

**THE CONSTITUTION AND BY LAWS
St. Paul Evangelical Lutheran Church
Millington, Michigan**

THE PREAMBLE

We Christians of like mind and faith, in order to provide for the preaching and teaching of the Word of God in its truth and purity, secure unto ourselves the blessings of the Sacraments, provide for the spiritual and secular education of our youth, encourage Christian fellowship and service, join in the expansion of Christ's kingdom with our fellow Christians, do hereby establish this Christian congregation.

ARTICLE I - THE NAME

The name of this congregation shall be: Saint Paul Evangelical Lutheran Church of Millington, Michigan.

ARTICLE II - DOCTRINE AND TEACHING

This congregation declares unreserved adherence to all canonical books of the Old and New Testaments of the Bible as the revealed and inspired Word of God; and to all symbolical books of the Evangelical Lutheran Church as a pure and sound exhibition of the Christian doctrine taken from Holy Scriptures. These symbolical books are found in the Book of Concord of 1580 and are the following: The Apostles' Creed, The Nicene Creed, The Athanasian Creed, The Unaltered Augsburg Confession, The Smalcald Articles, The Apology of the Augsburg Confession, Luther's Small Catechism, Luther's Large Catechism and the Formula of Concord.

Within this congregation, all doctrine is to be taught in full accordance with the Old and New Testaments of the Holy Bible and the symbolical books of the Evangelical Lutheran Church. All doctrinal differences are to be decided by the Holy Scriptures and these symbolical books.

ARTICLE III - MEMBERSHIP

- A. To become and remain a member, the individual shall:
1. Be baptized in the name of the Triune God.
 2. Declare his/her acceptance of and adherence to all canonical books of the Old and New Testaments of the Holy Bible as the Word of God and only measure and standard of faith and life.
 3. Declare publicly his/her acceptance of and adherence to the doctrine of the Evangelical Lutheran Church, as contained in Luther's Small Catechism as the pure and sound exhibition of Christian doctrine.
 4. Not live in manifest works of the flesh, but diligently seek to lead a Christian life.
 5. Not be a member of a society or organization which teaches in conflict with the full Word of God.
 6. Participate in the activities and affairs of the Congregation with personal offerings of time, talents and treasure in accordance with the Word of God.
- B. The forms of membership shall be as follows:
1. Baptized membership in the Congregation shall be granted to all those who have been baptized in accordance with the Word of God and who, in the normal course of time, direct their efforts towards the achievement of communicant membership in the Congregation as set by the Board of Elders.
 2. Communicant membership shall be granted to all baptized members upon the successful completion of a course of study in the doctrine of the Christian Church as outlined in this constitution, and reception into such membership and fellowship through the Rite of Confirmation. A person may re-establish his/her communicant membership through a Profession of Faith before the congregation or its duly appointed representatives,

provided that all requirements for communicant membership as herein stated have been complied with.

3. Voting membership shall be offered to all communicant members upon reaching their 18th birthday. At age 18, communicant members shall be invited to assume their responsibilities and privileges as members of the Assembly of Voters. A voting member who does not attend at least one meeting a year shall automatically be removed from membership in the Assembly. Those members who have attained the age of 65 are exempt from the attendance requirement. Any person who is received into membership of the Assembly of Voters shall have discussion privileges immediately, but cannot have voting privileges until the next meeting of the assembly.
- C. Persons who by their actions, flagrantly disregard the communicant membership requirements as set forth in this constitution shall be removed from membership after earnest and brotherly admonition has failed to recall them from such disregard. Removal from membership may be by the Act of Removal or by the Act of Excommunication as the seriousness of their actions may dictate and as may be determined by a three fourth vote of those members of the governing body of the congregation duly assembled in regular session.
- D. A member may be received or released by transfer from or to a Missouri Synod Lutheran congregation in a fellowship of faith with this congregation by an act of the governing body of the congregation, or released to a non-Missouri Synod Lutheran Church.

ARTICLE IV - ORGANIZATION AND AUTHORITY OF THE CONGREGATION

- A. The congregation as a whole shall be subject only to the Triune God and the Word of God. No affiliation with any association of congregations shall supersede this direct subjection to the Triune God and the Word of God. The congregation shall have final authority in the management of its affairs through its duly established governing body, boards, officers and duly approved agencies. To that end, it may establish its own rules, providing these rules do not violate the Word of God and the law of brotherly love.
- B. To facilitate the orderly handling of the spiritual and temporal affairs of the congregation, the Assembly of Voters shall be established as the governing body of the Congregation. In matters affecting the operation of the Congregation, actions of the staff, employees and auxiliary societies operating within the framework of the congregation, the Assembly of Voters shall have final authority in acting for the Congregation. The governing body shall prescribe and establish the manner by which the Congregation shall be organized for the efficient and orderly management of its affairs and shall set forth the organizational and operational requirements which shall be made a by- law to this constitution.
- C. To direct and manage the spiritual affairs of the Congregation and such temporal affairs as may be determined by the governing body of the Congregation, the Office of Pastor is herewith recognized within the Congregation.
 1. The Office of Pastor shall be conferred upon such person only who declares his acceptance and adherence to the confession of the congregation as outlined in this constitution; has thoroughly studied the teachings of the Evangelical Lutheran Church and has been approved to preach and teach, is of good behavior, and who fully obligates himself to the discharge of his duties as prescribed by the governing body of the congregation faithfully and in accordance with the teachings of the Evangelical Lutheran Church.
 2. Inasmuch as the Congregation and its governing body act as God's representative in the calling of a pastor, the calling must be done in accordance with the precepts of the Word of God in accordance with a divine call. A pastor must be called permanently until God Himself annuls the call.
- D. To assist the congregation in fostering relationships across generational boundaries so as to promote a congregational "family environment" which actively involves all members in the life of the congregation, and to facilitate the involvement of all members of the church in spiritual growth opportunities, the Office of Family Life Director is herewith recognized within the congregation.

1. The Office of Family Life Director shall be conferred upon such person only who declares his/her acceptance and adherence to the confession of the congregation as outlined in this constitution; has thoroughly studied the teachings of the Evangelical Lutheran Church and has been approved to teach, is of good behavior, and who fully obligates him/herself to the discharge of his duties as prescribed by the governing body of the congregation faithfully and in accordance with the teachings of the Evangelical Lutheran Church.
- E. To provide for Christian education, teaching and such other duties and services as may be required, the Office of the Teacher is herewith established within the congregation. The Office of Teacher shall be conferred on such person only who declares acceptance and adherence to the confession of the Congregation as outlined in this constitution, has thoroughly studied the teachings of the Evangelical Lutheran Church and has been approved qualified to teach, is of good behavior and who fully obligates him/herself to the discharge of his/her duties as outlined by the governing body of the Congregation faithfully and in accordance with the teachings of the Evangelical Lutheran Church.
- F. Sufficient cause for the removal of the Pastor, Family Life Director, Teacher or Officer of the Congregation is persistent adherence to false doctrine, a scandalous life, the willful neglect of duties or protracted incapacity. Such removal shall be done in accordance with the principles of brotherly love and with a continuing concern for the overall welfare of the Congregation.

ARTICLE V -PROPERTY OF THE CONGREGATION

- A. All fixed and movable property of the congregation in the church, school, or other buildings on church property, shall be used in accordance with the rules established by the governing body of the Congregation.
- B. The governing body of the Congregation shall designate by by-law or special resolution, Trustees, who are to manage the property of the Congregation for the members of the Congregation as directed by the governing body. Such Trustees shall have the power to sign contracts, make payments, collect and receive fees, sign legal documents, appear in court and, upon resolution of the governing body, and transact such business as may be required. The Congregation shall be responsible for the acts of the Trustees performed by its direction through the governing body of the Congregation and, in such cases; the duly elected or appointed Trustees are not to be held liable for loss. The Trustee shall be individually responsible for acts performed without the resolution and approval of the governing body of the Congregation.
- C. Members who are removed from membership in accordance with the provisions of this Constitution and members who voluntarily withdraw from the Congregation or sever their membership by removal to another place shall forfeit all rights of a member and all claims to the property of the Congregation.

ARTICLE VI -FINANCING

It shall be the solemn duty of every member of the Congregation to contribute according to his ability towards the erection and maintenance of facilities of the congregation and towards the duly authorized ministry and program of preaching and teaching.

ARTICLE VII -AMENDMENTS

Amendments to this Constitution may be made by the governing body of the Congregation at any regular meeting, provided that such amendment shall have been presented and read at two previous regular meetings of the governing body, that such amendment not conflict with the provisions of Article II of this Constitution, and that notice of final action on the amendment shall be given to all voting members of the Congregation prior to the meeting in which final action is taken. The Constitution shall be amended by a two-thirds vote of members present and voting.

ARTICLE VIII -BY-LAWS TO THE CONSTITUTION

- A. By- laws to this Constitution shall be established to clarify, outline and define the procedures of operation within the Congregation. The by- laws shall, in all matters, conform to provisions of this Constitution.
- B. By laws may be proposed in writing at any regular meeting of the governing body of the Congregation. After reading, proper motion and support to adopt, it shall be tabled and acted upon at the next regular meeting. If approved, the Secretary shall record it as a by- law to this Constitution and it shall become effective immediately. Amendments, modifications and revocations of by- laws shall be made by the same procedure.

BY LAWS TO THE CONSTITUTION OF SAINT PAUL EVANGELICAL LUTHERAN CHURCH OF MILLINGTON, MICHIGAN

In accordance with Article VIII of the Constitution of St. Paul Lutheran Church of Millington, Michigan, the Assembly of Voters herewith enacts the following Rules of Congregational Organization.

I. THE ASSEMBLY OF VOTERS

- A. The Assembly of Voters shall be the supreme governing body of the Congregation. It shall be empowered to establish all policies and regulations for the governing of the properties, personnel and programs of the Congregation. It reserves to itself all authority not specifically delegated to a subordinate body, but does not relinquish authority over the same.
- B. The Assembly of Voters shall be composed of all voting members of the Congregation as defined in Article III B.3 of the Constitution of St. Paul Lutheran Church. Those in attendance shall be considered a quorum.
- C. The Assembly of Voters shall prepare to meet on the second Sunday of February, April, June, August, October and December at 1:30 PM o'clock in the afternoon at the place designated by the Assembly. Regular Voters' Assembly meetings shall automatically adjourn 2 ½ hour after its start, unless a resolution to extend the meeting to a specified time is approved. Any regular session of the Assembly may be cancelled or rescheduled by the President, provided voting members can be notified of such action prior to the meeting.
- D. Special Meetings of the Assembly of Voters may be convened by the President and may be held three days after notification of such meeting has been made to each assembly member by mail, announcement in the Sunday worship bulletin or other parish communication. Such meetings will be restricted to discussion of the matter for which the meeting has been convened. Three members of the Church Council may call a meeting of the Assembly if the President fails or refuses to do so, and are empowered to direct the Administrative Pastor to issue notification of such meeting in accordance with these by- laws.
- E. The President shall preside at all meetings of the Assembly. In his absence, the Vice President shall preside. If both are absent, the assembly shall select, by mutual consent, a temporary chairman.

II. THE CHURCH COUNCIL

- A. The Church Council shall be the executive committee of the Assembly of Voters and shall be responsible for the administration of the Congregation and the execution of all policies and resolutions of the Assembly. The Council shall retain authority over the church boards and officers at such times that the Assembly is not in session, but shall not, by its actions, supersede any actions or resolutions of the Assembly of Voters.
- B. Members of the Church Council shall include: the President, Vice President, Secretary, and the Chairmen of the Boards. The Pastor(s), Family Life Director, and School Principal shall serve as ex officio members.
- C. The Church Council shall have the collective authority which in these by- laws is delegated to the

boards and officers of the Congregation. It shall be empowered to interpret all resolutions of the Assembly. A board may appeal any action of the Council to the Assembly.

- D. The Council shall meet monthly and at the call of the President.
- E. Three members of the Church Council may call a special meeting of the Council if the President fails or refuses to do so. All special meetings may be held within one day after all members of the Council have been notified of such meeting.
- F. The President shall preside at all meetings of the Church Council. In his absence, the Vice President shall preside. If both are absent, the Council shall by mutual consent, select a temporary chairman.

III. THE ADMINISTRATIVE OFFICERS

- A. The President shall be the lay executive officer of the entire Congregation. He shall preside over all meetings of the Assembly of Voters and Church Council meetings. He may attend all meetings of all boards and committees. He shall be responsible for the orderly functioning of the total congregational program as established by the Assembly of Voters. He shall be elected for two years, serving no more than six consecutive years.
- B. The Vice President shall assume such duties as may be assigned by the President and shall assume duties of the President in his absence. He shall be elected for two years, serving no more than six consecutive years.
- C. The Secretary shall record the minutes of the Assembly of Voters and the Church Council, ensure the safekeeping of all official documents of the Congregation; serve as keeper of the Official Seal of the Congregation, receive and send all correspondence for the Assembly of Voters and Church Council, and serve as custodian of the Constitution and by-laws. The secretary shall be elected for two years and may succeed him/herself, serving no more than six consecutive years.

IV. THE ADMINISTRATIVE BOARDS

All members holding an elected position on a board are expected to be members of the Assembly of Voters. When elected to a board, if a member is not a member of the Assembly of Voters, he/she shall begin the process of becoming a member of the Assembly of Voters within two regular meetings of the assembly.

- A. **The Board of Elders** shall be men responsible for the general and specific spiritual welfare of the individual and corporate membership of the congregation.
 - 1. The board shall be composed of nine members with three members to be elected each year. Members may succeed themselves in office, serving no more than six consecutive years.
 - 2. The board shall meet monthly and at the call of the chairman.
 - 3. A chairman shall be elected from the membership in the December meeting, assuming the chair at the January meeting.
 - 4. The Board shall have the following responsibilities and concerns:
 - a. Pray for and encourage the pastors in their spiritual work and be concerned about the spiritual, emotional and physical well being of the pastors and their families, assuring an adequate compensation, housing and free time, and to that end, review these concerns at least annually.
 - b. Stand by and assist pastors in counseling as needed and assist in finding God pleasing and peaceful resolutions to problems within the congregation.
 - c. Maintain Christian discipline within the congregation according to Scriptures, the Lutheran Confessions and Art. III of the Constitution, exercising such disciplinary actions as may be required.
 - d. Review yearly the performance and recommend remuneration of the church office staff.
 - e. Insure the congregation functions in accordance with the established doctrine of the Church as prescribed in Article II of the Constitution.
 - f. Supervise membership actions and activities:

- aa. Determine eligibility for membership of all individuals applying for membership in the Congregation according to Art.III of the Constitution.
- bb. Ensure that the prompt transfer of members who move away and potential members moving into the Congregation's service area.
- cc. Engage in member conservation and discipleship training of the laity in conjunction with other involved boards.
- dd. Engage in continual review of worship and communion attendance of all members and seek to recall those found delinquent in these areas.
- ee. Be concerned about and oversee the thorough instruction of candidates for communicant membership and serve as the congregation's panel of review to determine whether candidates are properly prepared for the Rite of Confirmation.
- g. Supervise worship activities of the Congregation.
 - aa. Schedule and publicize worship services for the year.
 - bb. Monitor worship activities and recommend modifications to the governing body as may seem advisable; modify worship times to insure greatest participation by the greatest number.
 - cc. Arrange and publicize special services as required.
 - dd. Oversee the music ministry of the Congregation, working with Director of Music to develop and sustain a meaningful program of music for worship services.
 - ee. Provide for substitute officiants, guest preachers and liturgical assistants and musicians as required.
 - ff. Annually appoint and train a corps of ushers.
 - gg. Appoint and train a corps of Acolytes as recommended by the Pastor.
 - hh. Appoint and train an Altar Guild to provide for the care and cleaning of the chancels of the Church and Memorial Chapel.
 - ii. Annually review personnel and recommend compensation for the music staff required for public worship.
 - jj. Maintain and supervise adequate nursery facilities and personnel.
 - kk. Maintain an adequate supply of expendable items for worship, including sacramental wafers and wine, communion/visitor cards, hymnals, baptismal napkins, candles, etc.
 - ll. Coordinate through/with the Altar Guild all chancel and church flowers and decorations.
 - mm. Review and approve all forms of worship, hymns and liturgies for use in all worship services within the congregation.
 - nn. Assist officiants in distribution of communion as required.
- h. Establish objectives and set policies, and supervise the education program for Sunday School, Confirmation Classes, Adult Education, Vacation Bible School, Bible Class programs, and all other religious educational groups not mentioned.
 - aa. Enlist, train, place lay teachers and leaders as needs require.
- i. Encourage educational programs in congregational societies.
- j. Consider special classes, courses, retreats, to serve special needs and members.
- k. Maintain, improve, and cultivate use of a church library containing both printed and electronic offerings.
- l. Ensure that all members of the congregation are being served by educational services.
 - aa. Maintain a "people accounting system" to record member participation in educational activities and seek to involve those who are not
 - bb. Make annual analyses to determine degree of member participation in available programs.
 - cc. Be concerned for the assimilation of new members into appropriate educational experiences.

- i. Attend periodic elder training as determined by the board and pastor.
 - j. Develop an annual budget to provide for activities under its supervision.
 - k. Provide a member to the Salary and Personnel Committee of the Congregation when requested.
- B. **The Board of Trustees** shall be responsible for the maintenance of all physical properties of the congregation and the management of its temporal (business) affairs.
- 1. The board shall be composed of nine members, three of which shall be elected each year for three year terms. Members may succeed themselves, serving no more than six consecutive years.
 - 2. The board shall meet monthly and at the call of the chairman.
 - 3. A chairman shall be elected from the board membership in December, assuming the chair in January.
 - 4. The board shall have the following concerns and responsibilities:
 - a. Serve as the trustees of the congregation and be empowered to perform the duties as outlined in Art.V.B of the Constitution.
 - b. The board shall be responsible for all official papers pertaining to the properties of the congregation.
 - c. Make an annual inspection of church properties and equipment; recommend any needed repairs, improvements or alterations to the Assembly of Voters.
 - d. Conduct an ongoing inventory of all properties and equipment noting dates of acquisition and current values.
 - e. Execute all resolutions of the Voters' Assembly directed to it.
 - f. Supervise the congregation's custodial staff.
 - aa. Meet with the head custodian regularly to review the care of buildings, custodial needs and problems.
 - bb. Prepare a detailed agenda of required duties, to include scope and frequency of each activity.
 - cc. Annually review and recommend compensation for custodial staff.
 - g. Establish and implement regulations governing the use of congregational property and equipment.
 - h. Coordinate the scheduled activities within the facilities in conjunction with the church office and other concerned agencies.
 - i. Issue and monitor keys for church property and oversee users to ensure security.
 - j. Supervise the insurance program of the congregation.
 - k. Enlist and supervise volunteer work crews as possible.
 - l. Appoint and oversee the activities of the Grounds Committee.
 - m. Prepare an annual inventory of all parish documents in safekeeping and report them annually to the Assembly of Voters.
 - n. Negotiate all contracts for the congregation.
 - o. Secure such legal counsel as may be required from time to time.
 - p. Arrange for emergency repairs and program routine repairs and maintenance, including painting, through annual budgeted work programs.
 - q. Provide and supervise adequate storage facilities.
 - r. Prepare an annual budget for maintenance, supplies and services as required.
 - s. Provide a member for the Congregation's Salary and Personnel Committee when required.
- C. **The Board of Christian Education** shall be responsible for the Christian nurture of the children in the Christian Day School, latchkey, preschool, and day care programs.
- 1. The board shall be composed of six members, two being elected each year for three year terms. Members may succeed themselves, serving no more than six consecutive years.
 - 2. The board shall meet monthly and at the call of the chairman.
 - 3. A chairman shall be elected from the board in December assuming the chair in January.
 - 4. The board shall have the following concerns and responsibilities:
 - a. Establish objectives and set policies, and supervise the total education program for the Christian Day School
 - aa. Approve curriculum, measure performance and seek improvement of

- each agency.
 - bb. Delegate administration of education agencies to qualified personnel and assure adequate staffing by professional and lay workers.
 - cc. Be concerned for spiritual, emotional and physical health and welfare of the professional education staff and their families and annually review and make recommendations concerning the adequate compensation of all professional teachers on the staff.
 - b. Regularly examine education facilities and equipment and make recommendations to appropriate boards as to upkeep, repairs, replacements needed as well as new equipment.
 - c. Strengthen families as the basic units of Christian education and closely relate educational efforts to the homes through conferences, parent teacher societies and similar efforts.
 - d. Provide leadership in recruitment of students for the educational agencies of the congregation.
 - e. Enlist and recruit candidates for training as full time church workers.
 - f. Prepare an annual program and budget for the congregation's total day education program .
 - k. Provide a member to the Salary and Personnel Committee.
- D. **The Board of Evangelism** shall supervise a program of spiritual outreach to the unchurched.
1. The board shall consist of six members, two being elected each year for three year terms. Members may succeed themselves, serving no more than six consecutive years.
 2. The board shall meet monthly and at the call of the chairman.
 3. A chairman shall be elected from within the board at the December meeting, assuming the chair at the January meeting.
 4. The board shall have the following concerns and responsibilities:
 - a. Assist the pastors in the entire ministry of proclaiming the Gospel to all people.
 - b. Encourage a sincere evangelistic concern toward all people inside and outside the church.
 - c. Foster a climate of evangelism that encourages members to witness to Christ informally and spontaneously to one another and the community.
 - d. Promote and direct congregation wide evangelism endeavors.
 - e. Canvass the congregational service area; record, analyze and utilize the results in evangelizing the unchurched.
 - f. Establish, maintain and follow up on a prospect file, organizing visitation and ongoing evangelism efforts.
 - g. Be responsible for contacts and follow up with church visitors through letter and personal contact on an ongoing basis.
 - h. Maintain an ongoing prospect visitation effort and enlisting members to serve as visitors in an organized and supervised program.
 - i. Be responsible for promoting good public relations through church and community publications.
 - j. Prepare an annual program and budget for the congregation's evangelism ministry.
 - k. Appoint, train and supervise a Committee of Greeters.
- E. **The Board of Stewardship** shall be responsible for the living and giving levels of the congregation members so that the ministry of the congregation may be fulfilled.
1. The board shall be composed of six members, two being elected each year for three year terms. Members may succeed themselves, serving no more than six consecutive years.
 2. The board shall meet monthly and at the call of the chairman.
 3. A chairman shall be elected from the board in December, assuming the chair at the January meeting.

4. The board shall have the following concerns and responsibilities:
 - a. Study the Scriptural principles regarding the total stewardship calling of the Christian, as a member of his family, his neighborhood, his church and sharing these truths with congregation members.
 - b. Contact and invite new members for service to the congregation; and endeavor to encourage the existing members to dedicate their time, talents and treasure to the doing of Christ's work.
 - c. Establish and maintain a file of member talents and skills useful to the congregation and establish a system for mobilizing these talents when needed.
 - d. Conduct an intensive program annually to encourage members personally with basic Biblical stewardship principles and practices.
 - e. Encourage a Gospel motivated practice of joyous, worshipful, proportionate giving of first fruits in response to received blessings and recognized needs.
 - f. Annually give every member an opportunity to make a commitment of his treasure for the Lord's work through the congregation.
 - g. Foster support for missions and charities through an ongoing program of information and education.
 - h. Oversee all external appeals for funds and make appropriate recommendations to the Assembly of Voters or initiate the necessary action appropriate to such an appeal.
 - i. Review, accept or decline all non solicited gift offers to the congregation.
 - j. Evaluate programs for endowments, remembrance of the congregation in wills, bequests, and suggest methods of implementation.
 - k. Evaluate congregational offerings on an on- going basis and share these evaluations with the congregation.
 - l. Annually review budgeting procedures in conjunction with the Board of Finance.
 - m. Encourage stewardship programs in the societies of the congregation.
 - n. Submit an annual budget for financing of board activities.
- F. **The Board of Fellowship and Youth** shall seek the enhancement of Christian fellowship within the congregation and concern itself with the spiritual well being of the congregation's youth.
 1. The board shall consist of six members, two being elected each year for three year terms. Members may succeed themselves, serving no more than six consecutive years.
 2. The board shall meet monthly and at the call of the chairman.
 3. A chairman shall be elected from the board in December, assuming the chair at the January meeting.
 4. The board shall have the following concerns and responsibilities:
 - a. Plan, implement and supervise larger gatherings of the congregation for the purpose of furthering the goals of the congregation.
 - b. Maintain an adequate group of willing volunteers able to help plan, coordinate and execute the work involved in special activities to help achieve congregational goals.
 - c. Strive for a general atmosphere of friendliness among members on a smaller scale by suggesting to congregational groups ways of involving members in more cordial interpersonal relationships.
 - d. Provide for the integration of new members and families into the congregation through periodic fellowship activities.
 - e. Maintain and publish a regular schedule of activities within the parish facilities; and coordinate, approve or disapprove requests for such activities in the best interests of the congregation.
 - f. Establish and maintain a file on youth.
 - g. Develop an annual budget for board activities.
 - h. Promote involvement of youth at all congregational activities.
 - i. Involve youth leaders and youth in developing a year round youth activity program in the congregation.
 - j. Oversee and monitor the activities of all fellowship societies within the congregation.
- G. **The Board of Social Concerns** shall initiate, supervise and execute programs which will help serve the emergency physical needs of the members of the congregation and enable the members

to respond to emergency and on-going community, state, national and international concerns of a social nature.

1. The board shall consist of six members, two being elected each year for three year terms. Members may succeed themselves, serving no more than six consecutive years.
2. The board shall meet monthly and at the call of the chairman.
3. A chairman shall be elected from the board in December, assuming the chair at the January meeting.
4. The board shall have the following concerns and responsibilities:
 - a. Evaluate and make recommendations for gifts by individuals and the congregation as a whole.
 - b. Plan and recommend programs of support for, but not limited to the following Lutheran agencies: World Relief/World Hunger, Lutheran Homes of Michigan, and Lutheran Family Service.
 - c. Promote the involvement of members in caring ministry within the congregation and on behalf of the congregation.
 - d. Cooperate with Synod in the promotion of social concerns at the congregational level.
 - e. Encourage the use of our facilities and provide general supervision of non congregational groups which serve the general well being of the community or specific groups within the community, such as: A.A., Al Anon, O.A., and similar social concern groups.
 - f. Promote and provide general supervision of congregational groups which meet the social needs of certain or our members and others, such as divorce support, grief support, and senior citizen groups.
 - g. Be responsible for a year round program for the strengthening of family life.
 - h. Submit an annual budget for financing board activities.

H. **The Board of Finance** shall be responsible for all financial operations of the congregation. This shall include the counting and accounting of offerings and other receipts, preparation of the yearly budget for approval by the governing body, the approval of expenditures from all funds according to policies approved by the governing body, approval and supervision of all fund handling systems in the congregation, supervision of memorials and thank offerings funds, appointment of all committees, special secretaries and lay workers as herein outlined.

1. The Board shall be composed of four members, each serving three year terms. The Director of Finance and Memorials Treasurer are to be elected in the same year with the Budget Director and the At-Large Member elected, one at a time, in each of the succeeding years. Members may succeed themselves, serving no more than six consecutive years. They shall be as follows:
 - a. *The Director of Finance* shall be the overall supervising financial officer of the congregation, and serve as chairman of the Board of Finance. He/she shall render regular financial reports as may be required by the Church Council and Assembly of Voters, and supervise all aspects of the board's responsibilities as may be required. He/she shall receive a report from the Head Teller, indicating the totals of the various funds that have been deposited at the bank, both for church and synodical accounts. He/she shall pay all expenses approved by Staff and elected Laymen who have been given authority by the Voter's Assembly to make such expenditures. He/she shall supervise the payroll of the congregation, complete and check all reports required for the maintaining of accurate payroll records and payments (employee earnings records, payroll registers, tax reports, payroll checks, tax deposits, annuity payments, and others), and complete and check all reports required by governmental and synodical agencies. He shall receive direction on payroll rates from the Salary and Personnel Committee and shall implement them. He/she shall be directly responsible for the regular and timely supervision and work of those elected and hired by the congregation to assist him/her in completing his duties. He/she shall provide the At-Large Member of this Board with the necessary reports and information required for the At-Large Member to carry out his/her duties.

- b. *The Budget Director* shall supervise and prepare the annual budgets for all funds. He/she shall supervise the setting of housing allowance rates and similar matters within the operational activity area of finances.
 - c. *The At Large Member* shall be elected and assume such duties as may be assigned by the Director of Finance. These duties shall include the monthly reconciliation of bank statements for the checking and savings accounts, and the reconciliation of revenue records kept by the Director of Finance with reports received from the Financial Secretary. A report of these reconciliations shall be given to the Director of Finance, the Congregational Chairman, and the Administrative Pastor.
- 2. The board shall meet at the call of the chairman.
 - 3. Board Secretaries shall be appointive positions, serving under the direction of the Director of Finance, for a period of one year as follows:
 - a. *The Head Teller* shall receive the offerings from the worship services and other sources and shall be responsible for the opening of envelopes, verifying their contents and forwarding envelopes to the Financial Secretary for recording. He/she shall be responsible for banking of all funds and forwarding financial totals to the treasurers as required.
 - b. *The Financial Secretary* shall be responsible for the posting of member offerings and reporting the same to members at the ends of the months of March, June, September and December.
 - 4. Committees shall be appointed positions and shall be established to assist in the functioning of the Board. The following committees shall be established annually by the Board:
 - a. *The Committee of Bookkeepers* under the supervision of the Financial Secretary, shall maintain individual records of offerings and perform such duties as may be directed by the Financial Secretary.
 - b. *The Committee of Tellers* under the supervision of the Head Teller, shall weekly open offering envelopes, verify contents and perform such other duties as may be directed by the Head Teller.

IV. COMMITTEES OF THE CONGREGATION

To carry out specific duties which require regular and ongoing concern, permanent committees may be established by the governing body as may seem desirable, and each shall be assigned to a specific board for supervision and guidance.

- A. The **Usher Committee** shall be established to provide for orderly worship services. The committee shall operate under the supervision of the Board of Elders, which shall establish its numbers, operating guidelines and annually appoint its chairman and approve its membership.
- B. The **Altar Committee (Guild)** shall be established to provide for the proper care of the chancel of the church and the chapel and all furnishings within the chancels. The committee shall operate under the supervision of the Board of Elders, which shall establish its numbers, operating guidelines and annually appoint its chairman and approve its membership.
- C. The **Greeters Committee** shall be established to enhance Christian fellowship at all worship services and shall be supervised by the Board of Evangelism, which shall establish its numbers, operating guidelines and annually appoint its chairman and approve its membership.
- D. The **Historical Committee** shall be established to provide for preservation of the historic heritage of the congregation and maintain its museum. It shall be supervised by the Board of Elders, which shall establish its numbers, operating guidelines and annually appoint its chairman and approve its membership.
- E. The **Grounds Committee** shall be established to care for the church grounds. The committee shall be under the supervision of the Board of Trustees, which shall establish its numbers, operating guidelines and annually appoint its chairman and approve its membership.
- F. The **Salary and Personnel Committee** shall be established to develop an annual budget with regard to salaries, housing allowances, or rents. The committee shall operate under the supervision of the Church Council. It shall be chaired by the Vice President of the congregation and shall consist of

the following additional members: The Director of Finance, the Budget Director, the At Large Finance Board member, a representative from each of the following boards: Elders, Christian Education, Trustees; and three members of the congregation who shall be elected annually to serve in this capacity. The committee shall meet annually at a time recommended by the Budget Director and at any other time as called by the chairman of the committee.

1. They shall see to the prompt engagement and determination of salaries and benefits for all employees of the congregation, as needed.
 2. They shall make recommendations to the Assembly concerning proper and adequate staffing of non-called workers to carry out congregational work.
 3. They shall establish, oversee, and review all policies and procedures that pertain to employees.
- G. The **Call Committee** shall be established to determine proper and adequate staffing at the time of vacancy of a called worker. It shall assemble and present information to the Assembly of Voters.
1. For Pastors and the Family Life Director, the meeting shall be called and chaired by the Chairman of the Board of Elders. It shall consist of the Board of Elders with the serving Pastor(s), Principal, and the President shall serve as ex-officio members. At the discretion of the chair of this committee, additional members may be added to this committee.
 2. For Teachers, the meeting shall be called and chaired by the Chairman of the Board of Education. It shall consist of the Board of Education, at least one member of the Board of Elders. The Administrative Pastor, Principal and President shall serve as ex-officio members. At the discretion of the chair of this committee, additional members may be added to this committee.
- H. The "**Calling Elders**" shall be established to assist the Board of Elders in making calls upon the inactive members of the congregation. The "Calling Elders" shall consist of at least nine men, each of whom will work directly under a member of the Board of Elders. Members of this committee will be appointed by the Board of Elders. Serving as a "Calling Elder" shall not be deemed to be in conflict with holding any other elected or appointed office within the congregation. Length of service shall be in one year increments; appointment may be renewed for an additional year based on the willingness of the "Calling Elder" and the decision of the Board of Elders. There shall be no limit on the number of consecutive years a "Calling Elder" may serve. The "Calling Elders" and Board of Elders shall meet regularly with the Administrative Pastor.
- I. The **Memorials Committee** shall consist of five members appointed annually by the Church Council, with a chairman elected annually by the committee. The terms shall be for three years, with no more than two being appointed in any one year. It will publish a catalog of gifts and memorials annually and oversee the program, including all aspects of its promotion, implementation and administration. The committee is empowered to establish any controls or accounts that it may need to carry out this function. A quarterly summary of account balances and activity shall be provided to the Director of Finance, who will present it to the Church Council and Voters Assembly.
- J. The **Audit Committee** shall consist of six members appointed annually by the Church Council. This committee shall on an annual basis verify the accuracy of all the financial records of the church and school and make recommendations to Church Council. On the advice of the council, an outside agency may be hired to audit records of the church and/or school.
- L. The **Trust Investment Committee** shall consist of the Director of Finance and five members appointed annually by the Church Council. A Chairman shall be elected from the appointed members. This committee shall administer all gifts from estates that are not specifically designated for projects. The committee is authorized to promote, implement and administer this program within the congregation. Funds in this trust shall not be spent on projects. Income generated by this fund shall be designated for various projects recommended by the committee, approved by voter's assembly. A quarterly summary of account balances and activity shall be provided to the Director of Finance, who will present it to the Church Council and Voters Assembly.

V. THE ELECTION OF OFFICERS AND BOARDS

- A. All officers and members of the Boards of Elders, Education, Trustees, Evangelism, Fellowship & Youth, Stewardship, Social Concerns, Finance, and At Large members of the Salary and Personnel Committee shall be elected by the voting members of the congregation on the second Sunday in November. Proper notification of such election shall be made to all voters in the congregation.
- B. The Church Council shall annually appoint an eight member nominating committee composed of a member from each standing board, which shall develop a list of candidates and publish the annual election ballot, providing that there be at least two candidates for each office to be voted upon and that the ballot shall contain at least one blank for each office to allow electors to write in the name of a person not listed as a candidate. The ballot shall be submitted for approval to the Church Council at its October meeting.
- C. A listing of all candidates and an abbreviated biography of each candidate shall be published in the Congregation newsletter or by special notice and be distributed to each voter prior to the election, so that all voters may be informed about candidates.
- D. The election shall be operated and supervised by an election committee, appointed by the President and composed of voting members. Immediately after completion of voting, the election committee shall tabulate election totals. The names of the winning candidates shall be reported to the Assembly of Voters at its December meeting and shall be published for the information of the entire congregation. Vote totals shall not be published, but shall be made a part of the minutes of the Assembly of Voters, where they shall be available for inspection by any member desiring to do so.
- E. Any communicant member, 18 years or older, shall be eligible to serve as a candidate for any office or board position, except women may serve as officers and members of boards as long as these positions are not directly involved in specific functions of the pastoral office (preaching, public administration of the Sacraments and church discipline) and as long as this service does not violate the Order of Creation (usurping authority over men). Accordingly, they shall not serve on the Board of Elders or as president or vice president of the congregation.
- F. In the event of a vacancy in an office or board, the President shall appoint someone to complete the unexpired term of office. If possible, such appointments shall be made from the list of candidates who ran for election to that position. Appointment to an unexpired term of office shall not count against the total number of consecutive years one may serve in that office. All appointments will be ratified at the next regular Voters' meeting.

VI. REVISION OF CONGREGATIONAL ORGANIZATION

The Church Council shall annually, at its July meeting, review the organizational structure of the Congregation and shall, at the August meeting of the Assembly of Voters, present specific proposals for the revision of any area of congregational organization requiring revision. These shall be presented and dealt with in accordance with Article VIII of the Constitution.

VII. ADOPTION OF THESE BY LAWS

Implementation of these By Laws shall be made in accordance with a special resolution of implementation which shall accompany these By Laws and oversee the orderly transition of the organizational structure, to be completed within a period of time not to exceed one year after the date of adoption by the Assembly of Voters.

Adopted June 14, 1987
 Revised Jan. 4, 1993,
 Revised Jan. 5, 1994
 Revised May, 1996
 Revised February, 2000
 Revised October 11, 2009