

The Constitution
And
By-Laws
Of
St. James Evangelical Lutheran Church
Quincy, Illinois

Adopted September 16, 2001
And
Approved By
Central Illinois District
(Date.....)

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CONSTITUTION OF
ST. JAMES EVANGELICAL LUTHERAN CHURCH

PREAMBLE

Whereas the Word of God demands that a Christian congregation not only conform to the Word of God in doctrine and practice (Ps. 119:105; Gal. 1:6-8, 2 Tim. 4:1-5), but that also all things be done decently and in order (1Cor. 14:40), therefore, we the members of St. James Evangelical Lutheran Church of Quincy, Illinois, set forth by this present document, the Constitution, and By-laws, in accordance with which our congregational affairs, spiritual and material, shall be conducted:

Article I - - Name

The name of this religious corporation shall be “St. James Evangelical Lutheran Church of Quincy, Illinois”.

Article II - - Seal

The corporate seal of this religious corporation shall be as follows: “St. James Evangelical Lutheran Church, Quincy, IL.” In the form of a circle, as hereafter imprinted.

Article III - - Purpose

The corporate body, an Illinois religious corporation, is a religious organization, specifically, a Christian congregation and a Christian Elementary School, established and maintained for the purpose of disseminating, through preaching and teaching, the Gospel Truth, according to the confessional standard of the Lutheran Church, the Book of Concord of the year 1580.

This corporate body may receive, acquire, hold title to and manage such real estate and other property as it may need to accomplish said purpose; sell or dispose of such real estate and other property or any part thereof; and enjoy all rights, powers and privileges established by the laws of the State of Illinois for religious corporations.

Article IV - - Confessional Standards

The congregation acknowledges and accepts all the Canonical books of the Old and New Testaments, as the revealed Word of God, verbally inspired, and acknowledges and accepts all the Symbolical Books of the Evangelical Lutheran Church contained in the Book of Concord of 1580, to be a true and genuine exposition of the doctrines of the Bible. These Symbolical Books are the three Ecumenical Creeds (the Apostolic, the Nicene, and the Athanasian), the Unaltered Augsburg Confession, The Apology of the same, the Smalcald Articles, Luther’s Large and Small Catechisms, and the Formula of Concord.

Article V - - Synodical Affiliation

In order to exercise fellowship with those who profess the same faith with us, this congregation shall maintain membership in the Lutheran Church-Missouri Synod, and as long a it is in agreement with the CONFSSIONAL STANDARDS set forth in article IV above.

Article VI - - Membership

The membership of this congregation shall be designated by three different terms: Baptized Members; Communicant Members; and Voting Members.

Baptized Members are all individuals of the congregation who have been baptized in the name of the Triune God and are under spiritual care of our pastor.

Communicant Members are all confirmed members of the congregation whom:

1. Are baptized;
2. Declare adherence to all the Canonical books of the Old and New Testaments as the only divine rule and norm of faith and life;
3. Are familiar, at least, with Luther's Small Catechism and declares acceptance thereof;
4. Faithfully attend divine services and frequently partake of the Lord's Supper;
5. Do not live in manifest works of the flesh (Gal. 5:19-21);
6. Are not members of any organization whose doctrine and practices are in conflict with the Word of God (II Cor. 6:14-18).

Voting Members of the congregation are communicant members of the congregation who have passed their 18th birthday and who have been received by a majority vote of the members present at any Voters' Assembly.

Article VII - - Church Discipline

The congregation in accordance with the various grades of admonition prescribed in Matt. 18:15-20 shall discipline erring members, and it shall be the duty of the erring members to submit to such admonition. Those in whose case all admonition in the prescribed manner remains fruitless shall be adjudged and declared to be excommunicated from the Congregation. Those refusing to be dealt with in matters of discipline shall be adjudged and declared to have terminated their membership.

Any person under church discipline shall not have the right of suffrage in any proceeding to their excommunication. Any excommunicated person shall have no further rights as a member and shall lose all rights and interest in the property of the congregation.

Anyone whose membership has been terminated in either manner shall be reinstated if they repent and ask for forgiveness (II Cor. 2:6-8).

These procedures on excommunication and reinstatement shall be stated in Article I C. of the By-laws.

Article VIII - - Corporate Officers

The officers of the corporate body shall be: A Chairman of the Voters' Assembly, a Vice-chairman of the Voters' Assembly, a Secretary, a Treasurer, and other such officers as the By-laws of this corporate body may prescribe, which officers shall be elected in the manner and for the term prescribed in the By-laws and amendments thereto.

Article IX - - Property Rights

In the event of a separation in the membership of this congregation, which may God graciously prevent, the title to all Property of this congregation and the rights of membership shall remain with those who adhere to the provisions of Article IV of this constitution.

In the event of the dissolution of the congregation, all property of the congregation shall become the property of the district of the Lutheran Church-Missouri Synod in which the congregation is located.

Article X - - Pastors and Called Teachers

Only such pastors and teachers shall be called by this congregation as are in accord with the declaration of doctrine of this congregation (Article IV) are members of the Lutheran Church Missouri Synod, and as have been properly prepared for their work and are well qualified for it. The Lutheran Church Missouri Synod must endorse all called pastors.

The spouse of the pastor, or of a called teacher may be called and/or employed to serve this congregation on a regular basis.

The right of calling pastors and teachers shall ever be vested in the Voters' Assembly of this congregation and shall never be delegated to a smaller body or to an individual.

Any ordained or called and commissioned minister or teacher may be removed from office by the Voters Assembly of the congregation by a two-thirds majority ballot vote, in Christian and lawful order, for one of the following reasons:

1. Persistent adherence to false doctrine and/or teaching;

2. Refusal to adhere to the confessions In Article IV of this Constitution and of the Constitution of the Lutheran Church-Missouri Synod,
3. An ungodly life, or unfaithfulness; or,
4. Inability of willful refusal to perform the duties of his/her call. When the need for any ministry, other than the office of the Pastor, no longer exists, that ministry may be abolished.

Article XI - - Powers Vested In the Voters Assembly

The Voters' Assembly as a body has the supreme power in all external and internal administration of the congregation affairs, both Church and School. No order or decision is valid for the congregation as such, or for any member or group of members in particular, if not done in the name of and by a general or specific authorization of the Voters' Assembly. Every resolution in conflict with God's Word and the aforementioned Lutheran Confessions is automatically invalid.

All officers of the Congregation elected by the Voters' Assembly may be removed from the office by the Voters' Assembly, but only in an orderly, Christian manner. Valid reasons for removal shall be:

1. Persistent adherence to false doctrine;
2. Offensive moral conduct;
3. Willful unfaithfulness to this congregation;
4. Protracted incapacity to perform the duties of their office.

Article XII - - Meeting

The Annual Meeting of the Voters' Assembly of the corporate body should be in May of each year and other meetings at such other times designated in the By-laws.

Article XIII - - Amendments

The congregation may amend or repeal any article of this Constitution except Article IV – Confessional Standards – that shall forever remain unalterable.

Proposed amendments shall be presented in writing and read at any called Voters' Assembly meeting of the congregation and mailed to all voting members of the congregation prior to the second reading. Adoption of such proposed amendments shall require a second reading and a two-thirds majority of those present at a subsequent called Voters' Assembly meeting.

Article XIV - - By-Laws

This congregation shall adopt, maintain and amend as deemed necessary all By-laws to this Constitution attached thereto and made a part thereof by reference.

Article XV - - Validity

All previous Constitutions of St. James Evangelical Lutheran Church of Quincy, Illinois are hereby repealed upon adoption of this Constitution, dated September 16, 2001.

By-Laws of St. James Lutheran Church

ARTICLE I - - MEMBERSHIP

A. Admission of Members

1. **Communicant Member:** Any person eligible for communicant membership in this congregation as provided in Article VI of the Constitution may obtain such membership by one of the following steps:
 - A. Confirmation in this congregation (the individual's membership to be announced and recorded in the Voters' Assembly following his confirmation).
 - B. Presentation of a letter of transfer from a sister congregation; reported by Pastor to the Board of Elders and to the Voters' Assembly by the Board of Elders.
 - C. Reaffirmation of faith.

Once one of the above steps has taken place, the congregation in a regular church service shall receive the person as a communicant member.

2. **Voting Members:** The following procedure shall serve as the means to become an eligible voting member of the Voters' Assembly:
 - A. Upon the 18th birthday of a communicant member, the individual may request at any regular Voters' Assembly to be admitted as a voting member;
 - B. The eligible voters of the Voters' Assembly shall then vote to accept that communicant member as a voting member, requiring a majority of the members present. Upon such acceptance the individual has the right to vote at the next Voters' Assembly meeting.

B. Duties of Members

1. **Communicant Members:** It shall be the Christian duty of all communicant members of this congregation to:
 - A. Faithfully attend divine services and frequently partake of Lord's Supper;
 - B. Put their time and talents into the service of their church;
 - C. Admonish erring members according to Matt. 18: 15-20;
 - D. Bring their children to Baptism at an early date and commit all unconfirmed children under their parental care to the Christian Day School or the Mid-Week Confirmation Class and Sunday School, or otherwise provide for their proper training in pure Christian Doctrine;
 - E. Contribute willingly, according to the blessing that he or she has been given by God, to the maintenance of all congregational property and to the payment of all congregational obligations;
 - F. Contribute prayerfully and cheerfully to the programs of the Central Illinois District and the Lutheran Church-Missouri Synod;
 - G. Comply with provisions of the Constitution, particularly Article IV.
2. **Voting Members:** It shall be the Christian duty of all eligible voting members of this congregation's Voters' Assembly, in addition to the duties of a communicant member to:
 - A. Attend each meeting of the Voters' Assembly;
 - B. Abide by the decisions of the majority in a Christian-like manner;
 - C. Willingly accept the duty of serving in the congregation when asked to do so.

A voting member shall have waived the right to vote in any meeting of the Voters' Assembly that he does not attend.

C. Church Discipline And Reinstatement

1. **Church Discipline:** Every Christian has the commanded duty of admonishing an erring fellow Christian (Gal. 6:1, Matt. 18: 15-20, Tit. 3:10), in hopes of recalling the erring member back into God's family before he permanently separates himself from God. The following steps are the procedures for administering the discipline necessary to hopefully bring the member back to God.

In the case of sin of a member against another, the instructions set forth in Matt. 18:15-20 shall be followed.

- A. The individual who has been sinned against should go to the individual who has sinned and talk to him about that sin.
- B. If this does not prove fruitful in reconciling the problem, the injured person shall take one or two witnesses back to the sinner and talk about the wrong.
- C. If this proves fruitless and the sinner has not repented and changed his ways, then, the matter shall be brought to the attention of the Board of Elders and the congregation.
- D. A letter written by the Pastor and Elders must be mailed to the erring member(s).
- E. If this proves fruitless and the sinner has not repented and changed his ways, then, the church is to treat that person as a heathen, for he has excommunicated himself from the congregation.

In the case of a member not faithfully attending divine worship, the following procedures shall be followed, based on Matt. 18:15-20:

- A. After an extended absence, contact(s) by the responsible Elders shall be made to the individual (s) asking him to come back to church.
- B. If no positive response is forthcoming, the member (s) is declared delinquent and the procedure outlined in Article I.C.1 subparagraph A through E. Step 1 of church discipline is invoked.

2. **Reinstatement**

Any self-excommunicated person(s) shall be reinstated if he repents of his sin and asks forgiveness (II Cor. 2:6-8). Full rights and privileges shall be restored to the person(s) as we welcome back a fellow Christian who has returned to God's Family.

D. Transfer of Membership

Any member in good standing may, upon his/her request, be granted a *letter of transfer* to another Missouri Synod church or to another synod in which we are in fellowship. A member in good standing may upon his request be granted a *letter of release* from membership. In all cases of doubtful standing, the Pastor shall present the request to the Board of Elders.

ARTICLE II - - THE CORPORATE BODY

A. Elected Officers of the Congregation

The elected church officers of this congregation shall be:

- Chairman of Voters' Assembly
- Vice-Chairman of Voters' Assembly
- Secretary of Voters' Assembly
- Treasurer
- Financial Review Committee Chairman
- Board of Elder Members
- Board of Christian Education Chairman
- Board of Christian Education Members
- Board of Property Chairman
- Board of Stewardship Chairman
- Board of Evangelism Chairman
- Board of Worship Chairman
- Board of Parish Ministry Chairman

B. Officers of the Corporate Body

1. Chairman of Voters' Assembly:

It shall be the duty of the Chairman to:

- A. preside at all meetings of the Voters' Assembly;
- B. cast the deciding vote whenever the Voters' Assembly shall be equally divided;
- C. direct the order of business of the Voters' Assembly;

- D. appoint any appointive positions of Voters' Assembly;
- E. when applicable, call special meetings.

It shall also be the duty of the Chairman of Voters' Assembly to be a member of Church Council.

2. Vice-Chairman of Voters' Assembly:

It shall be the duty of the Vice-Chairman of Voters' Assembly to assume the duties of the Chairman of Voters' Assembly in the absence of the Chairman.

3. Secretary of Voters' Assembly:

It shall be the duty of the Secretary to:

Record and maintain records of attendance and all actions of the Voters' Assembly and Church Council Meetings;

- A. record and maintain records of attendance and all actions of the Voters' Assembly and Council Meetings;
- B. prepare a published report of each Voters' Assembly meeting for the congregation within 30 days of the meeting;
- C. maintain a record of the voting members of the congregation;
- D. in consultation with the Chairman of Voters' Assembly, prepare a published agenda for each Voters' Assembly meeting;
- E. Attend to all correspondence as ordered by the Voters' Assembly.

The preparation of the reports, minutes and correspondence for Voters' Assembly may be done by an appointed person(s), upon approval of the Voters' Assembly.

4. Treasurer of Voters' Assembly:

It shall be the duty of the Treasurer to:

- A. supervise all treasuries of the Church and School;
- B. disburse all moneys necessary to the operation of the Church and School;
- C. keep an accurate set of records of each and every financial transaction, in such order that it can be reviewed by the Financial Review Committee;
- D. present a detailed, written report to each Voters' Assembly as to the finances of the Church and School accounts;
- E. be a member of the Church Council;
- F. be an advisory member of the Board of Stewardship;
- G. present a written report of the finances of the Church and School monthly to the Church Council;
- H. Make sure all bills and expenses are properly filed with the responsible person. The daily/weekly duties may be accomplished by an appointed person(s), upon approval of the Voters' Assembly.

5. Financial Review Committee:

The Chairman of the Financial Review Committee shall be elected at the May annual meeting.

The Chairman of Voters' Assembly shall appoint at least three members to this committee at the annual meeting.

It shall be the duty of the Financial Review Committee to chair the Committee. The Chairman of Voters' Assembly shall appoint at least three members to this committee at the annual meeting.

It shall be the duty of this committee to:

- A. Review all church, school, and organizational financial records at least annually;
- B. Provide an annual written report to the Voters' Assembly as to the state of said records. Make recommendations for specific changes in financial functions of any group with compliance dates.
- C. Make recommendations to the Voters' Assembly for approval of those accounts that may have exemption from direct control of the Treasurer of this congregation.

6. Nominating Committee:

The Chairman of the Voters' Assembly should appoint an annual Nominating Committee, consisting of five (5) members at the January meeting. The committee shall determine their chairman. It shall be their duty to prepare a slate of candidates for all elective congregational offices for the next year and present this slate to the Voters' Assembly in the March meeting. The Committee shall submit at least one candidate for each position.

C. Meetings

In addition to the May annual meeting of the Voters' Assembly as provided in Article XII of the Constitution, the Voters' Assembly shall also meet three other times in January, March and November and at such occasions by a written request given to the Chairman of Voters' Assembly from the Church Council, from the Board of Elders, or from 50 or more voting members of the Voters' Assembly.

All Voters' Assembly meetings shall be preceded by two public announcements at least one week apart, except in an emergency declared by the Chairman of Voters' Assembly and a majority of Church Council. Each Voters'

Assembly meeting shall have an agenda published one week prior to the meeting, except in the case of an emergency meeting. A quorum of 30 or more voting members present is needed for the business of a Voters' Assembly meeting to be valid.

ARTICLE III - - BOARDS, OFFICERS AND COMMITTEES

A. Eligibility

Communicant members over 18 years of age shall be eligible for all elective offices, with the following exception: Only men may hold office where they might deal specifically with the public administration of the Office of the Keys, specifically. Women may serve as long as this service does not violate the order of creation (usurping authority over men). According they shall not serve as pastor, as a member of the Board of Elders, or as chairman or vice chairman of the Voters Assembly. No member shall hold more than one elective office. All communicant members shall be eligible for any appointive office or committee.

B. Elections and Terms of Office of Church Officers

All elective officers shall be elected at the May annual meeting of the Voters Assembly and shall assume the duties of the office on July 1st. All elections shall be by written ballot and a majority of votes cast shall constitute election. If a second ballot is necessary to obtain a majority of votes, this ballot shall consist of two (2) candidates for each one- (1) position to be elected and shall be drawn from the candidates receiving the highest number of votes from the previous ballot.

A list of candidates shall be presented at the March Voters Assembly Meeting by the Nomination Committee. Nominations from the floor may be made with the consent of the nominee.

A list of qualified candidates for the Board of Elders, in accordance with the requirements for elders recorded in the Bible (Rom. 6:1-11: Gal. 6:1, Gal. 5: 16, 17 & 25, 1 Tim. 3: 8 - 14), shall be submitted to the Nominating Committee by the Board of Elders by the March Voters Meeting.

If a vacancy occurs between the elections, the position shall be filled by appointment by the Church Council, Subject to approval by the Voters Assembly.

The lengths of the terms of the elected Corporate Officers shall be:

- One (1) Year for the Chairman, Vice Chairman, Secretary and Financial Review Chairman
- Two (2) Years for the Treasurer, the six Board chairmen, the four elected members of the Parish Education Board,
- Three (3) years for the members of the Board of Elders, whose terms shall be arranged so that one third of the members is elected annually.

C. Church Council

The Church Council shall consist of the six elected Board chairmen, Treasurer of the Voters Assembly, the Head Elder the Chairman of the Voters Assembly, the Pastor and Principal. The Church Council shall meet at least monthly. A chairman and vice-chairman shall be elected from among its members. The seven boards of the Church Council will be:

- Board of Christian Education
- Board of Parish Ministry
- Board of Stewardship
- Board of Property
- Board of Evangelism
- Board of Worship
- Board of Elders

It shall be the duty of the Church Council to:

- A. Implement the governing policies of the congregation as established by the Voters Assembly;

- B. Efficiently and effectively carry out the programs established by the Voters Assembly;
- C. Make it's decisions in harmony with God's Word and with the approval of the Voters Assembly, else they be null and void;
- D. Be responsible for the hiring and dismissal of all employees necessary for the operation of the Church and school. When it is necessary to hire non-called teachers for the Christian Elementary School, only members of the Lutheran Church, Missouri Synod shall be employed except in an emergency;
- E. Make recommendations to the Voters Assembly concerning the calling of pastors and teachers, when the need arises;
- F. Approve all appointed standing committee members;
- G. Make recommendations to the Voters Assembly when changes in the real property of the congregation arise;
- H. Provide each household of the congregation with minutes of each meeting;
- I. Secure Voters Assembly approval to exceed \$2500 in non-budgeted expenditures of the congregational monies for one purpose;
- J. Perform other duties as requested by the Voters Assembly.

ARTICLE IV - - ORGANIZATIONS

Any group desiring to form an organization within this congregation must obtain approval of the Church Council and the Voters Assembly. No organization shall adopt a constitution that conflicts with the constitution and by-laws of this congregation. Any changes in existing or new organizational constitutions shall be approved by the Church Council and Voters Assembly.

ARTICLE V - - RULES OF ORDER

All meetings shall be conducted according to the Word of God; Robert's Rules of Order and an agenda.

ARTICLE VI - - INSTALLATION OF OFFICERS

The Pastor shall install all officers elected in the May meeting in a public service by the last Sunday before their terms in office commence. Any officer appointed to fill a vacancy occurring between elections shall be installed in a public service on the Sunday following the approved appointment.

ARTICLE VII - - STAFF PROCEDURES MANUAL

There shall be a manual prepared, under the guidance of the Church Council, describing the duties, responsibilities, and expectations of all paid staff members of this congregation, in accordance with Biblical and Synodical guidelines.

ARTICLE VIII - - OPEN MEETINGS

All meetings of the Voters Assembly, the Church Council, and Boards shall be open to every communicant member of this congregation, except when said organization or committee chooses to deliberate in Executive Session.

ARTICLE IX - - CHANGES OF BY LAWS

Proposed amendments to these By-law's shall be submitted in writing to the chairman of the Voters Assembly prior to any Voters Assembly and read at any regular meeting of the Voters Assembly. Adoption of such proposed amendments shall require a two-thirds majority vote of those present at a subsequent regular meeting.

ARTICLE X - - VALIDITY

All previous By-laws of St. James Evangelical Lutheran Church of Quincy, Illinois are hereby repealed, upon adoption of these By-laws, dated, September 16, 2001.

Church Council Boards

A. Board of Christian Education

This Christian Education Board consists of the Chairman, its four (4) elected members. In addition, one representative each from The Lutheran Church of St. John and Our Redeemer Lutheran Church, and the day school principal shall be “non-voting” members. A secretary shall be elected from among its members. It will be the duty of the Board of Christian Education:

1. Meet at least monthly unless the committee deems it unnecessary,
2. Promote enrollment in the Christian Day School,
3. Approve the day school curriculum,
4. Review the policies of the day school,
5. Provide adequate educational materials,
6. Evaluate the work of the Christian Day School in the congregation as a whole,
7. Present recommendations to the Voters Assembly, with Church Council approval, concerning the calling of teachers,
8. Present recommendations to the Church Council concerning the hiring of contract teachers,
9. Annually review the tuition and registration fees of the Christian Day School and make necessary recommendations to the Church Council,
10. Annually review the salaries of the called and contract teachers and recommend changes to the Church Council when required,
11. Present written budget requests to the Stewardship Board by the September Church Council meeting,
12. Review all bills pertaining to Christian Day School educational operations,
13. Perform other duties as requested by the Church Council or Voters Assembly.
14. Make minutes of each meeting available in the church office.

B. Parish Ministry Board

This Parish Ministry Board consists of the Chairman, the Sunday School Superintendent, the Youth Group leaders, the leaders of all other related parish ministry committees, a representative of the TLC₂ committee, and other members as required. It shall be the duty of the Parish Ministry Board to:

1. Promote enrollment in the Sunday School, and mid week Confirmation Class,
2. Work with the Sunday School Superintendent to coordinate the programs of the Sunday School,
3. Assist the Pastor with mid week Confirmation Class,
4. Support the Sunday School & youth in presenting special church services,
5. Provide adequate Sunday School materials as requested by the Superintendent,
6. Establish and promote the Vacation Bible School program,
7. Supervise functions of the TLC₂ committee,
8. Supervise food pantry functions,
9. Authorize for payment all bills pertaining to Parish Ministry Board activities.
10. Foster, promote coordinate and supervise the existing and new youth organizations of the congregation,
11. Meet at least monthly unless the committee deems it unnecessary,
12. Present written budget requests to the Stewardship Board by the September Church Council meeting,
13. Perform other duties as requested by the Church Council or the Voters Assembly.
14. There shall be a Sunday School for the purpose of assisting parents and educating the youth in Word. There shall be a Sunday School Superintendent, appointed by the Pastor and approved by the Voters' Assembly whose duties shall be to:
 - A. Supervise the functions and programs of the Sunday School;
 - B. Be a member of the Parish Ministry Board;
 - C. Recruit church members as Sunday School teachers to provide adequate, Bible centered Christian training and discipline to the children of the congregation,
 - D. Present written budget requests to the Parish Ministry Board;

E. Perform other duties as requested by the Church Council or Voters' Assembly.

C. Worship Board

This Worship Board consists of the Chairman, the Pastor, the Head Ushers, the President of the Altar Guild, and at least two other members. They shall elect a secretary from among their members. The duties of this board shall be to:

1. Work with the Pastor to insure orderly, meaningful worship services,
2. Work with the Choir Directors to set up the choir schedules on a quarterly basis,
3. Promote the involvement of the congregation in the choirs, as ushers, Altar Guild members, acolytes, greeters, sound system operators, and members of other committees within the congregation,
4. Recommend candidates for organists and choir directors to the Church Council when necessary,
5. Supervise the decorating of the church for all festivals,
6. Coordinate the operation of the sound system and recording of services for the radio broadcast,
7. Supervise the acolytes and their functions,
8. Insure the Altar Guild has sufficient supplies to perform its duties,
9. Assimilate new members into the life and work of the church,
10. Promote support for the mission works of the congregation, the district and synod,
11. Authorize payment of all proper bills for Worship Board functions,
12. Meet at least monthly unless the committee deems it unnecessary,
13. Make recommendations for any significant changes, to the church council,
14. Review the salaries of the organists and choir directors annually,
15. Present written budget requests for salaries, supplies and materials to the Stewardship Board by the September Church Council meeting,
16. Perform other duties as requested by the Church Council or Voters Assembly.

D. Stewardship Board

This Stewardship Board consists of the Chairman and at least four members appointed by the chairman. The treasurer shall be an advisor to the board in regard to budget and financing decisions. The duties of this committee shall be to:

1. Based on information from all other boards, prepare and present an annual budget to the Church Council in the October meeting for approval, and to the Voters Assembly in the November meeting for approval;
2. Appoint weekly counters, and supervise the weekly counting and banking of all congregational monies received;
3. Recommend any needed financing for the congregation in writing, to the Church Council and Voters Assembly for approval;
4. Supervise the recording and reporting of contributions of each member, and see that a record of contributions is provided to each member;
5. Recommend, promote and conduct stewardship efforts that there may be a growth in the dedication of time, talents and treasures among the members;
6. Contact new members and promote good stewardship of time talents and treasures and assimilate the new members into the congregation;
7. See that the weekly receipts of monies deposited are presented to the Treasurer;
8. Perform other duties as requested by the Voters Assembly.

E. Property Board

This Property Board consists of the chairman, the custodians, and at least five other members appointed by the chairman. The duties of this committee shall be to:

1. Supervise all custodial duties;
2. Annually inspect all real property for needed maintenance and repair;
3. Annually report the condition of the property to the voters;
4. Analyze all written requests of committees, boards or members for proposed changes in the real property;
5. Recommend significant repair, maintenance or improvement of the real property of the congregation, in writing to the Church Council and Voters Assembly for approval, except in the case of an emergency repair;
6. Organize and supervise a semi-annual property clean-up day;
7. Supervise the issuance of keys and maintain the security of the property;
8. Annually review the insurance on the tangible property of the congregation and recommend any changes to the Church Council for approval;
9. Oversee the safekeeping of all valuable congregational items kept in the safe deposit box;
10. Authorize all expenditures for custodial and maintenance supplies for payment;
11. Oversee and regulate use of the real property of the congregation according to the policies approved by the Church Council and Voters Assembly;
12. Maintain an inventory of all tangible property and its value;
13. Submit written budget requests for custodial salaries, material supplies and equipment funds including funds necessary for the perpetual physical maintenance of the school and church buildings, parking lots and other facilities to the Stewardship Board by the September Church Council meeting;
14. Perform other such duties as requested by the Church Council or the Voters Assembly.

F. Evangelism Board

This Evangelism Board consists of the Evangelism Chairman, the Pastor, and at least three members appointed by the Chairman.

The duties of this board shall be to:

1. Plan, promote and carry out an active evangelism program in the congregation and community;
2. Enlist aid from the congregation to visit prospective church members;
3. Assist the Pastor in training the laity to bring unchurched to the Pastor's adult instruction class;
4. Promote a public relations effort in the interest of spreading the Gospel and publicizing the activities of the congregation, through the newspaper, radio, television, Internet and other media.
5. Present written budget requests to the Stewardship Board by the September Church Council meeting;
6. Invite non-members that are involved in the school and daycare to become involved in church activities and join our membership.
7. Promote the involvement of non-members in church functions and organizations;
8. Perform other duties as requested by the Church Council or Voters' Assembly.

G. Board of Elders

The Board of Elders shall consist of the Pastor, and at least nine members elected by the Voters' Assembly.

The duties of the Board of Elders shall be to:

1. Assist the Pastor in raising the spiritual level of the congregation.
2. Support and counsel the Pastor to foster his physical, mental and spiritual well being.
3. Help the Pastor in performing his duties such as helping distribute Holy Communion, making calls on shut-ins and members in the hospital when asked, performing other pastoral duties when the Pastor is unable or not available to do them;
4. Assist in the visitation of new members and new confirmands and help assimilate them into the life of the congregation;
5. See that calls are made on delinquent members in a timely fashion, encouraging them to return to regular attendance of church activities, worship, communion, and fellowship with other members.
6. Promote and coordinate the Adult Bible Classes;

7. Attend to the spiritual life of the congregation, teaching and encouraging the membership in the ways of the Lord;
8. Consider any complaints and grievances between members of the congregation after Matthew 18: 15 - 16 has been followed. In the event the Pastor and Board of Elders cannot provide a solution they should recommend the most practical Christ like solution to the Voters' Assembly for final action.
9. Assist the Pastor in supervising secretarial duties. Assist the Pastor in obtaining pulpit assistance and guest speakers or conduct worship services when requested;
10. Review and act on transfer requests;
11. Initiate the actions necessary to provide pastoral functions in times of a vacancy in the pastoral office;
12. Present annual written budget requests to support the welfare of the Pastor and Secretarial salaries to the Stewardship Board by the September Church Council meeting.
13. Perform other duties as requested by the Pastor, the Church Council and the Voters' Assembly.
14. The board shall elect a secretary from among its members who will take minutes of each meeting.
15. The **Head Elder** shall be elected from among the board members to serve as chairman of the meetings and represent the Board of Elders at Church Council and Voters' Assembly meetings. He should present an agenda to each board member at least three days prior to each meeting.