direction of the Pastor(s) and the Board of Elders.

Section 1 - Communicant Membership - Termination

A. Transfers to LCMS

A member desiring transfer to another Lutheran Congregation Missouri Synod shall apply to the Pastor. Upon approval by the Pastor and the Board of Elders, a letter of transfer shall be issued by the Pastor. The Board of Elders shall report all transfers to the Congregation via church publications and to the Voters' Assembly at the next regular meeting of that body. These transfers are subject to review at this meeting.

B. Releases to Other Churches

In cases where communicant members of this Congregation have joined a Congregation, not in fellowship with the Lutheran Church – Missouri Synod, they shall, upon decision of the Pastor(s) and the Board of Elders, be deemed to have terminated their membership in this Congregation, forfeiting all rights and privileges of such membership. Their name(s) shall be removed from the membership list of the Congregation.

C. Whereabouts Unknown

The names of members whose whereabouts are unknown and cannot be established within a period of six (6) months shall be removed from the membership list of the Congregation and placed in a file designated "Whereabouts Unknown". Prior to termination a list of names will be published in the church newsletter. Such membership is terminated and shall be reported as such and a list presented to the Voters at the next regular meeting of the Voters' Assembly.

D. Excommunication and Self-Exclusion

- 1) Board of Elders guidelines for dealing with strayed members:
 - When a member of Christ Lutheran has not communed for three (3) months, they will be contacted by their Elder, and shall be encouraged in Christian love.
 - If such a member has not communed after six (6) months, they shall receive a visit by at least two (2) members of the Congregation, one the respective Elder of the area and the Pastor or some other concerned member of the Congregation.
 - Additional admonitions and encouragement shall be given. If, after nine (9) months, such a member still has not communed and is not attending worship services of the Church, he or she shall be evangelically admonished more firmly and told that if such neglect continues for another three (3) months, it shall be interpreted as impenitence, lack of faith in Jesus Christ, and indifference to church membership, privileges, and responsibilities.
 - If, then after twelve (12) months, the member has not responded to Christian admonition as outlined above, the member's name shall be turned over to the Board of Evangelism. The individual shall be notified of such action by certified mail and shall be declared to have excluded themselves from this Christian Congregation.
 - Exceptions to these guide lines must be approved by the Board of Elders and the Pastor(s). However, the number of these exceptions must be reported at the next Voters' Assembly.
- 2) Self-Exclusion - Self-exclusion releases the individual from all responsibilities to this Congregation, but it also excludes the member from the privileges of church membership, such as Christian burial, Holy Communion, transfer to a sister Congregation, and of any claim against the properties of this Congregation. Such a person, however, will at all times be cordially welcome to attend all divine services in our church.
- 3) Excommunication - Excommunication is to be applied to any member who conducts himself in any unchristian manner; i.e., to one who openly adheres to false doctrine, gives evidence of an immoral and offensive life, or willfully despises the preaching of the Gospel and the Lord's Supper. The Board of Elders subject to review by the Voters' Assembly at the next Voters' Assembly Meeting shall administer church discipline in behalf of the Congregation.
- 4) Membership Restoration - Persons who have been removed from membership for whatever reason shall be restored with all rights and privileges when they repent and ask forgiveness through the Pastors and the Board of Elders. The procedure for carrying out the above will encompass the following five (5) items:
 - a) Visitation - The Congregation assumes the responsibility for caring about its members. The Board of Elders, the Pastor(s) and other concerned members are made aware of the situation and involved in the attempt to restore the straying person.
 - b) Process - On each visit the person is admonished "and encouraged". The intention is to point out to them the spiritual danger in their present course of action and to encourage them to return to Christ, His Word, etc.
 - c) Responsibility - Even if someone excludes one self, the Congregation places the name of that person in the file of the Board of Evangelism who continues to attempt to restore the individual. This recognizes that the person had a relationship to the Congregation and we will continue to care about that person until they completely reject Christ, the Gospel and our admonition.
 - d) Openness - We are trying to get the individual to recognize that the Congregation has not forced them into indifference. This is an offer to accept them again if they choose to return. The wording stresses that God and the Congregation want them back in this fellowship and the decision belongs to the individual involved.
 - e) Protection - The Board of Elders is made responsible for the administration of church discipline to protect the individual involved from too much publicity and notoriety. The ultimate responsibility still lies with the Congregation, however, since the board of elders is only responsible for the administration of church discipline: i. e., the Board of Elders is responsible for carrying out the steps mentioned, but the Congregation in meeting assembled must decide the course of action when all of the steps have been exhausted.

Section 2 - Provisions Pertaining to Church Officers and Directors

Any Officer or Director of the Congregation who willfully neglects the duties of their office may be deposed by a two-thirds majority vote of the voting members present in a regular meeting of the Voters' Assembly. The Board of Elders shall initiate such disciplinary action. When an office is made vacant, a successor to such office or director shall be elected by the Voting Membership.

Section 3 - Provisions Pertaining to Pastors and Teachers

Grounds sufficient to depose a pastor or called teacher shall include persistent adherence to false doctrine, scandalous behavior, willful neglect of official duties, or evident and protracted incapacity to perform the function of the sacred office. Charges on any of these counts shall be carefully investigated by the Board of Elders or, in the case of a teacher, by the Board of Christian Education. Should such charges be substantiated by clear evidence, the responsible board shall present the results of the investigation to the Parish Planning Council. If a majority vote of the Parish Planning Council concurs the individual involved shall first be given an opportunity to resign their position in the Congregation. Such opportunity having been given and declined, the above-mentioned Board or Boards shall, after consultation with the appropriate officers of the Michigan District, notify the Voting Membership of the situation, and shall submit the matter for action at a special meeting of that body.

Should the occasion to depose a pastor or teacher ever arise, the intended deposition shall be announced by the Director of Elders at regular divine services on the two Sundays preceding a special meeting of the Voting Members called for that purpose. All Voting Members shall be notified by mail at least two weeks in advance.

A three-fourths (75%) majority vote of the Voters present shall be required to depose a pastor or teacher. A quorum for this meeting shall be seventy-five (75) percent of the Voting Membership.

ARTICLE 3: MEETINGS OF THE CONGREGATION

Section 1 - Regular Meetings

During the Congregation's fiscal year, which starts July 1st and ends June 30th, regular meetings of the Voting Membership shall be held a minimum of six (6) times (September, November, January, March, April, and May). A slate of officers shall be presented in the March meeting and elections shall be held in the April meeting. The annual budget is presented in April and voted on in May or at a time deemed appropriate by the Executive Director.

Section 2 - Special Meetings

Special meetings may be called by two (2) or more members of the Church Council or ten (10) voting members of the Congregation. However, such special meetings shall be announced at two (2) previous Sunday Church services, or all Voters shall be otherwise notified at least three (3) days prior to the meeting. Announcement at the church services may be printed in the church bulletin. Regular meetings may be announced in the bulletin.

Section 3 - Order of Business at Regular Meetings

In general, for purposes of order, Robert's Rules of Order shall prevail. Regular meetings of the Voting Membership should proceed as follows:

- Recording of attendance/determination of quorum
- Opening Prayer
- Call for first time voter attendance-
- Call for second attendance of new Voters.
- Minutes of Previous Meetings(s), including Special Meetings (to be distributed to Voters the Sunday prior to Voters' Assembly Meeting).
- Treasurer's Reports
- Reports of Administrative Boards
- Reports from Committees of the Voting Membership if any Unfinished Business
- New Business
- State of the Synod, District and Parish reports by Pastor(s)

- Report by Principal
- Adjournment

The Executive Director(s) may vary the above order in the interests of efficiency.

Section 4 - Restriction Pertaining to Voters' Assembly Meetings

All Congregation matters shall be decided by a simple majority of the quorum except as otherwise provided in this Constitution and its associated Bylaws for dealing with certain situations or matters therein specifically mentioned and defined. In the event of a tie vote, the Executive Director shall cast the deciding ballot. There shall be no voting by proxy.

ARTICLE 4: THE OFFICE OF THE PASTOR AND TEACHER

Section 1 - Procedure for Securing a Pastor or Teacher

The Board or Elders or Board of Christian Education shall publish their intents to call a pastor or teacher. Voters shall have (2) weeks to suggest names they wish to have considered for the call to the appropriate board. The board will submit these names to the District and after consultation by the Board of Elders with the President of the Michigan District or his representative, candidates for the pastorate shall be proposed at a regular meeting of the Voter's Assembly or at a special meeting called for that purpose. In the case of a called teacher, the Board of Christian Education shall consult with the appropriate District representative and shall present a list of candidates in the same manner as described above. The Voters shall then adopt a list of candidates. At that meeting, or at a subsequent regular or special meeting of the Voter's Assembly, the Voters shall elect one of the proposed candidates by ballot. It shall be the duty of the Executive Director to see that notice of election is delivered promptly to the candidate in whatever manner the Voting Membership shall deem advisable.

Section 2 - The Pastoral Office

The Pastoral Office is the authority conferred upon pastors by God, through a call of the Congregation (the holder of the priesthood and of all Congregational authority) to exercise in public office the common rights of spiritual priesthood in behalf of all. The Pastoral Office is the primary office in the Congregation from which all other offices of the Congregation issue. However, the Congregation may establish as many auxiliary offices as its needs require and determine what work is to be assigned to such offices. Although the Pastor is called to assist the Congregation in adopting administrative policies and procedures which help it carry out its mission, the Pastoral Office is not primarily an administrative office; the Pastor's chief administration is God's Word and the sacraments and, by extension, his chief concerns must be those tasks related to ministry connected to God's Word and sacraments. Care must be taken that the Pastoral Office does not become burdened with administrative tasks that are not essential to spiritual function in the Congregation. Upon being installed the pastor(s) is authorized and obligated to proclaim to the Congregation, jointly and severally, the Word of God in its full truth and purity as contained in the canonical writings of the Old and New Testaments and professed in the Book of Concord of the year 1580. He is further:

- To administer the sacraments in accordance with their divine institution;
- To discharge toward all members of the Congregation the functions of a minister and curate of their souls in an evangelical manner, in particular to visit the sick and the dying and admonish indifferent and erring members.
- To spiritually guard the welfare of the younger members of the Congregation and adults during their preparation for reception of Holy Communion;
- To guide the Congregation in applying the divinely ordained discipline of the church;
- To provide spiritual leadership and oversight in the educational agencies and the various adult and youth organizations within the Congregation;
- To serve as an example by Christian conduct and to do all that is possible for the up building of the Congregation and for the advancement of the Kingdom of Christ. By reason of his position the pastor(s) serves not only as a servant and steward of God, but also the Congregation. The pastor(s) shall have the authority and responsibility for supervising the musical portion of all worship services in conjunction with the Board of Elders so that it is at all times in harmony with the doctrine and practice of the Lutheran Church - Missouri Synod. Members of the Congregation are obligated to accord the pastor(s) honor, love, and obedience in his ministry of God's Word; to support his ministrations with diligence and faithful prayers; to help him in the discharge of his duties by cordial

one-mindedness, by willing readiness, by peaceable conduct, and in every other way possible; and to provide for his maintenance according to the ability of the Congregation.

- Accountable to the Congregation, subject to the counsel of the Board of Elders in accordance with the Board of Elders' responsibility to maintain the spiritual welfare of the Pastor(s) as defined in Article 8, Section 1 of these Bylaws.

In calling a pastor to preach the Word of God and to administer the sacraments on their behalf, the members of the Congregation exercise their royal priesthood and by no means relinquish it which is the privilege and responsibility of all members of the Church.

Section 3 - The Office of Teacher and Principal

The office of a called teacher is the authority conferred upon a teacher by God, through a call of the Congregation, to perform the duties of their office in all its parts according to the Word of God and the needs of the Congregation.

Upon being installed, called teachers are authorized and obligated to instruct and train the children under their care diligently and faithfully in the Word of God as obtained in the Canonical Books of the Old and New Testaments and as confessed in the Confessional Writings of the Lutheran Church and found in the Book of Concord of 1580 and to base such instruction on the Small Catechism of Dr. Martin Luther and under the direction of the pastor(s). They shall also accord them a thorough Christian education in all areas of learning prescribed by a course of study adopted and approved by the Board of Christian Education. Called teachers are expected to serve the Congregation as an example of Christian conduct, to endeavor to live earnestly in brotherly unity with their pastor(s) and their fellow teachers, to work under the supervision of the principal, and by the grace of God, to do everything possible within the sphere of their calling, to promote the school and for the general advancement of the Kingdom of Christ.

Called teachers are further expected to perform other functions mutually agreed upon, that are in the interest of Christian education and the welfare of the church and school, as the circumstances of the Congregation may require and as time and ability permit:

The following duties are assigned to the Principal:

- The principal shall represent the school whenever representation of the school as a whole is necessary and endeavor to work for the efficiency of the entire school and Congregation.
- The principal shall exercise the office in a climate of brotherly unity, and serve as educational leader of the school.
- The principal shall lead all colleagues, in zeal for, and devotion to, their school, and its improvement as an educational agency and a Christian institution.
- The principal shall keep the pastor(s) fully informed as to school activities and problems, counsel with the pastor(s) and strive to manage and lead the school in accordance with the pastor(s) spiritual advice based on the Word of God.
- The principal shall serve as an advisor to the Board of Education. The principal shall keep the board informed as to the courses of study outlined by the Board of Parish Education of Synod, the local and the State Department of Education. The principal shall administer the policies established by the Board of Christian Education.
- The principal shall submit a report on the Christian school work at regular meetings of the Voters' Assembly.
- The principal is responsible to supervise instruction and student conduct in the school and have charge of enrollment, attendance, safety and records.
- For administrative purposes the principal is under the supervision of the Board of Education.
- The principal shall perform other duties as are assigned by the Voters' Assembly.
- The principal shall endeavor to advance professionally.
- The principal shall prepare and administer the school budget in cooperation with the staff and the Board of Christian Education.

Members of the Congregation are obligated to support the principal and teachers by:

- Receiving, honoring and loving them as servants of the Word.
- Instilling in our children Christian submission to their authority.
- Supporting their work among us with diligent, faithful assistance and prayer.
- Encouraging them in word and deed and providing for their maintenance according to the ability of the Congregation.
- Aiding them in the maintenance of Christian discipline in the school.

ARTICLE 5: NON-CALLED EMPLOYEES (FULL TIME AND PART TIME)

All new non-called positions must be approved by the Voters' Assembly. Non-called employees may be hired by the respective board that is charged with supervision of the position new or replacement. After filling the position the director of the board is required to report to the Voters who was hired to fill the position.

Each position whether existing or new must have a job description that has been approved by the applicable board and a copy given to the Salary Committee for review.

The board will meet with the Salary Committee to set a wage for the new position and relay this information to the Voters.

ARTICLE 6: ELECTION OF OFFICERS AND ADMINISTRATIVE BOARDS

Section 1 - Nomination Procedure

At the January meeting of the Voting Membership, in an election year, the Parish Planning Council shall announce its selection of six (6) (one of which is the Director of the Board of Elders) qualified Voting Members who, together with Pastor(s) as Ex Officio member(s), shall serve as the Nominating Committee. At this meeting, the Voters may submit to the Committee the names of possible candidates for office.

Called, contract or hourly church workers shall not be eligible to serve on a board which has responsibility for the church worker's position. Paid employees of the Congregation shall not be appointed to the salary committee.

The Nominating Committee shall prepare a list of candidates drawn from among the communicant voting members of the Congregation who have consented to serve with reasonable representation from all segments of the Congregation and from the list submitted by the Voters at the January meeting. This list shall then be made available to voting members of the Congregation at the March meeting.

Following the publication of the Nominating Committee's list, any communicant member of the Congregation may submit to the Committee additional names for inclusion on the list, and such names shall be placed in nomination by the Committee along with the candidates already chosen, provided:

- Names shall be submitted at least 10 days before the date of the April meeting of the Voter's Assembly.
- That the Nominating Committee, through consultation with the Pastor(s) and the Chairman of the Board of Elders, shall have investigated the status of the proposed candidates and found them spiritually eligible for office and willing to serve.
- The nature of the duties of certain officers requires that only men noted for their Christian knowledge, zeal and experience in the spiritual work of the Kingdom of Christ shall be nominated for the following positions:
 - ✓ Executive Director
 - ✓ Assistant Executive Director(s)
 - ✓ All Elder positions

Section 2 - Election Procedure

From the list of candidates for each elective office submitted by the Nominating Committee, the Voting Membership shall, at its April meeting, by simple majority vote of the quorum elect the following officers:

- Executive Director
- Assistant Executive Director(s)
- Treasurer
- Assistant Treasurer
- Directors nominated for:
 - ✓ Board of Elders
 - ✓ Board of Evangelism
 - ✓ Board of Christian Education
 - ✓ Board of Youth
 - ✓ Board of Stewardship

- ✓ Board of Church Properties
- ✓ Board of Parish Fellowship
- ✓ Board of Public Relations
- ✓ Board of Assimilation

Board members, to the number required to complete the elected membership portion of each of the Administrative Boards. The determination of the number of members both elected and appointed required on each Board shall be a function of the Parish Planning Council and communicated to the Nominating Committee by the January meeting of election years.

Section 3 - Installation of Officers - Terms of Office

The newly elected officers and Board members of the Congregation shall be installed on a Sunday in June, and shall assume their duties of office as of July 1st. The term of office of all Officers, Directors, and Board members shall be two years terminating on June 30th of the second year of their terms. Directors may succeed themselves in the same directorate only once.

ARTICLE 7: DUTIES OF OFFICERS - FUNCTIONS, POWERS, ORGANIZATION OF ADMINISTRATIVE BOARDS AND THE PARISH PLANNING COUNCIL

Section 1 - Duties of Officers

A. Executive Director

The Executive Director of the Congregation is to supervise the entire administrative program of ministry in the Congregation and to carry out and enforce the Constitution and By-laws in their entirety. He shall preside at all meetings of the Voting Membership and carry out the expressed will of the Congregation as embodied in the resolutions of the Voting Membership. All Boards, committees, auxiliaries, groups, in the Congregation shall be responsible to the Executive Director. He or his designated appointee shall be welcome at any or all meetings of such groups. He shall also call and preside over the meetings of the Parish Planning Council. He shall endeavor to coordinate the functions, plans, and activities of the Congregation in all its parts for the total furtherance of the work of Christ's Kingdom in our midst.

The Executive Director shall appoint a Secretary who shall serve in office until the Executive Director's term of office expires. The Secretary shall be present at all Voters' Assembly meetings of the Congregation and at all meetings of the Parish Planning Council and shall enter the minutes of all meetings of said groups in a permanent record file-over their signature. The secretary shall conduct all official correspondence of the Congregational Boards and committees under the supervision of the Executive Director and maintain Voting Membership records. In general, the secretary shall perform additional duties as the Voting Membership may delegate.

The Executive Director shall appoint an Auditing Committee consisting of any two (2) qualified communicant members of the Congregation other than the Treasurer, Assistant Treasurer and Financial Secretary (of the Stewardship Board) to audit the financial records of the Congregation. The Executive Director shall submit the Audit Committee's report at the November meeting of the Voting Membership in each year.

B. Assistant Executive Director(s)

The Assistant Executive Directors of the Congregation in the absence of the Executive Director shall act for and in the stead of the Executive Director. They shall be available for whatever duties the Executive Director shall assign to them as his representatives.

C. Treasurer – operating as the chief financial officer of the Congregation, is responsible for:

- 1) Keep and preserve the accounting records of all the receipts and disbursements of the Congregation.
- 2) Assure accuracy and propriety of all financial transactions of the Congregation.
- 3) Submit a written report at each Voter's Meeting
- 4) Coordinate the flow of congregational funds in such a way so that an adequate balance is retained for payment of salaries and other regular recurring expenses.

5) Handle all other tasks as assigned by the Executive Director and/or Congregation.

D. Assistant Treasurer – the duties of the Assistant Treasurer are to handle various accounting tasks as mutually agreed with the Treasurer.

Section 2 - The Parish Planning Council

It shall be the specific functions of the Parish Planning Council to:

- Serve as the point of liaison between the Pastor(s), the Officers of the Congregation, and the Administrative Boards in planning the total work of the Congregation.
- Settle jurisdictional disputes between Administrative Boards.
- Present to the Voters' Assembly, annually, a yearly plan of activity for the entire Congregation as well as long-range plans for the development and expansion of Christ's work in our midst.
- Prepare the agenda for the Voters' Assembly and distribute to the church membership one (1) week prior to the Voters' Assembly.
- Set the dates and times for the Voters Assembly meetings.
- Appoint the Nominating Committee as requested and at the time required.
- Appoint a Chairman of the Salary Committee and members of the Salary Committee who shall consist of representatives from each of the following boards: Board of Elders, Board of Education, Church Properties, Stewardship and the Treasurer. Duties of the Committee will be as follows:
 - Study salaries and wages, fringe benefits and personnel policy for the workers.
 - Make recommendations for the budget for the coming year.
 - Act in an emergency situation between Voters' Assembly meetings. Emergency actions in the interest of the Congregation should be reported to the next Voters' Assembly meeting for ratification. Should the Voters' Assembly refuse to ratify this Council action, it shall be binding, provided the Council was unanimous in its decision.
- Appoint special committees for special tasks. The Director shall designate the Chairperson. The Executive Director and Chairperson shall appoint the committee members. The committee shall dissolve at the completion of report or as designated by the Executive Director.
- Fill non-expired terms or shortages of personnel by appointment, subject to voter approval.
- Insure that the Scholarship Committee is functioning as defined in the Articles of Organization (See attached Appendix "A")

The Parish Planning Council shall meet prior to Voters' Assembly dates. Additional meetings may be called by the Executive Director of the Congregation or the Pastor(s) as required.

The Parish Planning Council is not primarily a decision-making body but serves as a forum where the activities of the Administrative Boards may be discussed, evaluated, and coordinated. The Parish Planning Council shall be available for any additional functions which the Voting Membership may wish to confer upon it.

The Parish Planning Council shall keep a permanent set of minutes for each meeting and such minutes shall be the property of the Congregation.

Section 3 - Administrative Boards

Each Administrative Board shall submit a report of its activities at each regular meeting of the Voting Membership, and on such other occasions as the Voting Membership shall require. Such reports may include recommendations pertaining to Board responsibilities for Congregational action or approval. Each Administrative Board shall carry out activities and programs within the Congregation to perform the functions and duties assigned by the Constitution and Bylaws, or by resolution of the Voting Membership.

Each Administrative Board shall be empowered to administer all funds set aside for its work by budget appropriation except any non-recurring item which exceeds \$1500.

Individual item expenditures or borrowing resolutions which increase the debt of the Congregation over \$7500 requires notification to the Voting Membership at least seven (7) days prior to voting on the expenditure or borrowing resolution.

The Voting Membership may restrict such expenditures to conform to the actual financial condition of the Congregation at any given time. Each Administrative Board shall be jointly and severally liable for all expenditures not authorized by the budget or by special resolution of the Voters' Assembly.

Each Administrative Board shall keep a permanent set of minutes for each meeting, and such minutes shall be the property of the Congregation.

Section 4 - Organization and Meetings of Administrative Boards

Each Administrative Board shall be under the direct control and supervision of the Director of that Board. Following the election of the Director of each Board and the number of elected Board members required the Director of the respective Board shall appoint members to fill any remaining appointed positions. The members appointed shall be responsible adult communicant members of the Congregation. The Director shall designate and appoint from among the combined Board members individuals responsible for the duties of the Board. Such appointments should be made by the first meeting of the fiscal year and notification of such appointments is to be given to the Executive Director of the Congregation for publication to the members. Both elected and appointed members are allowed to vote on Board matters.

It will be the responsibility of each Board to meet a minimum of once each month. All Boards should schedule a meeting on a common date selected by the Parish Planning Council.

The Executive Director of the Congregation or the Pastor(s) may call a meeting of a Board at any time. Meetings thus called shall be classified as special meetings, and each person involved shall be notified of the date, time and purpose of such a meeting.

ARTICLE 8: INDEMNIFICATION

To the fullest extent permitted by law, the Congregation shall indemnify any individual who was or is a party, or is threatened to be made a party, to any proceeding other than a proceeding by or in the right of the congregation, because he or she was or is a called employee, contract worker, officer, or board member of the congregation, or because of any action or inaction in such capacity, against liability and expenses incurred in the proceeding, if (a) he or she conducted himself or herself in good faith; (b) he or she reasonably believed (i) in the case of conduct in his or her official capacity, that his or her conduct was in the best interests of the congregation, and (ii) in all other cases, that his or her conduct was at least not opposed to the best interests of the congregation, and (c) in the case of any criminal proceeding, that he or she had no reasonable cause to believe that his or her conduct was unlawful.

Article 9: BOARD FUNCTIONS

Section 1: Board of Elders

The nature of the duties of this Board requires that only men noted for their Christian knowledge, zeal and experience in the spiritual work of the Kingdom of Christ shall be elected to membership.

The basic objectives of this Board are to maintain the spiritual welfare of the Pastor(s) and Congregation members, individually and corporately, and the supervision of everything pertaining to Congregational worship.

For administrative purposes, this Board also processes inquiries for pastor(s) financial and manpower commitment requests not directly a part of the Congregational program (schedule vacations, Circuit and District commitments, Leave of Absences).

A. Director – shall have the responsibility to:

- 1) Be concerned about the spiritual, emotional and physical health and welfare of the Pastor(s) and his family (adequate compensation, housing, free time, vacation, assistance in times of illness), and to that end specifically review these items once a year.

- 2) Appoint a Board member to the Salary Committee to report recommendations of the Board concerning the Pastor and Church Secretary (ies).
- 3) Review yearly the salary and performance of the Church Secretaries and make appropriate recommendations to the Salary Committee; or, in case of vacancy, interview and hire a replacement in conjunction with the Pastor(s).
- 4) Exercise leadership in gathering call lists and calling a new Pastor when a vacancy occurs.
- 5) See to the prompt transfer of all members to and from the Congregation.
- 6) Shall take responsibility for the supervision of all members of the Board in the performance of the following:
 - a) Pray for the Pastor(s) and other spiritual leaders.
 - b) Encourage the Pastor(s) and his work by word and action.
 - c) Assist the Pastor(s) in counseling with difficult cases and in finding God-pleasing and peaceful solutions to personal problems within the Congregation.
 - d) Maintain discipline within the Congregation according to Scripture, the Lutheran Confessions and Article 4 of the Constitution and Article 2 of the Bylaws of the Congregation and exercise discipline when required.
 - e) Take spiritual charge and oversight of the geographical or family groupings assigned to the Elders in liaison with the Pastor(s) and other concerned Boards of the Congregation.
 - f) Ensure that the Congregation functions in accordance with the established doctrine of the Church as listed in Article 2 of the Constitution.
 - g) Be present for periodic training as determined by the Pastor(s) and this Board.
 - h) Assist the Pastor(s) with Communion distribution, reading of Scripture, preaching, etc. as required.
 - i) Approve new forms of worship, liturgies, and hymns for use in public worship.
 - j) Submit to the Board of Stewardship a budget request for the coming year's work.

B. Assistant Director – shall be responsible to:

- 1) Assist the Director of the Board in efforts to implement all Board endeavors and when existing, working with the individual Coordinators.

C. The Board will have the responsibility to execute and coordinate the following:

- 1) Determine eligibility for membership of all individuals and families applying for membership in this Congregation according to Article 4 of the Constitution and Article 1 of the Bylaws.
- 2) Be concerned about and supervise thorough instruction of youth and adults for confirmation and church membership in accordance with the policies and aims of the Board of Christian Education.
- 3) Engage in member conservation and discipleship training in conjunction with the Board of Evangelism and the Board of Stewardship.
- 4) Encourage spiritual programs in the societies of the Congregation.
- 5) Maintain periodic contact with members on their assigned route(s).
- 6) Provide spiritual and emotional support for members on their assigned route(s).
- 7) Encourage active participation in church activities for members on their assigned route(s).
- 8) Be concerned with the spiritual, emotional, and physical health of members on their route(s) including hospital and nursing home visits, whenever possible.
- 9) Engage in the periodic review of the communion and church attendance records for members on their assigned route(s).

D. Coordinators

- 1) Worship And Music Coordinator – shall have the responsible to:
 - a) Supervise the organists and Choir Directors of the Congregation.
 - b) Provide for vicars, assistants, substitute pastors and guest speakers as needed.
 - c) Set the time, schedule and number of Communion services in conjunction with the Pastor(s) and the Voting Membership.
 - d) Plan and publicize the services for the year.
 - e) Arrange and publicize special services as required.
 - f) Supervise the budgeted allotment for the selection and procurement of appropriate music, supervision of choirs, and other related matters.
 - g) Supervise the Altar Guild in the care, use and maintenance of the sacred vessels, the altar, the altar furnishings, and vestments. Maintain an adequate supply of expendable items for worship such as communion and attendance records, pencils, communion wine and wafers, baptismal napkins, candles, etc. in conjunction with the Altar Guild.
 - h) Coordinate with the Altar Guild all church and chancel decorations.

- 2) Worship Support Coordinator – shall have the responsible to:
 - a) Staff, train, and supervise the ushering staff.
 - b) Maintain and supervise adequate nursery facilities and personnel.

Section 2: Board of Evangelism

The basic objectives of this Board are:

- The bringing of the Gospel to the unchurched
- The enlistment of all of God's people in the work of spreading the Gospel
- The deepening of the faith and activity of the members of this Congregation
- Making the Congregation aware that they represent God at all times

A. Director – shall have the responsibility to:

- 1) Promote and direct Congregation-wide evangelism undertakings
- 2) Study and adopt or adapt suggestions by the evangelism departments of Synod, district, and Circuit
- 3) Enlist and train lay members for visitation
- 4) Submit to the Board of Stewardship a budget request for the coming year's work
- 5) Share with the Pastor(s) in the entire program of proclaiming the Gospel to all nations
- 6) Conduct special visitations to witness for Christ and to invite prospective members to attend instruction classes

B. Assistant Director – shall have the responsibility to:

- 1) Assist the Director of the Board in efforts to implement all Board endeavors and when existing, working with the individual Coordinators.
- 2) Supervise the work of the Lutheran Laymen's League
- 3) Supervise the work of the Lutheran Women's Missionary League

C. The Board will have the responsibility to execute and coordinate the following:

- 1) Public Relations:
 - a) Coordinate with the Director of Public Relations, a program of community relations that identifies the Congregation with the Gospel of Christ
 - b) Provide prospective members with information about the Congregation and its ministries
- 2) Societies and Auxiliaries:
 - a) The Societies and Auxiliaries Coordinator shall be responsible to emphasize evangelism and encourage evangelism programs in and through societies and auxiliary organizations of the Congregation, especially the Lutheran Laymen's League (Lutheran Hour Ministries), Lutheran Women's Missionary League, District and Synod sponsored and other evangelism programs.
- 3) Canvassing and Prospects:
 - a) Canvass the Congregations' geographic area identifying prospective members
 - b) Maintain ongoing prospective member visitation, offering people more than membership in a church--a saving relationship with Christ
 - c) Maintain a prospect file and ensure periodic visitations are made
- 4) Evangelism Education:
 - a) Provide training opportunities for Congregational members to be able to share Christ with others, low commitment members and the unsaved
 - b) Organize and coordinate Congregational evangelism awareness programs
- 5) Youth Evangelism:
 - a) Coordinate with the Board of Youth a youth centered evangelism program

Section 3: Board of Christian Education

The basic objectives of this Board are:

- Plan, administer, direct and supervise the total educational program of the Congregation

- Determine educational policies
 - Select personnel for representation for various educational agencies
- A. Director – shall have the responsibility to:
- 1) Oversee the Christian education programs provided through the board.
 - 2) Serve as chairperson for regular and special meetings of the Board.
 - 3) Work closely with program coordinators in support of state program goals.
 - 4) Represent the board in meetings of the Parish Planning Council, Voter's Assembly, and other meetings requiring board representation.
- B. Assistant Director – shall have the responsibility to:
- 1) To assist the Director in performance of the Director's responsibilities, as specifically delegate, and act as Director in the event of the Director's extended absence or unavailability.
- C. Secretary – shall have the responsibility to:
- 1) Record and keep minutes of all meetings.
 - 2) Perform all correspondence for the Board at the Director's request.
 - 3) Notify members of all meetings.
 - 4) Distribution of the agenda and other information prior to the meetings of the Board.
 - 5) Relay news and other information to the editor of the Congregation's newsletter, etc.
- D. Board Treasurer – shall have the responsibility to:
- 1) Prepare and submit to the Board of Christian Education an annual school fees budget request.
 - 2) .
 - 3) Provide a monthly Treasurer's report plus a short, informative report covering each area of responsibility ready for the Board of Christian Education meetings.
 - 4) Prepare reports as needed for the Voters' Assembly.
- C. Coordinators
- 1) Sunday School Coordinator – shall have the responsibility to:
 - a) Recommend objectives, policies for the Sunday School and supervise the total educational program for our Sunday School.
 - b) Provide for an active expression of Christian love and concern as an integral part of the total Sunday School program.
 - c) Recommend a curriculum and analyze the performance of each class of the Sunday School, and seek constant improvement.
 - d) Continually review the Sunday School program to determine whether all age groups are being served, and recommend additions and revisions as deemed advisable.
 - e) Provide for the recruitment of pupils into Sunday School.
 - f) Supervise the conduct of teachers on the Sunday School staff.
 - g) Enlistment, training, and placement of lay teachers for the Sunday School as needs require.
 - h) Establish a system of commendations for, and recognition of, faithful service of the Sunday School staff.
 - i) .
 - j) Prepare and submit to the Board of Christian Education, an annual budget request for the Sunday School.
 - 2) Vacation Bible School Coordinator – shall have the responsibility to:
 - a) Provide for the Christian nurture of all children enrolled in Vacation Bible School.
 - b) Recommend objectives and policies and supervise the total educational program of the Vacation Bible School.
 - c) Continually review the Vacation Bible School program to determine whether all age groups are being served, and recommend additions and revisions as deemed necessary.
 - d) Make annual analyses, by age groups, to determine the degree of participation of the total membership of the Congregation in the Vacation Bible School program.
 - e) Maintain a "people accounting system" to record members' participation in Vacation Bible School and to follow up and seek the attendance of the uninvolved.
 - f) Provide for the recruitment of pupils into Vacation Bible School through publicity, advertising and promotion while keeping within allocated budget.
 - g) Supervise Vacation Bible School teachers and volunteers.

- h) Enlist, train, and place lay teachers, coordinators and helpers for the Vacation Bible School as needs require.
 - i) Establish a system of commendations for and recognition of faithful service of the Vacation Bible School staff.
 - j) Consider special classes, courses, retreats, etc. for special purposes of the Vacation Bible School.
 - k) Prepare and submit to the Board of Christian Education an annual budget request.
 - l) Requisition, through the Director of the Board of Christian Education, all supplies and materials needed for the Vacation Bible School.
 - m) Prepare a list of un-churched VBS participants to be forwarded to the Board of Evangelism and Board of Education for follow-up contacts.
- 3) Congregational Member-at-Large – shall have the responsibility to:
- a) Duties as assigned by the Director of the Board of Christian Education.
- 4) Cradle Roll Coordinator – shall have the responsibility to:
- a) Outreach to parents of newly baptized infants through children age 3
 - b) Contact all new parents (coordinating with Ladies' League for Helping Hands assistance).
 - c) Provide devotional materials appropriate to new parents.
 - d) Invite parents to activities appropriate to new parents
 - e) Encourage Sunday School enrollment at age 3
- 5) Technology Coordinator – shall have the responsibility to:
- a) . Work in conjunction with the on-staff Technology Director.
 - b) Assist in repairing and maintenance of equipment.
 - c) Keeps an inventory of equipment.
 - d) Makes recommendations on new equipment and technologies.

D. The Board will also have the responsibility to execute and coordinate the following:

- 1) Maintain, improve and cultivate the use of the library.

Principal and Called Teachers shall be ex-officio members of the Board of Christian Education.

Section 4: Board of Youth

The basic objectives of the Board of Youth are to:

- Involve the young people of the Congregation in the work of Christ
- Provide for their spiritual growth and nurture
- To promote genuine Christian fellowship for the young people of the Congregation

A. Director – shall have the responsibility to:

- 1) Involve youth leaders for all parts of the Congregations' work in developing a planned parish program for young people
- 2) Submit to the Board of Stewardship a budget request for the coming year's work
- 3) Promote attendance and involvement of the Congregation's youth at all youth activities
- 4) Plan and carry out, together with other concerned Boards, a year-round program for the young people of the Congregation
- 5) Perform administrative and program development supervision of the work of all youth and young adult groups in the Congregation

B. Assistant Director – shall have the responsibility to:

- 1) Assist the Director of the Board in efforts to implement all Board endeavors and when existing, working with the individual Coordinators.

C. The Board will have the responsibility to execute and coordinate the following:

- 1) Public Relations:
 - a) Provide opportunities for involvement as servants in the life of the community such as civic, school, cultural, humanitarian, recreational, and social groups
 - b) Provide for public recognition of various youth achievements and accomplishments

- c) Plan and coordinate activities for youth with other young people's groups outside the Congregation, particularly with other Lutheran young people's groups at various levels
 - d) Welcome and use college students during the summer months for various young people's activities
- 2) Youth Evangelism:
 - a) Train and involve the young people of the Congregation, in conjunction with the Board of Evangelism, in bringing others to faith in Christ.
 - 3) Counseling and Vocational Guidance:
 - a) Provide counseling for the spiritual, moral, social, and vocational development of young people
 - b) Recruit young people for full-time service in the church as pastors, teachers, and the like.
 - 4) Fellowship and Recreation:
 - a) Develop a program for the social fellowship of both young people and the young adults of the Congregation, including various recreational programs.
 - b) Plan and observe, together with the Pastor(s) a yearly Congregation Young People's Sunday
 - c) Plan a special event to welcome the newly confirmed young people of the Congregation and to invite them to join the young people's group
 - 5) Education:
 - a) Provide for the continuing spiritual growth of the young people of the Congregation through Bible study, prayer, and Christian service.
 - b) Actively engage in the selection and training of leaders for the young people's program at all times.
 - c) Provide for continual education of young people on topics of current interest to them

Section 5: Board of Stewardship

The basic objectives of the Board of Stewardship are to:

- Initiate programs for the development of good stewardship attitudes in the members of the Congregation in regard to time, talents, and treasures
- Provide for the training and utilization of members of the Congregation for the work in Christ's Kingdom
- Ensure the financial stability of the Congregation and its work through a development program of dedicated, proportionate, first-fruits giving
- Administer and be custodian of Endowment Funds established and approved by the Voters' Assembly.

A. Director – shall have the responsibility to:

- 1) Encourage the Gospel-motivated practice of joyous, worshipful, liberal, proportionate, first-fruits giving in response to received blessings and recognized needs
- 2) Give every member an opportunity to make a commitment of treasures for Kingdom work through the Congregation
- 3) Oversee with the Financial Secretary, the safe deposit and recording of all funds, monthly remissions of offerings for missions and church agencies
- 4) Prepare a budget request for the coming year's work
- 5) Prepare an annual commitment to the Michigan District

B. Assistant Director – shall have the responsibility to:

- 1) Assist the Director of the Board in efforts to implement all Board endeavors and when existing, working with the individual Coordinators.

C. The Board shall have the responsibility to execute and coordinate the following:

- 1) Volunteering
 - a) Gather information on the opportunities available to serve and members' area of interest in volunteering.
 - b) Match and fill all the volunteer requirements with members who have indicated an interest and may be willing to serve in a given area.
 - c) In conjunction with the Board of Assimilation, contact, encourage and integrate new members for service for the church and school and endeavor to stir up the talents of present members for use in Christ's work.
- 2) Gifts

- a) Evaluate and make recommendations for gifts of love by individuals and the Congregation as a whole
 - b) Screen all outside appeals for funds and make appropriate recommendations to the Parish Planning Council or initiate the necessary action appropriate to such an appeal
 - c) Review, accept, or decline all offers of non-solicited gifts to the Congregation
 - d) Evaluate various programs for endowments, remembrance of the Congregation in wills, bequests and the like, and suggest ways implementation may be possible to the director of Public Relations
 - e) Chair Esthetics Committee who's duties are:
 - i. Make recommendations pertaining to additions and changes in the buildings and grounds so that the entire unit reflects good planning and good taste as well as economy
 - ii. Maintain a list of items available for memorials
 - f) The Esthetics Committee should have five members - one from the Stewardship Board., one from the Board of Church Properties, one being appointed from the Youth and two Members-at-Large of the Congregation.)
- 3) Budget:
- a) Initiate an annual preparation and presentation to the Congregation of a God-pleasing work program, determine anticipated receipts, and recommend a budget for adoption by the Voters' Assembly
 - b) Annually review the budgeting procedures of the Congregation in conjunction with the Treasurer and the Financial Secretary and recommend to the congregation any necessary improvements or revisions
 - c) Enlist a Recording Secretary to:
 - i. Record all contributions to the appropriate member accounts
 - ii. Issue quarterly statements to members of offerings and offering dates
 - iii. Be responsible for answering member questions on accounts
 - iv. Be responsible for the requisition and distribution of offering envelopes
 - d) Furnish the Finance Committee with the approved budget pro-ration percentages at the beginning of each fiscal year
 - e) Enlist a Financial Committee to:
 - i. Count and promptly deposit all receipts for the Congregation according to the approved budget pro-ration percentages
 - ii. Furnish the treasurer with duplicate deposit slips
 - iii. Issue a weekly finance report
- 4) Scholarship Fund:
- a) Coordinating the Scholarship Committee with the Stewardship Board.
- 5) Endowment Funds & Investment Guidelines
- a) The congregation shall have multiple purpose endowment funds called the Christ Evangelical Lutheran Church and School Endowment Funds (the Funds)
 - b) The purpose of which is to encourage, receive, manage and distribute restricted and unrestricted gifts, bequests, estates, insurance and other assets, which may be used to enable the further growth of our church and school, its ministries and stewardship opportunities.
 - c) Individuals who desire to support the Funds should designate their gift(s) to Christ Evangelical Lutheran Church and School Endowment Funds. Such gifts will be administered according to the terms of the Funds, whether they are made during an individual's life, or made following death through a bequest or gift in a will, or trust, or through a beneficiary designation of some or all of the proceeds of a life insurance policy, annuity or retirement plan. A donor may specify that their gift(s) remain anonymous. Gifts may or may not carry specific terms and conditions as to their use. Gifts with a value of greater than \$15000 will require a voters resolution that acknowledges and specifies the terms and conditions of the gift(s).
 - d) Shall promote, provide oversight and reporting on the endowment funds program. The Parish Planning Council may establish a separate committee for responsibilities in managing the Funds, and may seek assistance of volunteers with the skills needed to carry out the purposes of the Funds.
 - e) Shall review gifts prior to acceptance. Gifts will be accepted with terms and conditions that are consistent with the mission of the congregation. Some terms and conditions may not be acceptable, and may result in a decision to decline the gift. Gifts that are inconsistent with the mission of the congregation, and with so many terms and conditions, or a particular type of condition, that evidence a lack of intent on the part of the giver to truly make a gift, will not be accepted. Certain types of property may also carry terms and conditions that will not be acceptable. If a gift is deemed not acceptable, the Board will immediately explain the reasons to the donor and endeavor to work out a means by which the gift will be acceptable.

- f) Will acknowledge receipt of gifts in a manner that will permit the donor to claim federal income, gift, and /or estate tax charitable contribution deductions, in accordance with all current and applicable tax laws.
- g) In the day-to-day administration of the Funds, the Office of Church Treasurer shall have all powers and authority necessary to carry out the purposes of the Funds, including the following powers and authority on behalf of Christ Evangelical Lutheran Church and School:
 - i. To take, have, hold, sell, exchange, rent, lease, transfer, convert, invest, reinvest, and in all other respects part thereof, as they in their judgment and discretion shall deem wise and prudent.
 - ii. To retain any property in the form in which received; to convert any part thereof, into other kinds and forms of property; and to invest the Funds assets herein, as they shall deem wise and prudent, subject to the usual standards of prudence required of trustees of similar funds.
 - iii. To receive and collect the income, profits, rents and proceeds of the Funds, and to submit for payment all administrative and necessary expenses in conjunction with it. Expenses are to be paid from the Funds income.
 - iv. To make, execute and deliver all instruments necessary or proper for the accomplishment of the purposes of the Funds, including deeds, bills of sale, transfers, leases, mortgages, assignments, conveyances, contracts, purchase agreements, waivers, releases and settlements.
 - v. To determine what is principal and income according to accounting procedures.
 - vi. To hold investments in the name of the Funds on behalf of the congregation and to sign all necessary documents on behalf of the congregation (in accordance with signature approval policy) in furtherance of the Funds purposes.
- h) All Funds monies and property shall be kept and maintained separate, distinct and independent from the funds and property otherwise belonging to the Church and School.
- i) The Funds shall employ the fiscal year adopted by the congregation. The Board of Stewardship, at the March meeting of the Voters' Assembly, shall render a full and complete accounting of the endowment fund program during the preceding year.
- j) It is the intent of the congregation that as much flexibility as possible in investing and managing the assets of the Funds. In the absence of specific investment criteria established by the donor, these guidelines are to be used in managing assets contributed to the Fund;
 - i. The Parish Planning Council shall appoint an investment committee comprised of three (3) members chosen from the congregation. The Treasurer and/or Assistant Treasurer of the Church shall also be members of the committee. This committee will meet periodically to review current endowment fund investments, assesses available investment options and provide investment direction, consistent with these guidelines or the stated directions of each Fund.
 - ii. The primary and uppermost concern with the investment management of each individual Fund shall be safety of principal, No undue risks shall be taken to pursue a higher return at the expense of safety.
 - iii. The individual Funds shall be fully invested in committee approved investments that allow each fund to earn a reasonable rate of return that will help meet the needs as established by each Fund. The Funds shall be managed to maximize total return over the long-term. Active trading in investment securities to "time" market price swings is prohibited.
 - iv. Unless specified in the terms and conditions of the Funds, the following is a list of authorized investment instruments:
 - a. U.S. Treasury Issues (U.S. Treasury Bills, Notes and Bonds and other direct U.S. Treasury obligations)
 - b. U.S. Agency Issues (U.S. Agency Discount Notes and Bonds and Mortgage Backed Securities issued by FNMA, FHLMC and GNMA)
 - c. Money Market Securities (Bank Certificates of Deposit, Lutheran Church Extension Fund, LMCS Foundation Deposits, and Money Market Mutual Funds)
 - d. Domestic Stock Mutual Funds
- k) The Office of Church Treasurer shall be responsible for the day-to-day operation of the Funds. Income from all gifts shall be distributed or made available for distribution in accordance with the terms and conditions of such gifts.
- l) The specific terms and conditions of the gift first guide any usage of the principal of a gift. Should no guidance exist, the Voters' Assembly may decide by a two-thirds (2/3) majority vote at a Voters' Assembly to distribute principal. Any voter or Board may make such a proposal.
- m) Gifts accepted into the Funds shall not be loaned to the operating budget, or any other Funds of the congregation, unless specifically permitted by the terms and conditions of the gift instrument.
- n) The Funds shall continue in existence so long as Christ Evangelical Lutheran Church and School shall continue to exist. If Christ Evangelical Lutheran Church and School should cease to exist, then the assets of the Funds shall become the property of any successor Lutheran Church, or the Michigan

District of the Lutheran Church – Missouri Synod. In all events, the successor must qualify as a tax-exempt organization under the Internal Revenue Code.

- o) The Board of Stewardship and the Office of Church Treasurer may employ, at the expense of the Funds, such professional counseling on investments, accounting and legal matters as it deems to be for the best interest of the Funds.
- p) No member of the congregation shall engage in any self-dealing or transactions with the Funds in which the member has a direct or indirect financial interest, and shall at all times refrain from any conduct in which his/her personal interests would conflict with the interests of the Funds.
- q) This endowment fund program may not be altered or amended except by a vote of a Voters' Assembly of the congregation, as specified under the Constitution of Christ Evangelical Church and School.

Section 6: Board of Church Properties

The basic objectives of this Board are:

- Proper maintenance and repair of church property
 - In conjunction with Executive Director, represent the Congregation in all legal matters
 - The general protection of the Congregation against loss or damage of any nature
 - All additions and alterations to the church property must be submitted and reviewed by the Board of Church Properties.
- A. Director – shall have the responsibility to:
- 1) Carry out all resolutions of the Voters' Assembly on purchases, repairs, replacement of church property and equipment
 - 2) Sign on behalf of the Congregation, official documents and contracts that have been approved by the Voters' Assembly and be the primary legal representative of the congregation. Director will consult with and make executive Director aware of all legal issues involving the congregation.
 - 3) Make and issue keys for church property, and keep and review annually a list of the keys issued
 - 4) Arrange for emergency repairs and alterations
 - 5) Establish, with the approval of the Voters' Assembly, regulations governing the use church property and equipment
 - 6) Set all policies and fees for rental, use and the lending of church properties or equipment
- B. Assistant Director – shall have the responsible to:
- 1) Assist the Director of the Board in efforts to implement all Board endeavors and when existing, working with the individual Coordinators.
- C. The Board will have the responsibility to execute and coordinate the following:
- 1) Inspection and Storage:
 - a) Make an annual inspection of church properties and equipment and recommend to the Voters' Assembly the needed repairs, improvements or replacements
 - b) Supervise, control and recommend adequate storage facilities and maintenance for all church property, equipment and supplies
 - c) Check all property twice a year for fire hazards and ensure that an annual inspection is made of the fire alarm system
 - 2) Custodial and Maintenance:
 - a) Determine the need for and engage, with Voters' Assembly Approval, custodial help.
 - b) Prepare a detailed list of required daily, weekly, monthly and annual maintenance of Congregation facilities and equipment
 - c) Enlist work crews for special church properties projects
 - 3) Activities:
 - a) Approve and coordinate the schedule of activities within the Congregation's facilities.
 - 4) Insurance and Contracts:
 - a) Annually verify the adequacy church property and equipment insurance
 - b) Negotiate insurance contracts for the Congregation
 - c) Obtain legal information necessary for the consideration of contracts or deeds by the Congregation
 - d) Negotiate service contracts for the Congregation

- e) Perform an annually inventory of official documents in safekeeping and report the results at a Voters' Assembly
- 5) Budget:
 - a) Submit to the Board of Stewardship a budget request for the coming year's work
- 6) Outside Grounds:
 - a) Arrange for work crews to clean and maintain the outside grounds, mow the lawn, and plow snow

Section 7: Board of Parish Fellowship

The basic objectives of the Board of Parish Fellowship are to:

- Strengthen the spiritual and social fellowship among Congregation members
- Enhance the cooperation, trust, and enjoyment of the members of the Congregation

A. Director – shall have the responsibility to:

- 1) Plan, supervise and implement gatherings or events of the Congregation to focus attention on the Congregation's work and to further the Congregation's goals
- 2) Provide suggestions to the administrative boards for ways to further their work through fellowship
- 3) Solicit requests and suggestions from administrative boards for fellowship activities
- 4) Submit to the Board of Stewardship a budget request for the coming year's work

B. Assistant Director – shall have the responsibility to:

- 1) Assist the Director of the Board in efforts to implement all Board endeavors and when existing, working with the individual Coordinators.

Section 8: Board of Public Relations

The basic objectives of the Board of Public Relations are to:

- Present a Christian image to the community which will reflect favorably upon the work of Christ and of the Congregation as His instrument
- Publicize the work of the Congregation
- Facilitate the integration of the Congregation's work into the life of the community

A. Director – shall have the responsibility to:

- 1) Develop means for the Congregation's to become a better servant to the community
- 2) Establish and maintain relationships between the Congregation and professional, community service, and government agencies within the community
- 3) Arrange for a photographer to assist the board
- 4) Submit to the Board of Stewardship a budget request for the coming year's work

B. Assistant Director – shall have the responsibility to:

- 1) Assist the Director of the Board in efforts to implement all Board endeavors and when existing, working with the individual Coordinators.

C. The Board will have the responsibility to execute and coordinate the following:

- 1) Publicity and Welcoming:
 - a) Establish and maintain a continuing program of publicity for the Congregation and its activities which will reflect favorably on the Congregation and its commitment to the Gospel of Christ
 - b) Work with the Board of Elders to make visitors feel welcome
- 2) Tracts & Information:
 - a) Maintain a tract display.
 - b) Maintain the church bulletin boards
- 3) Archivist – shall have the responsibility to:
 - a) Maintain all documents and records of the Congregation
 - b) Collect and maintain historical archives and data

Section 9: Board of Assimilation

The basic objective of the Board of Assimilation is to plan, develop, and administer specific ministries of assimilation for new members of the Congregation.

- A. Director – shall have the responsibility to:
 - 1) Submit to the Board of Stewardship a budget request for the coming year's work
 - 2) Facilitate the integration of New members throughout their first year of membership
- B. Assistant Director – shall have the responsibility to:
 - 1) Assist the Director of the Board in efforts to implement all Board endeavors and when existing, working with the individual Coordinators.
- C. The Board will have the responsibility to execute and coordinate the following:
 - 1) Elders:
 - a) Consult with new member Elders to encourage and insure that a relationship between the new members and their Elder has been initiated and is being fostered.
 - 2) Office Information:
 - a) Obtain and forward to other board coordinators names and pertinent data on new and pending transfers/affirmations of faith, and adult confirmations.
 - b) Verify items on the New Member Office Checklist are being addressed
 - 3) Orientation:
 - a) Coordinate with the church office and the Pastor(s) the conduct of New Member Orientation Sessions
 - b) Ensure the production of materials for the New Member Orientation Sessions.
 - c) Contact new members to invite them to attend the New Member Orientation Session.
 - 4) Christian:
 - a) Monitor the involvement of new members in Worship, Bible Class, and Fellowship Activities.
 - b) Facilitate new member involvement in Worship, Bible Class, and Fellowship Activities.
 - 5) Time and Talent:
 - a) Distribute and collect time and talent surveys for new members
 - b) Ensure new member time and talent survey information is entered into the proper files.
 - 6) Sponsor:
 - a) Recruit and train a Sponsor or Sponsor Family for all new members
 - b) Introduce new members to their Sponsor or Sponsor Family
 - c) Monitor the progress of new members and Sponsors