

BY LAW NUMBER SEVEN:  
DUTIES OF OFFICERS – FUNCTIONS, RESPONSIBILITIES, ORGANIZATION OF  
ADMINISTRATIVE BOARDS AND THE CHURCH PLANNING COUNCIL

**Section 3:** Administrative Boards: Board Duties, Board Chair Duties, and Board Responsibilities

The Administrative Boards are:

1. Board of Elders
2. Board of Christian Growth
3. Board of Christian Education
4. Board of Student Ministry
5. Board of Christian Outreach
6. Board of Finance
7. Board of Trustees

A. **Board Duties:**

Each Board:

1. shall consist of at least seven (7) members including the chair of the Board
2. shall meet monthly; up to two meetings per year may be cancelled

B. **Board Chair Duties:**

Each Board Chair:

1. shall preside at all meetings of the Board
2. shall appoint a secretary to record the minutes
3. shall furnish a written copy of the Board minutes to the church through the office of the Business Manager
4. shall appoint a Board member as an alternate Chair in his/her absence at Board and/or Church Planning Council meetings
5. shall make recommendations of the Board to the Church Planning Council
6. shall provide a written report to the Voters Assembly
7. shall be responsible for submitting the Board's budget to the Board of Finance and Business Manager
8. shall submit to the Church Planning Council the name(s) of the member(s) of the congregation for appointment to fill vacancies on the Board
9. may schedule special meetings of the Board
10. may appoint subcommittees from members within the Board
11. may form task force(s) with congregational members to assist the Board in its responsibilities

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C. Board Responsibilities:

**BOARD OF ELDERS**

**Accountable to:** The Church Planning Council and the Voters Assembly through the Board Chairman.

**Purpose:** To oversee the worship life of the church and the general spiritual life of members and professional staff.

**Primary Duties and Responsibilities**

1. The Board of Elders shall have authority and responsibility for all public worship and for the general spiritual welfare of congregational members, individually and corporately, and the Day School and Preschool in accordance with Articles 2 and 4 of the Constitution.
2. The Board of Elders shall help the pastor(s) cultivate a spirit of harmony and faithfulness in worship among the congregation members.
3. The Board of Elders shall be responsible for the conduct of public congregational worship services in accord with the established doctrines as listed in Article 2 of the Constitution.
4. The Board of Elders shall serve as special assistants to the pastor(s) and church professional staff, supporting them with prayer, helping them with special problems in their ministry; and concerning itself with the spiritual, emotional and physical health and welfare of the pastor(s), professional staff, and their families. It shall advocate that they are provided with adequate compensation and housing as well as assistance with their work to guarantee them sufficient free time.
5. The Board of Elders shall be responsible for making regular contact with all members of the congregation at a frequency and manner as decided by the Board of Elders.
6. The Board of Elders shall be responsible for providing the pastor(s) with adequate pulpit and altar assistance.
7. The Board of Elders shall arrange for pastoral services when a vacancy occurs in the office, including the exercising of proper leadership in calling a pastor. No less than two elders shall be included on any pastoral call committee.

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8. The Board of Elders shall make appropriate recommendations to the voters regarding the reception of new members, peaceful release and the transfer of members, and church discipline cases.
9. Other Board of Elders policies and operating guidelines will be approved by the Elders and made available on request. The chairman and secretary of the Board, together with the pastor(s), will maintain an up-to-date listing of Elder tasks, policies, guidelines, and training resources for elders to consult and implement.

## BOARD OF CHRISTIAN GROWTH

**Accountable to:** The Church Planning Council and the Voters Assembly through the Board Chair.

**Purpose:** to oversee Christian instruction and growth in God’s Word for the members of the congregation and all discipling efforts for members and prospective members.

### **Primary Duties and Responsibilities**

1. The Board of Christian Growth shall have authority and responsibility for instruction of members and potential members and for growth in God’s Word for the congregation individually and corporately, in accordance with Articles 2 and 4 of the Constitution.
2. The Board of Christian Growth shall help the pastor(s) and professional staff to cultivate a spirit of learning and applying Holy Scripture to all circumstances of congregational and members’ life and to promote a vision for “Walking in God’s Word.”
3. The Board of Christian Growth shall work with pastor(s) and professional staff to plan, develop, and supervise short-range and long-range goals for all youth and adult Bible classes, Confirmation, Sunday School, and midweek Bible Study.
4. The Board of Christian Growth shall work with pastor(s) and professional staff to provide direction to and supervise all church-sponsored teaching programs including Bible conferences, Vacation Bible School (VBS), and day camps.
5. The Board of Christian Growth shall work with pastor(s) and professional staff to provide direction to and supervise all church-sponsored pre-marriage, marriage, family, new member, mentoring and member engagement classes and programs.
6. The Board of Christian Growth shall work with pastor(s) and professional staff to provide direction to and supervise all church-sponsored devotional materials, teaching material, and training resources for members, friends, and worship guests.

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7. The Board of Christian Growth shall work with pastor(s) and professional staff to plan, develop, and supervise fellowship events and activities.
8. The Board of Christian Growth shall be responsible for all necessary arrangements, resources, and purchases for fellowship events and activities.
9. The Board of Christian Growth shall make appropriate recommendations to the pastor(s) and professional staff for ideas, directions, resources, and special projects to further Christian Growth.
10. Other Board of Christian Growth policies and guidelines will be approved by the Christian Growth members and made available on request.

## BOARD OF CHRISTIAN EDUCATION

**Accountable to:** The Church Planning Council and the Voters Assembly through the Board Chair.

**Purpose:** to oversee the Day School educational programs of the congregation and the personnel of the Day School and related programs.

### **Primary Duties and Responsibilities**

1. The Board of Christian Education shall be responsible for the Christian nurture of the students in the Day School and related programs (Preschool, Extended Care, and other programs related to the Day School).
2. The Board of Christian Education shall work with principal(s) and academic staff to establish objectives, set policies, approve curriculum, and supervise the education of the students in the Day School and related programs.
3. The Board of Christian Education shall be responsible for the personnel of the Day School and related programs.
  - a. Delegate administration to qualified persons
  - b. Shall gather candidates for vacancies of personnel and shall call or contract said personnel
  - c. Annually review and recommend adequate compensation of staff members
  - d. Supervise the conduct of staff members
  - e. Provide for the professional growth of the staff
  - f. Provide for the Christian nurture and support of the staff and their families
  - g. Recognize staff ministry anniversaries and/or retirements

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4. The Board of Christian Education shall be responsible for the recruitment of students for the Day School and related programs.
5. The Board of Christian Education shall support families in the academic and spiritual development of their children.
6. The Board of Christian Education shall support families in their stewardship commitments.
7. The Board of Christian Education shall appoint delegates to the Lutheran High School Association meetings.
8. Other Board of Christian Education policies and guidelines will be approved by the Christian Education members and made available on request.

## **BOARD OF STUDENT MINISTRY**

**Accountable to:** The Church Planning Council and the Voters Assembly through the Board Chair.

**Purpose:** to oversee the ministry of the youth of the church and school through staff and volunteer personal contacts, in groups, and with families.

### **Primary Duties and Responsibilities**

1. The Board of Student Ministry shall serve as a support, resource, and encouragement to parents/guardians in regards to Christian discipleship and care of the youth of the church and school in accordance with Articles 2 and 4 of the Constitution.
2. The Board of Student Ministry shall help professional staff to promote involvement in, provide direction to, and assist in planning and coordination of all sponsored and endorsed student ministry activities and events.
3. The Board of Student Ministry shall work with professional staff to plan, develop, and supervise short-range and long-range spiritual growth opportunities, including personal and group Bible Study and devotions, prayer events, mission trips, and service projects.
4. The Board of Student Ministry shall work with professional staff to provide direction to and supervise the selection and training of leaders for various student ministry programs, events, and activities.

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5. The Board of Student Ministry shall work with professional staff to provide direction to and supervise all student ministry opportunities to be involved in service to others within the church, school, community, and the world at large.
6. The Board of Student Ministry shall work with professional staff to affirm and recognize the gifts and talents of St. Peter students and to publicly acknowledge student ministry achievements.
7. The Board of Student Ministry shall make appropriate recommendations to professional staff for ideas, directions, resources, and special projects to further student ministry.
8. Other Board of Student Ministry policies and guidelines will be approved by the Student Ministry members and made available on request.

## BOARD OF CHRISTIAN OUTREACH

**Accountable to:** The Church Planning Council and the Voters Assembly through the Board Chair.

**Purpose:** to oversee Christian care to members and friends and Gospel witness to the community through God-pleasing means and methods.

### **Primary Duties and Responsibilities**

1. The Board of Christian Outreach shall have authority and responsibility for all caring and witnessing ministries of the congregation, in accordance with Articles 2 and 4 of the Constitution.
2. The Board of Christian Outreach shall help pastor(s) and professional staff to cultivate a spirit of pastoral and member care within the congregation as well as a spirit of outreach, through words and actions, to our members, friends, and community.
3. The Board of Christian Outreach shall work with pastor(s) and professional staff to plan, develop, and supervise short-range and long-range caring ministries of the congregation, including teams and auxiliaries that support physical, mental, emotional, and spiritual well-being.
4. The Board of Christian Outreach shall work with pastor(s) and professional staff to provide direction to and supervise the selection and training of leaders for various

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programs, events, and activities that provide care for members, friends, and the community.

5. The Board of Christian Outreach shall work with pastor(s) and professional staff to provide direction to and supervise all witnessing programs, resources, training activities, and visitor support tools with the goal of making and growing disciples of Jesus Christ.
6. The Board of Christian Outreach shall work with pastor(s) and professional staff to provide direction to, plan, and coordinate activities for the congregation, individually and corporately, to be visible in the community in responsible, meaningful ways.
7. The Board of Christian Outreach shall work with pastor(s) and professional staff to affirm and support our nation's Armed Forces and, as appropriate, other community and national service agencies.
8. The Board of Christian Outreach shall work with pastor(s) and professional staff to raise awareness within the church and school of local, state, national, and international mission work on behalf of the Synod and the Church at large.
9. The Board of Christian Outreach shall make appropriate recommendations to professional staff for ideas, directions, resources, and special projects to further caring and witnessing to and by our members and friends.
10. Other Board of Christian Outreach policies and guidelines will be approved by the Christian Outreach members and made available on request.

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**BOARD OF FINANCE**

**Accountable to:** The Church Planning Council and the Voters Assembly through the Board Chair.

**Purpose:** to oversee the financial affairs of the church and school along with the Treasurer and Business Manager.

**Primary Duties and Responsibilities**

1. The Board of Finance shall provide the necessary financial planning, framework, stewardship education, and accounting to achieve funding for the mission of the church and school.
2. The Board of Finance shall coordinate all financial activities with the Treasurer, Business Manager, and the Church Planning Council.
3. The Board of Finance shall work with each board chair, human resource committee, and Treasurer to assemble an annual budget for presentation to the Church Planning Council and Voters Assembly for approval.
4. The Board of Finance shall review and make recommendations to the Church Planning Council and Voters Assembly regarding all outside offers of unsolicited gifts and requests for funds.
5. The Board of Finance shall establish and maintain an orderly program for allowing members to contribute to an endowment fund to be used in accordance with the donors' wishes and the good of the church and school.
6. The Board of Finance shall regularly compile data from giving records to help leadership analyze and publicize the giving habits and trends of the church and school.
7. The Board of Finance shall create and maintain a process for disbursement of designated funds for special projects.
8. Other Board of Finance policies and guidelines will be approved by the Finance members and made available on request.



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**BOARD OF TRUSTEES**

**Accountable to:** The Church Planning Council and the Voters Assembly through the Board Chair.

**Purpose:** to oversee the maintenance, upkeep and improvement of the buildings, physical plant, and grounds of the Church and School.

**Primary Duties and Responsibilities**

1. The Board of Trustees shall have authority and responsibility for the routine maintenance of, repairs to, and overall care of all buildings and the upkeep of all outside properties. All non-budget, urgent and special repairs must be approved by the Business Manager, in consultation with the Maintenance Supervisor.
2. The Board of Trustees shall help the custodial staff, professional staff, pastors, and faculty to cultivate a clean, orderly, and member- and guest-friendly appearance and interior environment. The Maintenance Supervisor is the primary contact for and coordinator with the Board of Trustees Chair and members.
3. The Board of Trustees shall work with the Maintenance Supervisor and Business Manager to supervise all areas and facilities of the church and school properties.
4. The Board of Trustees shall serve as advisors to the Business Manager and Maintenance Supervisor on all matters relating to the buildings, physical plant, and grounds.
5. The Board of Trustees shall work with the Maintenance Supervisor and Business Manager to make an annual inspection of buildings, physical plant, and grounds to create a master list of recommended projects and tasks.
6. The Board of Trustees shall work with the Maintenance Supervisor to provide direction to the daily and weekly required objectives for cleaning of all church and school spaces, including sanctuary, office areas, classrooms, and hallways.
7. The Board of Trustees shall work with the Business Manager to make, issue, and maintain keys for church property, including conducting an annual review of current key holders.

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8. The Board of Trustees shall work with St. Peter staff, members and friends to call for, schedule, oversee, and carry out work days and to enlist volunteers for special maintenance, improvements, and other projects.
  
9. The Board of Trustees shall be responsible for the administration of St. Peter Cemetery through its appointed committee.
  
10. Other Board of Trustees policies and guidelines will be approved by the Trustees and made available on request.

*[Note: The Standing Committees section will not be changed.]*