

THE CONSTITUTION AND BYLAWS OF  
ST. PETER EVANGELICAL LUTHERAN CHURCH OF MACOMB

17051 24-Mile Road  
Macomb, Michigan 48042

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# CONSTITUTION

ST. PETER LUTHERAN CHURCH  
17051 24-MILE ROAD  
MACOMB, MICHIGAN

## PREAMBLE

It is the will of our Lord Jesus Christ that His disciples preach the Gospel to the whole world (Mark 16:15, Matt. 28:18-20, Acts 1:8). In order that Christ's mission for His Church might be carried out according to His will, He has commanded all individual Christians to

- A. Unite in worship (Hebrews 10:24-25).
- B. Practice fellowship with one another (Acts 1:8, Matt. 28:18-20).
- C. Serve the needs of all men in Christian love (Eph. 4:7-16, Mark 10:42-44, John 13:35, Gal. 6:10).

As Christians gather together into a congregation, Christ commands us to

- A. Administer the Office of the Keys, that is
  - 1. To Proclaim the Word of God (Romans 10:13-18, Mark 16:16).
  - 2. To Administer the Sacraments (Matt. 28:18-20, 1 Cor. 10:23-27).
  - 3. To Forgive the sins of the repentant sinners and to retain the sins of the unrepentant sinners (John 20:21-23, Matt. 18:15-20, 1 Cor. 5:1-5).
- B. Maintain decency and order in the Church (1 Cor. 14:40).

Therefore, we, Lutheran Christians living in and near Macomb County, Michigan, accept and subscribe to the following Constitution and By Laws, 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:

St. Peter Evangelical Lutheran Church of Macomb.

## ARTICLE 2: CONFESSION

This congregation accepts and subscribes, without reservation, to:

- A. All the canonical books of the Old and New Testaments as the inspired, inerrant and revealed Work of God (2 Tim. 3:16, 2 Pet. 1:21, 1 Cor. 2:13, John 10:35, John 17:17), and
- B. 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 the Word of God. These confessional documents are:
  - 1. The Three Ecumenical Creeds, that is, the Apostolic, the Nicene, and the Athanasian.
  - 2. The Unaltered Augsburg Confession.
  - 3. The Apology of the Augsburg Confession.
  - 4. The Smalcald Articles.
  - 5. Luther's Small Catechism.
  - 6. Luther's Large Catechism.
  - 7. The Formula of Concord.

No doctrine or practice in conflict, or inconsistent, with the above norms of our faith and life shall be taught or tolerated in this congregation.

## ARTICLE 3: SYNODICAL AFFILIATION

In order to do the Lord's work more efficiently at home and abroad, this congregation shall be affiliated with the Lutheran Church – Missouri Synod as long as the confession and constitution of said Synod are in accord with the confession and constitution of this congregation as laid down in Article 2.

This congregation shall, to the best of its ability, cooperate with said Synod and assist it in effecting measures intended for the building up of the Kingdom of God.

The congregation shall be represented at the Conventions of the Michigan District and the Synod in accordance with the stipulations of the Synodical Handbook.

## ARTICLE 4: MEMBERSHIP

- A. Membership in this congregation may be held only by those who:
1. Have been baptized with water in the Name of the Triune God.
  2. Have declared their acceptance of the confessions of this congregation as contained in Article 2 of this Constitution, and who are especially familiar with Luther's Small Catechism.
  3. Have been accepted into membership in accordance with the By Laws of this congregation and shall remain faithful to the privileges and responsibilities of membership as contained in the By Laws.
  4. Do not live in manifest works of the flesh (Gal. 5:19-21), but lead a Christian life.
  5. Are not members of a secret society or of any other organization conflicting with the inspired Word of God and the conduct of a Christian (2 Cor. 6:14-18).
- B. The membership, and membership privileges, of each member shall remain in force so long as each member shall maintain his eligibility according to the five points of Section A of this article and shall meet with requirements stated or implied in the disciplinary, or other provisions, of the By Laws. 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 By Laws, shall be deemed to have terminated his membership in this congregation, along with all rights and privileges of such membership.

## ARTICLE 5: ORGANIZATION

### A. Voting Membership

This congregation shall be represented by, and administer all its affairs through, its Voting Membership.

Only communicant members, who have reached the age of 18 and who have qualified according to the membership provisions of the By Laws, shall be received as Voting Members of this congregation.

### B. Administrative Boards

Responsibility and authority for the daily administration of congregational affairs shall be delegated to Administrative Boards as specified in the By Laws~~the following boards:~~

#### 1.A Board of Elders

- ~~2. A Board of Evangelism~~
- ~~3. A Board of Christian Education~~
- ~~4. A Board of Young People's Work~~
- ~~5. A Board of Stewardship~~
- ~~6. A Board of Trustees~~
- ~~7. A Board of Parish Fellowship~~
- ~~8. A Board of Public Relations~~
- ~~9. A Board of Parish Educational Programs~~
- ~~10. A Board of Christian Care~~
- ~~11. A Board of Family Life~~

One member of each Administrative Board shall serve as the chairman of that Board.

C. Officers of the Congregation

The officers of the congregation shall consist of a President, a Vice President(s), a Treasurer, and a Recording Secretary, elected from among the Voting Membership in accordance with the By Laws of the congregation.

The President of the congregation, (or the Vice President(s) when acting in the President's capacity), shall have a voice on all Administrative Boards, but his right to vote shall be limited to that Board on which he may hold membership. The Pastor(s) of the congregation shall be, ex-officio, a member of the Church Planning Council, all Boards and their associated committees, and may, at his discretion, attend any or all meetings related to congregational activity of any kind.

D. Church Planning Council

The Church Planning Council shall consist of the Pastor(s), President, the Vice President(s), the Treasurer and Recording Secretary of the congregation, ~~and the chairmen of the Administrative Boards listed in Section B of this article. They the chairmen of the Administrative Boards, and a number of members elected at large from the congregation, as specified in the By Laws.~~ All these shall hold a position on the Church Planning Council by virtue of their call or election by the Voting Members of the congregation so long as their term of office continues.

E. Rights and Powers

This congregation, subject to the limiting provisions and regulations of the Constitution and its associated By Laws, 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 Church Planning Council, shall be responsible for the performances of such duties as the Voting Membership may delegate to them by special resolution. Such specially delegated rights and powers, both 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 candidates shall be elected, called and/or appointed\* to serve as Pastors, or as Christian Day School Teachers, who profess acceptance of, and pledge faithful adherence to, the confessions of this congregation as set forth in Article 2 of this Constitution.

In the absence of adequate cause for dismissal, as defined in the By Laws of the congregation, the tenure of office of an elected and called Pastor or Christian Day School Teacher shall be the remainder of his active life, or until the Lord calls him into another field of service.

\* Anyone non-synodically trained would be appointed.

## 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 appropriate Administrative Board under whose jurisdiction they function. Only communicant members of this congregation shall be officers of such societies or groups. All societies, groups and organizations shall submit their constitutions, rules, regulations, etc. to the Church Planning Council for approval before said constitutions, rules, or regulations can become effective. Any decisions, enactment or performance of or by societies or groups shall be invalid if they conflict with this Constitution and its associated By Laws. The Pastor(s), by virtue of his office, shall be the advisor for such societies or groups within the congregation.

## ARTICLE 8: PROPERTY RIGHTS

If, at any time, and may God in His mercy prevent this, a separation should take place within this congregation, the advice of the officers of the 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 communicant members who continue to adhere in confession and practice to Articles 2, 3, 4, and 6 of this Constitution.

In the event that the congregation shall totally disband in peaceful manner, the property and all rights connected therewith shall be transferred to the Michigan District of the Lutheran Church – Missouri Synod.

## ARTICLE 9: VALIDITY OF RESOLUTIONS

All congregation matters shall be decided by a simple majority vote of the qualified Voting Members present at a properly convened meeting of the Voting Membership, except as otherwise provided in this Constitution and its associated By Laws for dealing with certain situations or matters therein specifically mentioned and defined.

## ARTICLE 10: AMENDMENTS

- A. This Constitution may be changed or amended, with the exception of the Articles listed in Section B of this Article, by a three-fourths majority of the votes cast in a regular meeting of the Voting Membership, and ratified at a subsequent meeting also by a three-fourths majority of the votes cast, provided that the intention to amend the Constitution and the wording of the amendments proposed shall be read to the congregation assembled for worship on two different Sundays prior to the date upon which the amendment is presented for action.
- B. Article 2, 3, 4, 6, 8 and 10B are hereby made irrevocable.

## ARTICLE 11: ENDOWMENT FUND

An Endowment Fund is hereby established to provide continuous financial support to the mission of St. Peter Evangelical Lutheran Church of Macomb. All gifts, bequests, and other funds placed in the Endowment Fund shall be held in perpetuity and invested to provide both income and growth of principle. At least 50% of the fund shall be invested in district church extension. The income shall be used for the ministry of the church both locally and world wide, for example:

- Educational assistance of full-time church workers
- Local, district or foreign missions
- Retreats, conventions or special training programs
- Aiding the special and social ministries of Lutheran service organizations

(A minimum of 75% of all annual disbursements shall be for these purposes.)  
When the fund has accumulated in excess of \$500,000.00, as much as five percent (5%) of the principle may be used each year for these purposes. Furthermore, after said amount has been reached, a gift of up to twenty-five percent (25%) of the principle may be made to a mission for the purchase of land or a building program. (No mission may receive more than one such gift.) At no point may disbursements from the principle reduce the principle to less than \$500,000.00.

It is not the purpose of this fund to defray any of the ordinary or necessary operating expenses of a congregation.

The fund shall be managed and promoted by a committee of five (5) members. No member (excepting the treasurer) shall serve more than five 2-year terms.

The committee shall have general administrative powers over this fund, including, but not limited to, the right to purchase, sell, exchange, lease, mortgage, invest, and reinvest any and all assets of the fund. The committee shall have the power to employ attorneys, accountants, brokers, banks or trust companies to aid in the duties of administering or investing this fund. The committee shall have sole discretion in annual disbursements made from the fund.

The committee shall meet during the months of March and April as often as necessary to determine the annual disbursements. Disbursements shall be made only between April 15 and April 30 of any year.

At each voters meeting, the committee shall make a report to the Voter's Assembly concerning the management and earnings of the Endowment Fund. The income of any one year does not have to be spent, but may be kept in the fund as principle. As an aid to the committee it should always be kept in mind that the ultimate purpose of this Endowment Fund is to proclaim the Gospel of our Lord and Savior, Jesus Christ.

# THE BY LAWS OF THE CONSTITUTION

## BY LAW NUMBER ONE: MEMBERSHIP

### Section 1: Baptized Membership

Persons baptized with water in the Name of the Triune God under the auspices of this congregation become the spiritual responsibility of the parish and thus hold baptized membership in St. Peter Congregation. Persons who have been baptized with water in the Name of the Triune God elsewhere may become members of this congregation at their own request or at the request of their parents or legal guardians.

### Section 2: Application for Communicant Membership – Procedure

Applicants for communicant membership in this congregation shall consult the Pastor(s) 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 shall be required to attend a course of instruction, and to make professions 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.

Applicants from other Evangelical Lutheran Churches shall submit a letter of transfer from their former congregation to establish their eligibility for membership. In the case of applicants whose previous membership in a Lutheran congregation has lapsed, the Pastor(s) may, with the consent of the Board of Elders, arrange for a period of re-instruction prior to reaffirmation of faith for such applicants.

All applicants for communicant membership should be familiar with the Constitution and By Laws of this congregation.

After applicants have given satisfactory evidence of their eligibility in accordance with the three preceding paragraphs, their admission as communicant members shall be recommended by the Pastor(s) to the Board of Elders which shall have the authority to act on such applications on behalf of the voting membership. The Board of Elders shall present the names of all new members to a subsequent meeting of the Voters for ratification and inclusion in the official minutes of the congregation. In addition, the roster of new members shall be publicized in the various news media of the congregation.

### Section 3: Privileges and Duties of Members

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

- A. 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 for communicant members, partaking of the Lord's Supper frequently, after proper personal preparation for a beneficial reception of the same;
- B. 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 shame (blame) upon the Church of Jesus Christ;
- C. Provide for the proper Christian training of their children by instruction at home and through the agencies of this congregation;
- D. Submit in love, and for the sake of a harmonious life together as the Body of Christ in this place, to all the regulations which have been and shall be established by the congregation, insofar as they are not contrary to the Word of God;
- E. Submit to loving and brotherly admonition when found to be in error by the Word of God;
- F. Place their God-given talents and abilities at the disposal of the Pastor(s), the officers, and other agencies of the congregation as set forth in its Constitution and By Laws, so that the purposes and functions of the congregation may be effectively implemented;
- G. And to contribute financially toward the maintenance of the congregation and the extension of the Kingdom of God at home and abroad to the limit of and in proportion to their God-given ability.

## BY LAW NUMBER TWO: VOTING MEMBERSHIP

### Section 1: Eligibility

Any communicant of this congregation who is 18 years of age or over shall be eligible to apply for voting membership. Application for voting membership shall be made at a regular or special Voters Meeting of the congregation. Upon affirmation by the applicant of his intention to fulfill such duties as are required of a voting member to the best of his ability, he shall be accepted and welcomed as a member of the Voting Assembly. He then shall be required to sign the Official Roster of the Voters at the time of his acceptance into the voting membership. Immediately he shall have the right to speak on the floor of the Voters Meeting. However, the privilege of voting shall be deferred until the next regular or special meeting of the Voters.

### Section 2: Privileges and Duties of Voting Membership:

It shall be the privilege and duty of a voting member of this congregation to:

- A. Faithfully attend all meetings of the Voting Membership;
- B. Conscientiously and prayerfully exercise his right of suffrage in all measures that will advance the work of Christ's Kingdom both locally and in the church at large;
- C. Support with word and action all decisions of the congregation;
- D. Willingly serve in any office or capacity for which his talents and abilities equip him;
- E. And encourage, by personal example, friendly interest, and judicious counsel, such eligible communicant members who are not yet voting members to seriously consider accepting the privileges and responsibilities of voting membership.

### BY LAW NUMBER THREE: DISCIPLINE IN THE CONGREGATION

All discipline in this congregation shall be administered in love in accordance with the order of discipline laid down in Matthew 18:15-20 and other related New Testament passages. The purpose of Christian Discipline is always the restoration of the erring to a living relationship with our living Lord. Christian Discipline is necessary in a Christian congregation to prevent the Gospel from being defiled by the members. The following procedure shall be followed under the direction of the Pastor(s) and the Board of Elders.

#### Section 1: Baptized Membership – Termination

The membership of baptized children of parents or legal guardians holding membership in St. Peter Congregation shall be terminated at the same time when the parents or legal guardians terminate their membership in the congregation according to the procedure in Section 2 of this By Law, A, B, and C.

The membership of baptized children of parents or legal guardians not holding membership in St. Peter Congregation shall be terminated 4 years after the date of baptism if the parents or legal guardians have not enrolled the children in Sunday School or have not followed up on Christ's instruction to "teach them to observe all things whatsoever I have commanded you". The names of the baptized children whose membership has been terminated shall be turned over to the Board of Evangelism.

NOTE: This does not mean that the child's baptism was invalid. It simply means that the parents or legal guardians have failed to act upon the promises received in the child's baptism. Continued failure in this regard could spell the eternal death of the child despite the fact of his baptism.

#### Section 2: Communicant Membership – Termination

- A. Transfers: A communicant member desiring a transfer to a sister Lutheran congregation shall make application to the Pastor. Upon approval by the Pastor and the Board of Elders, a Letter of Transfer shall be issued by the Pastor and their names removed from the membership roster.
- B. Joining Other Churches: In cases where communicant members of this congregation have joined non-Lutheran congregations, they shall, upon decision by the Pastor and the Board of Elders, be deemed to have terminated their membership in this congregation, forfeiting all rights and privileges of such membership. Their names shall be removed from the membership roster.
- C. Whereabouts Unknown: The names of communicant members whose whereabouts are unknown and cannot be established within a period of six months shall be removed from the membership roster of the congregation and placed in a file designated "Whereabouts Unknown". Such membership in the congregation is therewith terminated.

The Board of Elders shall report all action in the above three categories to a subsequent meeting of the Voters for ratification and inclusion in the official minutes of the congregation. In addition, the action of the Elders shall be publicized in the news media of the congregation.

- D. Excommunication: Excommunication (forcible expulsion) is to be applied to any member who conducts himself in an unchristian manner; that is, to one who openly adheres to false doctrine, gives evidence of an immoral and offensive life, lives in open works of the flesh (Gal. 5:18-21), or who willfully despises and rejects the preaching of the Gospel (Word) and the Lord's Supper. The Board of Elders shall administer the steps of Christian Discipline. However, the final step, actual excommunication, shall be carried out by the congregation through the Voters Assembly.

The steps of Christian Discipline for one who willfully despises and rejects the preaching of the Gospel (Word) and the Lord's Supper shall be as follows:

When a member of St. Peter Lutheran has neglected worship and communion for a period of at least three months, it will be the duty of an Elder to make a contact communicating concern for the member. He will inquire into the reasons for such neglect and encourage his participation.

If, after six months, there has been no response in attendance at worship and communion, the member will be contacted again by the Board of Elders. Again, the contact is to show Christian love and concern and encourage his participation in the Means of Grace.

If, after nine months, there still has been no response, a personal contact (telephone contact or visit) will be made to admonish the member for his lack of

participation in worship, and his neglect and indifference to God's Word and Sacrament. He will also be informed that if such neglect continues, it shall be interpreted as impenitence, lack of faith in Jesus Christ, indifference to the Word of God, indifference to church membership and neglect of Christian privileges and responsibilities.

If, after 12 months, the member has not responded to Christian discipline as outlined above, the member would be placed on the Inactive Membership list.

#### Inactive Membership:

##### 1. Definition

Inactive members shall be those who are Baptized or Communicant members of this congregation and who are placed on the Inactive Membership list by the Elders relating to one of the conditions listed in #2 below. Inactive members are not considered members of this congregation, however, their names are retained on the Inactive Membership list as members eligible for reinstatement into Baptized or Communicant membership in this congregation or transfer to another congregation. They will no longer receive regular church mailings, be listed in the church directory, or be eligible for other rites and privileges associated with full church membership.

##### 2. Conditions for Inactive Membership

Persons shall be placed on the Inactive Membership list at the member's own request, by vote of the Elders when such members have been inactive in the worship and life of the congregation, and have been patiently ministered to by both the pastors and the Elders, and have failed to respond, and by the vote of the Elders when such members move without requesting a transfer in one year's time.

Unless they request a change in membership status, they will remain on the Inactive Membership list for five years. At the end of five years, the Elders will recommend their excommunication to the Voters' Assembly.

- E. Self-Exclusion: Self-exclusion may take place at any point in the process of Christian Discipline. Self-exclusion takes place whenever a member declares his withdrawal from the congregation.
- F. Loss of Rights: Such self-exclusion or excommunication releases the individual from all responsibilities to this congregation, but it also excludes the individual 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. The name of the individual who has excluded himself or has been excommunicated shall be turned over to the Board of Evangelism. SUCH A PERSON, HOWEVER, WILL AT ALL TIMES BE

CORDIALLY WELCOME TO ATTEND ALL WORSHIP SERVICES IN THIS CHURCH.

- G. 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 Pastor, the Board of Elders, and/or the congregations. Both acts of discipline and restoration shall be made known to all the congregation by whatever method the Pastor(s) and the Board of Elders, and/or the voting members, deem most advisable.

### Section 3: Voting Membership – Termination

Voting membership in this congregation shall be terminated when a member

- A. Voluntarily removes his name from the Voting Roster;
- B. Leaves the congregation by transfer, self-exclusion or excommunication;
- C. Refrains from attending the Voters Meetings for five consecutive regular meetings without excuse.

### Section 4: Provisions Pertaining to Church Officers

Any officer of the congregation who willfully neglects the duties of his 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 only after careful investigation of the matter. Should the charge of willful neglect be supported by clear evidence, the individual involved shall be first given the opportunity to resign his office. When an office is made vacant by deposition, resignation, death or excommunication of the incumbent, a successor shall be appointed by the Church Planning Council.

### Section 5: Provisions Pertaining to Pastors and Teachers

Sufficient grounds for deposing an elected and called Pastor or Teacher shall be:

- A. Persistent adherence to false doctrine, or
- B. Scandalous life, or
- C. Willful neglect of official duties, or
- D. Evident and protracted incapacity to perform the function of their office.

Charges on any of these counts shall be carefully investigated in the case of a pastor, 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 individual involved shall first be given an opportunity to resign his position in the congregation. Such opportunity having been given and declined, the above mention Board of Boards shall, after consultation with the appropriate officials 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. A three-fourths majority vote of the voting members present shall be required to depose a pastor or teacher.

Should the occasion to depose a pastor or teacher ever arise, the intended deposition shall be announced by the President of the Congregation at the regular worship services on the two Sundays preceding a special meeting of the voting members called for that purpose. All voting members shall be notified of this special meeting by mail at least two weeks in advance.

## BY LAW NUMBER FOUR: MEETINGS OF THE CONGREGATION

### Section 1: Regular Meetings

Regular meetings of the voting membership shall be held four (4) times during each calendar year, on or about the third Sunday of the following months: January, April, July and October. Dates and times of all Voters Meetings shall be set by the Church Planning Council.

Any communicant member of the congregation may attend the meetings of the Voters Assembly, and, upon acknowledgement by the President, participate in the discussion of any given item of business before the voting membership. Furthermore, any communicant member of the congregation may, with the consent of the voting membership, submit recommendations for consideration before the voters.

Every meeting of the voting membership shall be announced at the worship services on the Sunday preceding the date of the meeting.

### Section 2: Order of Business at Regular Meetings

Regular meetings of the Voters Assembly shall proceed as follows:

- A. Opening Devotion
- B. Roll Call of Voting Members
- C. Reception of New Voting Members
- D. Minutes of Previous Meeting(s), including Special Meetings
- E. Treasurer's Reports
- F. Reports of Administrative Boards
- G. Reports from Committees of Voting Membership
- H. Parish Report by Pastor(s)

- I. Unfinished Business
- J. New Business
- K. Adjournment

The President may, with the consent of the voting membership, vary the order in the interest of efficiency. For purposes of order, Robert's Rules of Order shall prevail.

### Section 3: Election Meeting

Every two years on or about the third Sunday in May the voting membership shall convene for the purpose of electing the officers and Administrative Boards of the congregation.

### Section 4: Special Meetings

Special meetings of the voting membership may be called by the Pastor(s), or the President of the congregation, or at the request of any of the Administrative Boards. Two notices of the date and time of such meetings and of the nature of the business to be transacted shall be given.

### Section 5: Restriction Pertaining to Voters Assembly Meetings

Attending voting members of a properly called Voters Assembly Meeting shall constitute a quorum, except as otherwise provided in this Constitution and By Laws for dealing with certain situations herein defined.

- In the event of a tie vote, the Chair shall cast the deciding vote.
- There shall be no voting by proxy.
- Regular meetings of the voters shall not exceed three (3) hours unless approved by simple majority of the voters present.

## BY LAW NUMBER FIVE: THE OFFICE OF PASTOR AND TEACHER

### Section 1: Conferring the Office of Pastor, Principal or Assistant Principal

The Office of Pastor, Principal or Assistant Principal in this congregation shall be conferred upon such pastors, principals, assistant principals, or candidates only as:

- A. Unreservedly pledge their acceptance of and adherence to the confessional standards set forth in Article 2 of this Constitution;
- B. Are members of, or have applied for membership in, the Lutheran Church – Missouri Synod, with which this congregation is affiliated; and
- C. Have been properly and rightfully called by the voting membership.

## Section 2: Procedure for Calling a Pastor, Principal or Assistant Principal

The President of the congregation and the Board of Elders shall be responsible for the procedure in the case of pastors. In the case of principals or assistant principals, the President of the congregation and the Board of Christian Education shall be responsible for the procedure.

When a vacancy occurs, the President of the congregation and the appropriate board shall consult with the Circuit Counselor and the President or Superintendent of Schools of the Michigan District to inform the District of such vacancy. The Board shall then invite the congregation to submit nominees for the vacant office. The Board shall set a deadline for the conclusion of the nomination process, allowing a two-week period from the first notice. The list of nominees shall be sent to the proper District Official for consideration in building the List of Candidates for the vacant office. Upon receipt of the List of Candidates from the President or Superintendent of Schools, the Board shall call a meeting of the voting membership. At this meeting the voters shall consider only the candidates upon the List. At this meeting or a subsequent regular or special meeting of the voting membership, the voters shall elect one of the proposed candidates by ballot and simple majority. A resolution to make the vote unanimous usually shall follow. It shall be the duty of the President of the Congregation to see that the notice of his election and the Call documents are delivered promptly to the candidate in whatever manner the voting membership shall deem advisable.

Negotiations for female and appointed teachers (new or renewal), shall be delegated to the Board of Christian Education and such negotiations and the terms agreed to shall come before the voting membership for approval in regular or special meeting assembled.

When the congregation resolves to call for a pastor or teacher candidate from our terminal seminaries or colleges, the Board of Elders or the Board of Christian Education respectively shall be empowered to act on the congregation's behalf.

The Board of Christian Education shall be empowered to act on the congregation's behalf when calling or contracting teachers.

## Section 3: Procedure for Consideration of Calls by Pastors and Teachers

When a pastor or teacher receives a Call to another field of ministry, he shall inform the President of the Congregation and shall consult with the appropriate Board before a decision is reached, pastors with the Board of Elders and teachers with the Board of Christian Education. If the pastor or teacher is inclined to accept the Call, a meeting of the voting membership shall be convened to discuss the Call. If the Call is accepted, the congregation shall grant a peaceful release. The individual's present ministry here shall be terminated as soon as is practical.

#### Section 4: Procedure for Reviewing Status

An adequate, fruitful and God-blessed ministry is not dependent upon the age of the individual serving in that ministry. God blesses a ministry which is faithful to His Lord. God's Word counsels us to live in the attitude of love and concern for each other and for the Church. It is in this attitude of love and concern that the congregation shall annually review the status of its pastors and teachers who have reached the normal age of retirement. The Board of Elders shall review the status of pastors and the Board of Christian Education shall review the status of teachers. Mutual love and concern for each other and the Body of Christ in this place will result in recommendations and resolutions to the voting membership which are pleasing to God and in the best interests of His servants as well as the congregation.

#### Section 5: 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 on 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.

Upon being installed, the pastor is authorized and obligated to proclaim to the congregation, jointly and severally, the Word of God in its full truth and purity according to Article 2 of this Constitution. 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 caretaker of their souls in an evangelical manner, in particular to visit the sick and the dying and to admonish indifferent and erring member;
- To spiritually guard the welfare of the younger members of the congregation and adults during their preparation for acceptance 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 is not only a servant and steward of God, but also of the congregation. The pastor(s) shall have the authority and responsibility for supervising every 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, and 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.

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. This is the privilege and responsibility of all members of the Church.

#### Section 6: The Office of Teacher

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 his office in all its parts according to the Word of God and the needs of the congregation.

Upon being installed, a called teacher is authorized and obligated to instruct and train the children under his care diligently and faithfully in the Word of God according to Article 2 of this Constitution; to accord them also a thorough Christian education in branches of learning prescribed by a course of study adopted or approved by the congregation; to maintain Christian discipline in the school and to this end employ such means as are in accord with the Holy Scripture and within the bounds of Christian reason and justice. He is further:

- To serve the congregation as an example of Christian conduct, to endeavor earnestly to live in brotherly unity with his pastor(s) and his fellow teachers, to work under the supervision of the pastor(s), principal and the Board of Christian Education, and, by the grace of God, to do everything possible within the sphere of his calling towards the promotion of the school and for the general advancement of the Kingdom of Christ, both locally and generally.
- To perform such other duties as are in the interest of Christian Education and the welfare of church and school and as have been mutually agreed upon, as the circumstances of the congregation may require and as time and ability may permit.

Members of the congregation are obligated to receive the teacher as a servant of the Word, to honor and love him as such, to keep our children in true Christian submission to his rule and training, and to support his work among us with diligent, faithful assistance and prayer.

Members of the congregation will do everything to make the discharge of his duties pleasant for him, encourage him by word and deed, aid him in the maintenance of Christian discipline in school, and provide for him maintenance according to the ability of the congregation.

BY LAW NUMBER SIX:  
ELECTION OF OFFICERS AND ADMINISTRATIVE BOARDS

Section 1: Nominating Procedure

At the January meeting of the voting membership in an election year, the Church Planning Council shall announce its selection of six (6) qualified voting members who, together with the pastor, shall serve as the Nominating Committee. At this meeting, the voters may submit to the committee the names of possible candidates for office.

The Nominating Committee, as soon after the January meeting as possible, shall prepare a list of candidates drawn from among the communicant members of the congregation who are 18 years of age or over, and from the list submitted by the voters at the January meeting. The nominees for President, Vice President(s) and Elders shall be restricted to male members of the Congregation. The Nominating Committee shall select nominees for the office of President of the congregation, Vice President(s) of the congregation, Treasurer, and Recording Secretary only from among the members of the Voters Assembly, (Cf. Article 5, Section C). The Nominating Committee shall select only nominees for the office of President of the Congregation, Vice President(s) of the congregation, Treasurer, Recording Secretary, ~~and the Chairmen of the various Administrative Boards who have been members of the congregation for at least two years.~~ the Chairmen of the various Administrative Boards, and the members at large of the Church Planning Council, who have been members of the congregation for at least two years. Members at large of the Church Planning Council must also have served on an Administrative Board of this congregation. And finally all nominees for all elected positions who are not already voting members must give their consent to becoming voting members in order to be eligible to run for office. The Nominating Committee shall publish the List of Nominees in the bulletin and/or the newsletter.

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:

- A. That such names shall be submitted at least 10 days before the date of the May Election Meeting of the Voters Assembly, and
- B. That the Nominating Committee, through consultation with the pastor(s) and the Board of Elders, shall have investigated the status of the proposed candidates and found them eligible for office and willing to serve.

The Nominating Committee, at least one week before the date of the May Election Meeting, shall post conspicuously on the church bulletin board the list of candidates for the following offices:

- President of the Congregation
- Vice President(s) of the Congregation
- Treasurer
- Recording Secretary
- Chairmen of the various Administrative Boards
- Board Members as necessary to complete the membership of each of the Administrative Boards
- Members at large of the Church Planning Council

### Section 2: Election Procedure

From the list of candidates for each elective office submitted by the Nominating Committee, the voting membership shall, at its May Election Meeting, elect by ballot and simple majority, the following officers in the order herein indicated:

- A. A President of the Congregation
- B. A Vice President(s) of the Congregation
- C. A Treasurer
- D. A Recording Secretary
- E. ~~Eleven Chairmen, specifically nominated for the chairmanship of one of the following boards: Elders, Evangelism, Christian Education, Young People's Work, Stewardship, Trustees, Fellowship, Public Relations, Parish Educational Programs, Christian Care, and Family Life.~~ Chairmen specifically nominated for the chairmanship of each Administrative Board.
- F. Board Members, to the number required to complete the membership of each of the Administrative Boards. The determination of the number of members required on each Board shall be a biennial function of the Church Planning Council and shall be decided no later than the January meeting of that body in an election year. Only candidates defeated for office may be placed in nomination by the voting membership at the election meeting for any office not yet filled.
- G. Members at large to serve on the Church Planning Council.

### Section 3: Appointments

ALL appointments for positions and committees, along with the board that makes those appointments, shall be shown on the list of proposed candidates for election to

allow people to volunteer for positions open. These appointments must be made before terms of office and/or boards expire.

#### Section 4: Holding More Than One Office

No one shall hold more than one elective office; or more than two offices, although one or both be appointive.

#### Section 5: Terms of Office

A term of office for all officers, chairmen, ~~and board members s~~ board members, and members at large of the Church Planning Council shall be two (2) years, terminating on June 30<sup>th</sup> of the second year of their term.

The President of the Congregation, Vice President(s) of the Congregation, ~~and Board Chairmen-~~ Board Chairmen, and members at large of the Church Planning Council can serve only two (2) consecutive terms (4 years) in that position.

The Board Members can serve only 3 consecutive terms (6 years) on that board.

Regardless of the person's position (chairman or board member) all persons elected to a board are members of that respective board.

The limitation of consecutive terms does not apply to the Treasurer or the Recording Secretary.

#### Section 6: Installation of Officers

The newly elected officers, board members and appointees shall be installed on the last Sunday in June, and shall assume the duties of office as of July 1<sup>st</sup>.

### BY LAW NUMBER SEVEN:

#### DUTIES OF OFFICERS – FUNCTIONS, RESPONSIBILITIES, ORGANIZATION OF ADMINISTRATIVE BOARDS AND THE CHURCH PLANNING COUNCIL

#### Section 1: Duties of Officers

The President of the congregation shall preside at all meetings of the voting membership. He shall, to the best of his ability, enforce the Constitution and By Laws of the congregation and carry out the expressed will of the congregation as embodied in the resolutions of the voting membership. He shall also call and preside over the meetings of the Church Planning Council and 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. Therefore, all boards, committees, auxiliaries, groups, etc., in the congregation shall be under the

supervision of the President of the congregation and he shall be welcome at any and all meetings of such groups, either in person or as represented by such person or persons as he may appoint.

The Vice President(s) of the congregation shall be, in the absence of the President, the President, and shall act for and in the stead of the President in all matters to further the work of Christ's Kingdom. The Vice President(s) will be representative(s) of the President to the boards and committees that the President will appoint, and be available for any other duties the President may assign.

The Recording Secretary shall be present at all Voters Meetings of the congregation and at all meetings of the Church Planning Council and shall enter the minutes of all meetings of said groups in a permanent record book over his signature and shall perform such additional duties as the voting membership may delegate to him.

The Treasurer shall:

- A. Be responsible for the accurate recording of congregational receipts, disbursements, budgeted and actual expenditures according to proper accounting procedures and, as deemed advisable, shall suggest for congregational consideration improved methods and systems for keeping financial records;
- B. Receive from the Financial Secretary a report of all monies received through worship services, special offerings, or any other source and duly record same;
- C. Be responsible for monthly remission of offerings for missions and church agencies and for prompt payment of salaries and bills authorized by the congregation or the administrative boards through their chairmen;
- D. Remit to the professional workers of the church documented expenses while attending professional workshops, conferences, conventions, etc., approved by the board under whose jurisdiction they function;
- E. Sign all checks for payment of bills, salaries, or other financial commitments of the congregation of any sort;
- F. Coordinate the flow of monies from the treasury to the various boards in such a way that an adequate balance is retained for the payment of salaries and other regularly recurring expenses;
- G. Have available for all boards a current record of their accrued disbursements and budget allotment;
- H. Present a written and duplicated financial report at Voters Meetings and a preliminary report at the Church Planning Council meetings;

- I. Submit permanent financial records for annual audit;
- J. Furnish the congregation a surety bond in the sum designated by the Voters Assembly, and such bond shall be procured and the premiums paid by the congregation;
- K. Review yearly salary and performance of the church bookkeeper and make appropriate recommendations to the voting membership, or, in case of vacancy, interview and hire a replacement in conjunction with the Board of Elders.

The Assistant Treasurer(s) shall be appointed by the Church Planning Council. His term of office shall be two years with no limit of terms applying. He shall be responsible to the Treasurer, and responsible for all matters pertaining to the Internal Revenue Service and the Concordia Retirement and Welfare Plans. He shall have the authority to work with salaried workers of the congregation a breakdown requests and congregational resolutions apply.

The Auditing Committee shall consist of no less than two qualified voting members other than the Treasurer and Financial Secretary who shall be appointed by the Voters Assembly in the January meeting. This committee shall audit the financial records of the congregation and submit the Auditor's Report at the April Voters Meeting.

## Section 2: The Church Planning Council

The Church Planning Council shall consist of ~~consist of~~ the President, the Vice President(s), the Treasurer, the Recording Secretary, ~~the eight chairmen of the Administrative Boards, the pastor(s), the chairmen of the Administrative Boards, and two (2) members at large from the congregation.~~ all of whom will hold membership on the Church Planning Council until their term of office expires. The pastor(s) and other Administrative Staff serve on the Church Planning Council as ex-officio members.

It shall be the specific functions of the Church Planning Council:

- A. To serve as the point of liaison between the pastor(s), the officers of the congregation, and the various administrative boards in planning the total work of the congregation;
- B. Present to the Voters Assembly at its July meeting 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;
- C. Prepare the agenda for all regular meetings of the Voters Assembly. Set the dates and times for the Voters Assembly meetings;

- D. Appoint the Nominating Committee as required and at the time required;
- E. Fill unexpired terms or shortages of personnel by appointment;
- F. Settle jurisdictional disputes between the several administrative boards.

The Church Planning Council shall normally meet approximately one month prior to the Voters Meetings. Additional meetings may be called by the President of the congregation and/or the pastor(s) as required.

The Church 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, and where all such activities may be integrated into an overall congregational program. The Church Planning Council shall be available at all times, however, for any additional functions which the voting membership may wish to confer upon it.

The Church Planning Council shall keep a permanent set of minutes for each meeting, and such minutes shall be the property of the congregation.

~~The Purchasing Agent (when deemed necessary by the Voters Assembly) shall be appointed by and responsible to the Church Planning Council and shall:~~

- ~~A. Attend the Church Planning Council as an advisory member;~~
- ~~B. Arrange for the orderly purchase of all authorized items for the congregation in the most economical manner;~~
- ~~C. At the direction of the congregation, through its authorized agents, research and present prices for major purchases of whatever nature. Final approval of such purchases shall remain with the board, committee, or group under whose auspices the purchase is to be made;~~
- ~~D. Coordinate the purchases of all boards, committees, and groups within church for economy, efficiency and ease of availability of items to be purchased;~~
- ~~E. Coordinate local purchases with other Lutheran agencies with a view to bulk purchases at reduced rates;~~
- ~~F. Enlist the advice and assistance of other members of the congregation who may be particularly knowledgeable in merchandising techniques or economical sources of supply;~~
- ~~G. Maintain a list of current suppliers for recurring items and have such a list available in the church office;~~

~~H. Maintain proper records of major cost items in order that minimum reorder points may be established and lost property minimized;~~

~~I. See to the prompt procurement of requested items of supply by the anticipated date of use;~~

~~J. Maintain a "Pending Orders" file to avoid duplication of orders;~~

~~A. Supply the various boards and committees of the congregation with requisition forms and shall establish a pick-up point for such requisitions.~~

### Section 3: The Administrative Boards: General Duties, Organization and Meetings, and Responsibilities of Administrative Boards

A. General Duties: Each Administrative Board shall annually coordinate its work and activities with the Church Planning Council and the other Administrative Boards. To do this, each board shall draw up a specific list of duties and responsibilities for that board and submit it to the voters for approval. Each board will also prepare a plan listing their goals for the coming year and the activities they will do to achieve their goals. They will also prepare a budget showing what the costs will be to carry out these activities. This plan and budget shall be submitted to the Church Planning Council for approval.

Each Administrative Board shall also maintain its own manual of general operating procedures. These procedures shall neither conflict with any article of the Constitution or By Laws of the congregation, nor in any way hinder the board from accomplishing its responsibilities. These procedures may be amended at any time at the discretion of the board.

Each Administrative Board shall submit a written 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 shall include specific recommendations (if any) for congregational action and/or approval.

Each Administrative Board shall initiate and carry out such activities and programs within the congregation as will enable it to effectively perform the functions and duties assigned to it by the Constitution and By Laws, or by specific resolution of the voting membership.

Each Administrative Board shall be empowered to administer all funds set aside for its work by budget appropriation or by special resolution of the Voters Assembly, provided that the voting membership may, at its discretion, restrict such expenditures to conform with 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 either by the budget or by special resolution of the congregation.

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

- B. Organization and Meetings: Each Administrative Board shall be under the direct control and supervision of the Chairman of that Board. Following the election of the chairman of each board and the number of board members required, the chairman of the respective board shall designate and appoint from among the board members at his own discretion those individuals who are to be responsible for various phases of the work of that board. Such appointments are to be made at least two weeks before the date that they take office, and notification of such appointments is to be given to the President of the congregation for publication to the members in the manner he deems most advisable.

The time and frequency of board meetings shall be at the discretion of the Chairman of the Board and the board members, except that, for good and sufficient reason, either the President of the Congregation or the Pastor(s) may call a meeting of the 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.

- C. Responsibilities:

#### THE 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 Board shall consist of at least eight (8) members, including the elected Chairman of the Board. (Twenty (20) members as of the 2000 election.)~~

The ~~general responsibilities~~basic objectives of this Board are the spiritual welfare of the ~~Pastor(s) and~~ congregation members, individually and corporately, the spiritual, emotional, and physical welfare of the pastor(s) and his family, and the supervision of everything pertaining to congregational worship.

~~That the objectives of this Board may be carried out, the following specific responsibilities are assigned to the Board of Elders.~~

~~The Board shall:~~

- ~~1. Pray for the Pastor(s) and other spiritual leaders;~~
- ~~2. Encourage the Pastor(s) in his work by word and action;~~
- ~~3. 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;~~
- ~~4. Assist the Pastor(s) in counseling with difficult cases and in finding peaceful and God-pleasing solutions to personal problems within the congregation; and to that end study and maintain a list of available social agencies for help with alcoholics, drug problems, delinquents, mental retardation, emotionally disturbed individuals, and the like, either of Lutheran, private or public nature.~~
- ~~5. Review yearly the salary and performance of the Church Secretary(ies) and make appropriate recommendations to the Voting Membership, or, in case of vacancy, interview and hire a replacement in conjunction with the Pastor(s);~~
- ~~6. Exercise leadership in gathering Call Lists and calling a new Pastor when a vacancy occurs;~~
- ~~7. Maintain discipline within the congregation according to Article 2 and Article 4 of the Constitution and By Law Number Three and exercise discipline when required;~~
- ~~8. Take spiritual charge and oversight of the geographical or family groupings assigned to them in liaison with the Pastor(s) and other concerned Boards of the congregation;~~
- ~~9. Insure that the congregation functions in accordance with the established doctrine of the Church as listed in Article 2 of the Constitution;~~
- ~~10. Determine eligibility for membership of all individuals and families applying for membership in this congregation according to Article 4 of the Constitution and By Law Number One;~~
- ~~11. See to the prompt transfer of all members who move away and of new Lutheran families moving into the community;~~

- ~~12. Engage in member conservation and discipleship training in conjunction with the Board of Evangelism and the Board of Stewardship;~~
- ~~13. Engage in continual review of communion and church attendance of all members, make calls on delinquents, follow-up on all newborn children in the congregation until they are baptized;~~
- ~~14. Train and supervise Volunteer Visitors and, together with them, engage in visitation of all sick, hospitalized, aged, and shut-ins in the congregation continually, and encourage others to also visit;~~
- ~~15. Investigate cases of severe financial need within the congregation and make specific recommendations to the Pastor(s) and the Board of Stewardship.~~
- ~~16. 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.~~
- ~~17. Be responsible for a friendly personal welcome of visitors at worship and for orientation and integration of new members in conjunction with the Board of Evangelism.~~
- ~~18. Be present for periodic training as determined by the Pastor(s) and this Board.~~
- ~~19. The Board of Elders shall oversee and support the Women's Ministry of St. Peter Macomb. The Women's Ministry will supervise and conduct its own operations through their specific Women's Ministry Constitution, By Laws, Policies and Procedures~~
- ~~20. Receive from, review, and make recommendations on Christian Growth Programs to all Boards, Societies and auxiliary organizations of the congregation.~~
- ~~21. Submit an annual budget request in the form and at the time requested by the Board of Stewardship.~~

~~For the Worship of the Congregation:~~

- ~~1. Make sure that all Worship Services and their content be in accord with the established doctrines as listed in Article 2 of the Constitution.~~
- ~~2. Supervise the organists of the congregation.~~

- ~~3. Supervise the budgeted allotment for the selection and purchase of appropriate music, supervision of choirs, and other related matters in conjunction with the Minister of Music.~~
- ~~4. Recommend and annually review compensation and personnel for the music staff as required for public worship.~~
- ~~5. Provide for Vicars, assistants, substitute Pastors and guest speakers as needed.~~
- ~~6. Staff, train, and supervise the Usher Staff.~~
- ~~7. Assist the Pastor(s) with Communion distribution, reading of Scripture, etc., as required.~~
- ~~8. Approve and disapprove new forms of worship, liturgies, and hymns for use in public worship.~~
- ~~9. Set the time, schedule and number of Communion Services in conjunction with the Pastors(s) and the Voting Membership.~~
- ~~10. Plan and publicize the Worship Services for the year.~~
- ~~11. Arrange for and publicize Special Worship Services as required.~~
- ~~12. Supervise the Women's Ministry in the care, use and maintenance of the sacred vessels, the altar, the altar furnishings and vestments.~~
- ~~13. Coordinate with the Women's Ministry all church and chancel decorations and the distribution of the flowers to the sick and shut-ins.~~
- ~~14. Maintain an adequate supply of expendable items for worship such as Communion cards, pencils, Communion wine and wafers, baptismal napkins, candles, etc., in conjunction with the Women's Ministry.~~
- ~~15. Maintain and supervise adequate nursery facilities and personnel.~~

#### THE BOARD OF EVANGELISM/CHRISTIAN OUTREACH

~~The Board of Evangelism shall consist of at least eight (8) members, including the elected Chairman of the Board. (Eight (8) members as of the 2000 election.)~~

The general responsibilities of this Board are to plan and organize community-focused opportunities/projects to put our love of Christ into action by serving one another and our community; and to communicate the hope of Christ, through

coordinating, encouraging, and training members for sharing the gospel in our community, other countries and cultures.

~~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, and the proper soul-accounting at all times.~~

~~That the objectives of this Board may be carried out, the following specific responsibilities are assigned to the Board of Evangelism.~~

~~The Board shall:~~

- ~~1. Share with the Pastor(s) in the entire program of proclaiming the Gospel to all men.~~
- ~~2. Encourage prayer in church and homes for sincere evangelistic concern toward all people inside and outside the Church.~~
- ~~3. Foster a climate of evangelism that encourages congregation members informally and spontaneously to share Christ with one another, the backsliding, and the unsaved.~~
- ~~4. Emphasize evangelism through an intensive every-member education program annually.~~
- ~~5. Maintain an ongoing visitation program, offering people more than membership in a church—a saving relationship with Christ.~~
- ~~6. Promote and direct congregation-wide evangelism undertakings.~~
- ~~7. Be responsible, together with the Director of Public Relations, for a program of community relations that identifies that congregation with the Gospel of Christ.~~
- ~~8. Utilize the evangelism potential of The Lutheran Hour, This Is The Life, and other Synodical or Christian programs.~~
- ~~9. Emphasize evangelism and encourage evangelism programs in and through the societies and auxiliary organizations of the congregation and suggest projects for such organizations.~~
- ~~10. Emphasize, in conjunction with the Board of Christian Education, child and youth evangelism, both in participation and outreach.~~
- ~~11. Canvass the congregation's area of responsibility and effectively record, study, and utilize the results in discipling the lost and straying, in conjunction with the Board of Elders.~~

- ~~12. Be responsible for maintenance and follow-up of a prospect file at all times.~~
- ~~13. Be responsible for maintenance and follow-up of lay visitors.~~
- ~~14. Before organization of Pastor's instruction classes, conduct special visitations to witness for Christ and to invite prospective members to attend.~~
- ~~15. Be genuinely concerned for those moving into the community and for those (both members and prospects) moving into other areas. Use any and all means available for maintaining such contacts.~~
- ~~16. Be responsible for the reception, orientation, and integration of new members into the congregation for a period of one year.~~
- ~~17. Periodically sponsor dinners, fellowship nights, etc., in conjunction with the Board of Parish Fellowship which will serve the cultivation, reception, orientation, and integration of new families or individuals.~~
- ~~18. Be conscious of the atmosphere of friendliness in the congregation toward members and visitors and suggest ways and means of improvement.~~
- ~~19. Study and adopt or adapt suggestions by the evangelism departments of Synod, District, and Circuit.~~
- ~~20. For administrative purposes and program development supervise the work of the Lutheran Layman's League.~~
- ~~21. Engage at least once yearly in self-study of methods, progress, and the like of the Board's work.~~
- ~~22. Submit to the Board of Stewardship, in the appropriate form and at the time requested, a budget request for the coming year's work.~~

## THE BOARD OF CHRISTIAN EDUCATION

~~The Board of Christian Education shall consist of at least eight (8) members, including the elected Chairman of the Board. (Eight (8) members as of the 2000 election.)~~

The general responsibilities~~basic objectives~~ of this board are to plan, direct, supervise, and administer the ~~Day School related~~ educational programs of the congregation related to the Day School, to determine policies, to select personnel for

the Christian Day School, and to provide the necessary means and facilities for the agencies associated with educational programs related to the Day School.

~~That the objectives of the Board may be carried out, the following specific responsibilities are assigned to the Board of Christian Education:~~

~~The Board shall:~~

- ~~1. Be responsible for the Christian nurture of children and youth in the congregation and, through them, in the community and beyond.~~
- ~~2. Establish objectives, set policies for, and supervise the total education program of the Christian Day School, including the personnel, i.e., for the Christian Day School, Preschool, Extended Care Program, and all other Day School related programs. In addition, the Board of Education shall send liaisons to Lutheran High School Association meetings.~~
- ~~3. Provide for active expression of Christian love and concern as an integral part of the Day School related education program~~
- ~~4. Approve curriculum and analyze performance of each Day School related education agency and seek constant improvement.~~
- ~~5. Continually review existing Day School related organizations and activities to determine whether all groups are being served, and recommend revisions and additions as deemed advisable.~~
- ~~6. Work with organizations and other Boards and committees to coordinate Day School related educational activities within the congregation.~~
- ~~7. Provide, in conjunction with the Board of Evangelism, for the recruitment of pupils for the Day School related educational agencies of the church.~~
- ~~8. Delegate administration of Day School related education agencies to qualified persons.~~
- ~~9. Exercise leadership in gathering lists of candidates for vacancies in the teaching staff and for properly calling or contracting professional teachers.~~
- ~~10. Supervise the conduct of professional teachers on the staff of the congregation.~~
- ~~11. Be concerned about the spiritual, emotional and physical health and welfare of the professional education staff and their families.~~

- ~~12. Annually review and make recommendations concerning the adequate compensation of all professional teachers on the staff.~~
- ~~13. Establish a system of commendation for and recognition of faithful service by all persons involved in the Day School related educational task of the congregation.~~
- ~~14. Strengthen families as basic units of Christian Education and closely relate congregational agencies to the homes through parent teacher organizations, conferences, etc.~~
- ~~15. For administrative purposes and program development, supervise the work of the Parent-Teacher League, children's groups such as Boy Scouts, and all other such agencies associated with Day School related educational programs.~~
- ~~16. Consider provision of special education opportunities for children with developmental disabilities and other handicaps.~~
- ~~17. Provide for the professional growth of the educational staff through conferences, conventions, continuing education and the like, and request the necessary funds for the same in the yearly budget.~~
- ~~18. Provide for and promote the use of the Day School media center and its equipment~~
- ~~19. Consider suggestions made by the education departments of Synod, District and Circuit that relate to the administration of a Christian Day School.~~
- ~~20. Annually examine the Day School related facilities and equipment, and make recommendations to the Board of Trustees as to upkeep, repairs, and replacements needed as well as new equipment needed.~~
- ~~21. Prepare and submit an annual budget request in the form and at the time requested by the Board of Stewardship.~~

#### THE BOARD OF STUDENT MINISTRIES ~~YOUNG PEOPLE'S WORK~~

~~The Board of Young People's Work shall consist of at least three (3) members, including the elected Chairman of the Board. (Eight (8) members as of 2000.)~~

The general responsibilities ~~basic objectives~~ of this Board are to involve the young people of the congregation in the work of Christ, provide for their spiritual growth and nurturinge, and to promote genuine Christian fellowship for the young people of the congregation.

~~That the objectives of this Board may be carried out, the following specific responsibilities are assigned to the Board of Young People's Work.~~

~~The Board shall:~~

- ~~1. Promote attendance and involvement of the congregation's youth at all youth activities.~~
- ~~2. Provide for the continuing spiritual growth of the young people of the congregation through Bible study, prayer, and Christian service.~~
- ~~3. Plan and carry out, together with other concerned Boards, a year round program for the young people of the congregation.~~
- ~~4. Involve youth leaders from all parts of the congregation's work in developing a planned parish program for young people.~~
- ~~5. Develop a program for the social fellowship of both youth people and the young adults of the congregation, including various recreational programs.~~
- ~~6. Actively engage in the selection and training of leaders for the young people's program at all times.~~
- ~~7. Plan and observe, together with the Pastor(s), a yearly Congregational Young People's Sunday.~~
- ~~8. Plan a special event to welcome the newly confirmed young people of the congregation and to invite them to join the young people's groups.~~
- ~~9. Provide for continual education of young people on topics of current interest to them.~~
- ~~10. Provide opportunities for involvement as servants in the life of the community such as civic, school, cultural, humanitarian, recreational and social groups.~~
- ~~11. Provide for public recognition of various youth achievements and accomplishments.~~
- ~~12. Plan and coordinate activities for youth and other young people's groups outside the congregation, particularly with other Lutheran young people's groups at various levels.~~

- ~~13. In conjunction with the Board of Evangelism, train and involve the young people of the congregation in bringing others to faith in Christ.~~
- ~~14. Provide for counseling for the spiritual, moral, social, and vocational development of young people.~~
- ~~15. Recruit, together with the Board of Christian Education, young people for full-time service in the church as pastors, teachers and the like.~~
- ~~16. Welcome and use college students during the summer months for various young people's activities.~~
- ~~17. For administration purposes and program development, supervise the work of all youth and Young Adult groups in the congregation.~~
- ~~18. Submit, at the time and in the form required, an annual budget as requested by the Board of Stewardship.~~

#### THE BOARD OF STEWARDSHIP FINANCE

~~The Board of Stewardship shall consist of at least eight (8) members, including the elected Chairman of the Board. (Eight (8) members as of the 2000 election.)~~

~~The general responsibilities of this Board are to address the financial affairs of the congregation by providing the necessary financial planning, framework, stewardship education, and accounting to ensure adequate funding for the mission of the congregation, and to coordinate with the office of the treasurer and the Church Planning Council to achieve this mission. The treasurer shall be an ex-officio member of this Board.~~

~~The basic objectives of this Board are to initiate programs for the development of good stewardship attitudes in the members of the congregation in regard to time, talents, and treasures, to provide for the training and utilization of members of the congregation for the work of Christ's Kingdom, and to ensure the financial stability of the congregation and its work through a developed program of dedicated, proportionate, first-fruits giving.~~

~~That the objectives of this Board may be carried out, the following specific responsibilities are assigned to the Board of Stewardship.~~

~~The Board shall:~~

- ~~1. Study the Scriptural principles regarding the total stewardship calling of the Christian—as a member of his family, as a neighbor and citizen, and as a congregation member—and share these insights with congregation members.~~

- ~~2. Maintain a program to discover and enlist for Kingdom service the talents God has given members, old and new, young people and adults.~~
- ~~3. Contact and encourage new members for service to the congregation and endeavor to stir up the talents of present members for use in Christ's work.~~
- ~~4. Be responsible for maintenance of a congregational talent file at all times, and provide for the immediate recording of the talents and abilities of incoming members.~~
- ~~5. Provide opportunities for the development of talents (training courses, officers workshops, and the like).~~
- ~~6. Conduct an intensive program annually to confront every member personally with basic Biblical stewardship principles and practices.~~
- ~~7. Encourage the Gospel motivated practice of joyous, worshipful, liberal, proportionate, first fruits giving in response to received blessings and recognized needs.~~
- ~~8. Annually give every member an opportunity to make a commitment of his treasure for Kingdom work through the congregation.~~
- ~~9. 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.~~
- ~~10. Foster support for missions and charities through an ongoing program of mission information and education through education agencies, committees and organizations, rallies, festivals, films and filmstrips, letters and tracts, appearances of missionaries, and the like.~~
- ~~11. Administer the congregation's Welfare Fund in conjunction with the recommendations of the Board of Elders.~~
- ~~12. Plan and recommend a year-round program of support for Lutheran World Relief (financial gifts, clothing drives, kiddie kits, and the like) through the various agencies and committees of the congregation.~~
- ~~13. Enlist Volunteer Visitors in conjunction with the Pastor(s) and the Board of Elders.~~

- ~~14. Annually prepare and submit as part of the budget of this Board a selected list of charities for the congregation and suggest the source of revenue designated for that purpose.~~
- ~~15. Evaluate and make recommendations for gifts of love by individuals and the congregation as a whole.~~
- ~~16. Screen all outside appeals for funds and make the appropriate recommendations to the Voters Assembly or initiate the necessary action appropriate to such an appeal.~~
- ~~17. Review, accept, or decline all offers of non-solicited gifts to the congregation.~~
- ~~18. Evaluate various programs for endowments, remembrance of the congregation in wills, bequests, and the like, and suggest ways of implementation to the Chairman of the Board of Public Relations as well as supplying workers at his request.~~
- ~~19. Together with the Pastor(s), study the possibilities and recommend implementation to the Board of Elders of offering spiritual services and care to hospitals, homes for the aged, prisons, and other institutions within the community.~~
- ~~20. Encourage and enlist the young people of the congregation for full-time service in the church as pastors, teachers, and the like.~~
- ~~21. Be concerned, together with the Treasurer and Financial Secretary, for safe deposit and recording of all funds, monthly remissions of offerings for missions and church agencies, and prompt payment of salaries and bills as authorized by the congregation and the appropriate Boards.~~
- ~~22. Evaluate the offerings of the congregation regularly, and share these evaluations with the members of the congregation.~~
- ~~23. Enlist, maintain, and administer a secretarial pool of qualified persons who will be available to Boards and committees for special secretarial assignments.~~
- ~~24. Encourage stewardship programs in the societies and auxiliaries of the congregation.~~
- ~~25. Annually review the budgeting procedure of the congregation in conjunction with the Treasurer and Financial Secretary and recommend to the congregation any necessary improvements or revisions.~~

~~26. Be responsible for and administer the Scholarship Fund through its appointed committee.~~

~~27. Prepare and submit at the time and in the form required an annual budget for this Board.~~

~~FINANCIAL SECRETARY:~~

~~The Chairman of the Stewardship Board shall appoint a Financial Secretary from among those men elected to the Board. The Financial Secretary shall:~~

~~1. Be responsible for the accurate counting, recording, and depositing of all receipts for the congregation in a local financial institution or institutions and to that end shall enlist a staff of recording secretaries and a Finance Committee of at least five persons who are approved by the Stewardship Board. The recording secretaries shall record all contributions by~~

~~members for whatever purpose and shall notify the Board of Stewardship and the Pastor(s) concerning contributions by non-members. The Finance Committee shall be responsible, under the direction of the Financial Secretary, for the prompt counting of Sunday and other receipts.~~

- ~~2. Be responsible for issuance of regular quarterly statements to members, showing their offerings to date.~~
- ~~3. Furnish the Treasurer with a duplicate deposit slip for all deposits.~~
- ~~4. Be responsible for the expediting and safe deposit and keeping of all funds.~~
- ~~5. Be responsible for requisitioning and distribution of offering envelopes.~~
- ~~6. Furnish the congregation a surety bond in the amount set by the congregation, and such bond shall be procured and the premium paid by the congregation.~~
- ~~7. Give a quarterly report to the Voters Assembly.~~

## THE BOARD OF TRUSTEES

~~The Board of Trustees shall consist of at least five (5) members, including the elected Chairman of the Board. (Ten (10) members as of the 2000 election.)~~

The general responsibilities~~basic objectives~~ of this Board are the proper maintenance and repair of church property, the representation of the congregation in all legal matters, and the general protection of the congregation against loss or damage of whatever nature.

~~That the basic objectives of this Board may be carried out, the following specific responsibilities are assigned to the Board of Trustees.~~

The Board shall:

- ~~1. Make an annual inspection of church properties and equipment and recommend to the Voters Assembly needed repairs, improvements, or replacements.~~
- ~~2. Conduct an annual inventory of all church properties, equipment, and supplies, including acquisition date and approximate value of each item.~~

- ~~3. Carry out all resolutions of the Voters Assembly on purchases, repairs, replacement of church property and equipment in conjunction with the congregational Purchasing Agent.~~
- ~~4. Determine and engage, with congregational approval, adequate custodial help. The Board shall also meet periodically with custodians to discuss the care of the buildings, needs and problems in custodial service, and the like.~~
- ~~5. Prepare for the custodial help a detailed list of the required daily and weekly, monthly or annual maintenance of the facilities and equipment of the congregation.~~
- ~~6. Annually review and recommend salaries for all custodial help and to that end study and recommend policies regarding union labor, fair employment practices and the like to be applied to suppliers and to the congregation.~~
- ~~7. Determine and establish, with the approval of the Voters Assembly, regulations governing the use of church property and equipment.~~
- ~~8. Coordinate the schedule of activities within the facilities in conjunction with the Board of Parish Fellowship. Set all policies and fees for rental, use and lending of church properties with the approval of Voting Members.~~
- ~~9. Make and issue keys for church property, and keep and review annually a list of the keys issued.~~
- ~~10. Supervise, control and recommend adequate storage facilities for all church property, equipment, and supplies and the orderly maintenance of the same.~~
- ~~11. Annually check the adequacy of all types of insurance for church property and equipment and negotiate insurance contracts.~~
- ~~12. Check all property twice a year for fire hazards.~~
- ~~13. Enlist work crews for special repair, improvement, cleaning, painting, decorating, landscaping and other projects.~~
- ~~14. Arrange for immediate repairs of an urgent nature, and all normal repairs and alterations for which budget funds have been allocated.~~
- ~~15. Obtain legal information necessary for the wise consideration of contracts, deeds, and the like by the congregation.~~

- ~~16. Negotiate service contracts for the organ, office machines, and the like.~~
- ~~17. Make an annual inventory of official documents in safekeeping, and enter its completion in the official minutes of the congregation.~~
- ~~18. Sign official documents and contracts that have been negotiated and approved by the congregation and to this end the Chairman of the Board shall appoint two members of the Board of Trustees.~~
- ~~19. Obtain legal information on the laws governing non-profit organizations.~~
- ~~20. Be responsible for and administer the affairs of the St. Peter Lutheran Cemetery through its appointed committee.~~
- ~~21. Submit an annual budget request to the Board of Stewardship in the form and at the time requested by that Board.~~

#### THE BOARD OF ~~PARISH FELLOWSHIP~~CHRISTIAN GROWTH

~~The Board of Parish Fellowship shall consist of at least five (5) members, including the elected Chairman of the Board. (Seven (7) members as of the 2000 election.)~~

The general responsibility of this Board is to encourage individuals and families to grow toward spiritual maturity through the study of God's Word, the development of Christ-centered fellowship, and the use of spiritual gifts in service to others.

~~The basic objectives of this Board are the strengthening of the fellowship between congregation members spiritually and socially, the integration of new members into the life of the congregation, and the general upbuilding of mutual cooperation, trust, and enjoyment among the members of the congregation.~~

~~That the objectives of this Board may be carried out, the following specific responsibilities are assigned to the Board of Parish Fellowship.~~

~~The Board shall:~~

- ~~1. Plan, supervise, and implement larger gatherings of the congregation from time to time through the year which will further the goals of the congregation.~~
- ~~2. Maintain constant contact with other Administrative Boards, both suggesting to them ways of furthering the work of their Boards through fellowship and drawing from them requests and suggestions for fellowship activities.~~

- ~~3. Maintain an adequate group of willing workers who will help to plan, coordinate and execute the work necessary to the successful accomplishment of fellowship goals.~~
- ~~4. Provide a general atmosphere of friendliness among the members on a smaller scale by suggesting to groups, societies, Bible Classes, and the like ways of bringing their members into meaningful personal relationships.~~
- ~~5. Provide for the integration of new members and their families into the congregation through periodic fellowship nights, dinners, rallies and the like in conjunction with the Board of Evangelism.~~
- ~~6. Review and adopt or adapt materials and ideas from various sources which will bring congregation members into personal contact in groups such as family nights, plays, Fun Fairs, talent shows, and the like.~~
- ~~7. Plan, supervise and implement recurring yearly events that will focus attention on the major aspects of the congregation's work.~~
- ~~8. Receive and approve request for the use of the congregation's facilities for wedding receptions, recreational activities by various groups and all other activities of whatever nature and from whatever source.~~
- ~~9. Develop policies and rules for the use of the facilities at the functions sponsored by this Board in conjunction with the Board of Trustees.~~
- ~~10. Maintain and publish a weekly and monthly schedule of activities within the congregation's facilities and coordinate, approve or disapprove requests for such activities in the best interests of the congregation.~~
- ~~11. Be responsible for and supervise the use of all property and equipment for the various activities sponsored by this and other Boards, groups or committees who have requested and received approval of an activity in our facilities. This includes the kitchen, gymnasium, ball fields, etc.~~
- ~~12. For administrative purposes and program development, supervise the work of the Couples Club, Men's Club, sports groups, and the like.~~
- ~~13. Submit an annual budget request in the form and at the time requested by the Board of Stewardship.~~

## ~~THE BOARD OF PUBLIC RELATIONS~~

~~The Board of Public Relations shall consist of at least three (3) members, including the elected Chairman of the Board. (Six (6) members as of the 2000 election.)~~

~~The basic objectives of this Board are the presentation to the public of a Christian image which will reflect favorably upon the work of Christ and or the congregation as His instrument, the publicizing of the work of the congregation through various channels, and the general integration of the congregation's work into the life of the community.~~

~~That the objectives of this Board may be carried out, the following specific responsibilities are assigned to the Board of Public Relations.~~

~~The Board shall:~~

- ~~1. Represent the congregation in community activities as well as keeping the congregation informed of social, political, and economic developments within the community that directly affects the welfare of the church.~~
- ~~2. Be concerned, together with other appropriate Boards, with the congregation's role in the community and develop useful means of becoming a better servant to the community.~~
- ~~3. Work with other churches to improve the Christian image to the community and to implement the church's mission.~~
- ~~4. Maintain contact with benevolent and charitable agencies in the community, state and on the national level and recommend to the congregation responses to opportunities for service.~~
- ~~5. Establish and maintain a continuing program of publicity for the congregation and its activities that will reflect favorably on the congregation and its commitment to the Gospel of Christ.~~
- ~~6. Maintain the church bulletin boards and signs indoors and outdoors and obtain approval of appropriate messages and themes for publication from the Pastor(s).~~
- ~~7. Establish and vigorously pursue a program for endowing the congregation through wills, bequests, foundations, and other sources—in conjunction with the Board of Stewardship.~~
- ~~8. Work for the overall enhancement of the congregation's image in the various news media and publications of the community.~~

- ~~9. Establish and maintain friendly relationships between the congregation and the professional, community service, and governmental agencies within the community.~~
- ~~10. Work together with the Board of Elders in making the visitors feel welcome in our midst.~~
- ~~11. Submit an annual budget request to the Board of Stewardship in the form and at the time requested by that Board.~~

## BOARD OF FAMILY LIFE

~~To encourage the families of our parish to nourish, lead, guide, and raise their families, children, and marriage relationships by the standard of Christian values as modeled by our Lord and directed by His Word.~~

~~To respond to the various needs of the family units (traditional, blended, single parents, and singles) of our parish through educational settings, retreats, seminars, and in any manner that promotes and supports the families of our parish.~~

~~To oversee with the Family Life staff the development and programming of the marriage preparation classes and seminars that are offered for the engaged couples of our parish.~~

~~To oversee with the Family Life staff the development and programming of marriage enrichment classes and seminars to help strengthen the marriage relationship of the couples of our parish.~~

~~To oversee with the Family Life staff the development and programming of parenting classes and seminars that support families with early childhood, middle childhood, and adolescent young people of our parish by Biblical directives and guidelines.~~

~~To oversee with the Family Life staff the development and programming of intergenerational and life span concerns with educational activities and forums that address the concerns of all age groups within our parish.~~

~~To oversee with the Family Life staff the development and programming of classes, seminars, workshops, etc. that respond to families of our parish in crisis, divorce, or other special needs in order to restore their various situations in the manner of the Good Samaritan and with the love and peace of our Lord's forgiveness and absolution.~~

~~To oversee and promote with the Family Life staff opportunities to reach out to our surrounding community with information, classes, and seminars that promote and~~

~~strengthen their families with the saving message of our Lord's grace, forgiveness, love, and peace.~~

~~(Eight (8) members as of the 2000 election.)~~

### ~~BOARD OF CHRISTIAN CARE~~

~~The basic objectives of the Board are to oversee the implementation of our Lord's directive to love and serve one another and to raise the awareness of the members of our congregation of the social needs of our own members in times of need and/or crisis, and those in our surrounding community. For our Lord wishes to remind us, "Whatsoever you did to the least of these, you did it unto me."~~

~~The board shall:~~

- ~~1. Oversee the collection and distribution of funds, food, clothing, etc. to those in need within our family of faith.~~
- ~~2. Investigate cases of severe financial need within the congregation, consult with the Pastor(s), and make donation to the specific need, and/or help provide the necessary financial support.~~
- ~~3. Assist the Pastor(s) in handling special need situations and help maintain a list of available social agencies for help with alcoholism, drug dependency, developmental disabilities, emotional and/or mental distress, and the like, either of Lutheran, private or public nature.~~
- ~~4. Oversee the supervision and direction of the Stephen Ministry within our congregation and assist the Stephen Minister Leader(s)/Trainer(s) in promoting the ministry and review their annual budget.~~
- ~~5. Oversee the supervision and direction of the Parish Nurse Ministry within our congregation and assist the Parish Nurse and her committee in promoting the ministry and review their annual budget.~~
- ~~6. Oversee the supervision and/or maintenance of the Prayer Chain.~~
- ~~7. Work with the Pastor(s), Board of Elders, and the Board of Parish Education in establishing and maintaining shepherd/care groups and/or a contact system of the membership on a regular basis.~~
- ~~8. Work with the local community McRest program in providing shelter, clothing, and food for those in need in our township and county.~~
- ~~9. Oversee the supervision and direction of the Social Concerns Committee in providing information and direct involvement in issues that affect concerns~~

~~pertaining to issues of social policy, governmental regulations, and laws of the state and country.~~

~~(Eight (8) members as of the 2000 election.)~~

## **BOARD OF PARISH EDUCATION**

~~Mission Statement: The Board of Parish Education is responsible for the Christian nurture of children, youth, and adults in the congregation; and through them, in the community and beyond.~~

~~Requirements: The Board of Parish Educational Programs shall consist of at least eight (8) members, including the elected Chairman of the board.  
(Eight (8) members as of the 2000 election.)~~

~~Objectives:~~

~~I. The objective of the board is to plan, administer, direct, and supervise the parish educational agencies and programs of the congregation, to determine policies, to recruit personnel for the various agencies, to provide the means and facilities for the agencies.~~

~~A. The Board of Parish Education will work with ancillary parish education and church boards to coordinate parish educational activities within the congregation and in the community.~~

~~B. The Board of Parish Education will consider suggestions made by the education departments of synod, district and circuit that relate to parish educational programs.~~

~~II. The Board of Parish Education will establish objectives, set policies for, and supervise the total education program for each parish education agency in the congregation, including the personnel: i.e., for the Sunday School, weekday school, Vacation Bible School, confirmation classes, Bible classes, adult education, key groups, and all other parish educational groups.~~

~~A. The Board of Parish Education will continually approve and review curriculum and existing parish educational programs to determine whether all age groups are being served, and recommend revisions and additions as deemed advisable.~~

~~B. The Board of Parish Education will encourage and provide opportunity and inform every congregational member of Bible study opportunities, privately and in formal and informal groups.~~

~~1.The Board of Parish Education will encourage and provide support for Christian educational programs in ancillary organizations of the congregation.~~

~~a.The Board of Parish Education will annually elicit feedback from ancillary organizations of the church to determine extent of Christian education that occurs within the organization.~~

~~b.The Board of Parish Education will annually elicit feedback from the ancillary organizations of the church regarding their needs for support in the areas of Christian Education.~~

~~2.The Board of Parish Education will establish and provide special educational opportunities for persons with disabilities.~~

~~3.The Board of Parish Education will establish, maintain and promote the use of the Church library.~~

~~a.The Board of Parish Education will inform the congregation of the Church library and its contents.~~

~~b.The Board of Parish Education will maintain and improve the contents of the Church library including but not limited to print and audio/visual media.~~

~~c.The Board of Parish Education will encourage congregational members to subscribe to church periodicals.~~

~~C.The Board of Parish Education will delegate administration of parish educational programs to qualified persons.~~

~~1.The Board of Parish Education will exercise leadership in gathering lists of candidates for vacancies in the parish education teaching staff and securing qualified teachers.~~

~~2.The Board of Parish Education will enlist, train, place and offer in-service opportunities to teachers and leaders of the congregation's parish educational programs.~~

~~3.The Board of Parish Education will establish a system of commendation for and recognition of faithful service by all~~

~~persons involved in the parish educational task of the congregation.~~

~~III. The Board of Parish Education will provide for active expression of Christian love and concern through service opportunities as an integral part of the parish educational programs and community outreach.~~

~~IV. The Board of Parish Education will prepare and submit an annual budget request in the form and at the time requested by the Board of Stewardship.~~

~~V. The Board of Parish Education will establish and maintain a continuing program for the recruitment of full-time church workers in the church at large, such as pastors, teachers, directors of Christian education, and the like.~~

## STANDING COMMITTEES

### CEMETERY COMMITTEE

(append rules here)

### SCHOLARSHIP COMMITTEE

(append rules here)

### ENDOWMENT COMMITTEE

The Endowment Committee shall consist of ~~at least~~ five (5) members as follows:

The Chairman shall be ~~elected by the committee from among its members, a member of the Board of Public Relations appointed by the Chairman of the Board of Public Relations. His term of office as Chairman of the Endowment Committee shall be concurrent with his term on the Board of Public Relations.~~

The Treasurer shall be appointed from the members of the Voter's Assembly by the Church Council. He shall serve a renewable five (5) year term. He shall be responsible for the receipt and disbursement of funds and accurate records concerning the same.

One member shall be a member of the Board of Stewardship Finance, appointed by the Chairman of the Board of Stewardship Finance. His term on the Endowment Committee shall be concurrent with his term on the Board of Stewardship Finance.

The remaining members shall be appointed from the members of the Voter's Assembly by the Church Planning Council. They shall serve for a term of two (2) years each.

Each year the committee shall elect from its own number any officers it deems necessary, e.g. a secretary.

The committee shall prepare a program designed to make the congregation aware of the Endowment Fund and encourage participation in the fund. Reasonable and prudent expenses associated with these programs are considered out of pocket expenses and are to be reimbursed by the fund as incurred.

#### BY LAW NUMBER EIGHT: AMENDMENTS

- A. These By Laws may be changed or amended, with the exceptions of By Law Number Seven, Section 3C and By Law Number Eight A, by a 2/3 majority of the votes cast in a regular or special meeting of the Voting Membership, provided that the proposed change be read to the congregation assembled for worship on the Sunday prior to the date on which the amendment is presented for action.
- B. Amendments to By Law number Seven, Section 3C may be made at any regular or special meeting of the Voting Membership upon recommendation of the appropriate board. A simple majority vote of those Voting Members present will carry the amended change.