



# CONSTITUTION AND BYLAWS

(Amended – 06/28/05)

Pella Lutheran Church (LCMS)  
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# CONSTITUTION OF PELLA LUTHERAN CHURCH

## PREAMBLE

The Word of God requires that a Christian congregation shall conform to this Divine Word in doctrine and practice (Ps. 105; Matt. 28:18-20; Gal. 1:6-8; 2 Tim. 4:1-5) and that all things be done decently and in order (1 Cor. 14:40). Therefore, we, the members of Pella Lutheran Church, accept and subscribe to the following constitution and Bylaws, in accordance with which all spiritual and material affairs of our congregation shall be governed.

## 1.0 NAME

The name of this congregation shall be Pella Lutheran Church, located at Waupun, Dodge County, Wisconsin.

## 2.0 PURPOSE

The purpose of this congregation shall be:

- 2.1 To give honor and glory to God; to carry out His will; to assist in preaching the Gospel of Jesus Christ to all the world; to manifest the unity of our faith in Jesus Christ as God and Savior; to foster Christian fellowship and love; to extend a helping hand in human need and
- 2.2 To achieve our objectives by: the preaching of the Word of God; the administration of the Sacraments; the religious instruction of all its members according to the confessional standard of the Evangelical Lutheran Church.

## 3.0 CONFSSIONAL STANDARD

This congregation acknowledges and accepts:

- 3.1 All the canonical books of the Old and New Testaments as the revealed Word of God which is verbally inspired;
- 3.2 All the Confessional Writings of the Evangelical Lutheran Church, contained in the Book of Concord of the year 1580, to be the true and genuine exposition of the doctrines of the Bible, to wit: the three Ecumenical Creeds (Apostles' Creed, the Nicene Creed, and the Athanasian Creed), the Unaltered Augsburg Confession, the Apology of the Augsburg Confession, the Smalcald Articles, Luther's Large and Small Catechisms, and the Epitome and Solid Declaration of the Formula of Concord.

## 4.0 MEMBERSHIP

The membership of this congregation includes the following:

### 4.1 Baptized Membership

Baptized members are all who

- 4.1.1 Have been baptized in the name of the Triune God, Father, Son, and Holy Spirit;
- 4.1.2 Are under the spiritual care of the pastor(s) of this congregation, including the children who have not been confirmed.

## 4.2 Communicant Membership

Communicant members are those who:

- 4.2.1 Are baptized in the name of the Triune God, Father, Son and Holy Spirit;
- 4.2.2 Accept all the canonical books of the Old and New Testaments as the only divine rule and standard of faith and life;
- 4.2.3 Are familiar with at least Luther's Small Catechism and declare their acceptance of it;
- 4.2.4 Lead Christian lives and do not live in manifest works of the flesh (Gal. 5:19-21);
- 4.2.5 Permit themselves to be fraternally admonished and corrected when they have erred;
- 4.2.6 Are not members, affiliates, or supporters of secret societies or other organizations conflicting with the Word of God.

## 4.3 Voting Membership

Voting members are those who:

- 4.3.1 Have been confirmed;
- 4.3.2 Have reached their eighteenth year;
- 4.3.3 Have been accepted by the Voters' Assembly;
- 4.3.4 Have been given a copy of and signed the constitution and Bylaws of the congregation;
- 4.3.5 Shall be entitled to vote and hold office.
- 4.3.6 Women may hold voting membership in the congregation and serve as officers and as members of the boards and committees as long as these positions are not directly involved in the specific functions of the pastoral office (preaching, the 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, women shall not serve as pastor, as a member of the Board of Elders, as President or Vice-President of the congregation.

## 5.0 THE PASTORAL OFFICE

The Pastoral Office shall be conferred only on such a Pastor or candidate who professes and adheres to the confessional standard set forth in this constitution, who is qualified for his work, who has been certified and endorsed by the Synod, and who is a member of Synod. [The same shall apply to all commissioned ministers]<sup>1</sup>

## 6.0 POWERS OF THE CONGREGATION

### 6.1 General

- 6.1.1 The congregation as a body, through the voting members, shall have supreme power to administer and manage all its external and internal affairs.
- 6.1.2 The establishment and conduct of all institutions and societies within the congregation, such as the parochial school, Sunday School, youth societies, ladies' organizations, men's organizations, choirs, etc., shall at all times be subject to the approval and supervision of the congregation.
- 6.1.3 The congregation, however, shall not be empowered to decide anything contrary to the Word of God and the Confessions of the Lutheran Church, (Article 3.0); any such decision shall be null and void.

### 6.2 Right of Calling

This congregation has the exclusive right to call ordained or commissioned ministers.<sup>1</sup>

### 6.3 Decisions

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<sup>1</sup>The terminology "ordained and commissioned ministers" is used to include all church workers rostered by the Synod. In addition to Pastors and Teachers, Directors of Christian Education, Directors of Christian Outreach, Deaconesses, Parish Assistants and Certified Lay Ministers are also included.

Matters of doctrine and conscience shall be decided by the Word of God; other matters shall be decided by a majority vote of the voters assembled at a properly called meeting, unless otherwise specified by the constitution or Bylaws.

#### 6.4 Power of Officers

- 6.4.1 Congregational officers or committees, whether elected or appointed by the voters, shall have no authority beyond that which has been conferred upon them;
- 6.4.2 Additionally, whatever power that may have been delegated to them may, at any time, be altered or revoked by the voters.

#### 6.5 Removal from Office

Any ordained or commissioned minister may be removed from office:

- 6.5.1 By a two-thirds majority ballot vote of the Voters' Assembly, in Christian and lawful order;
- 6.5.2 For one of the following reasons: persistent adherence to false doctrine, a scandalous life, willful neglect of the duties of the office, or inability to perform the duties of the office.

### 7.0 OFFICERS

The officers of this congregation shall be such officers, boards, or committees as the Bylaws of this congregation may prescribe.

### 8.0 PROPERTY RIGHTS

- 8.1 If at any time a separation should take place on account of doctrine, the property of the congregation and all benefits connected therewith shall remain with those voting members who continue to adhere in confession and practice to Article 3.0 of this constitution.
- 8.2 In the event the congregation should totally disband, the property and all rights connected therewith shall be transferred to the geographical district of The Lutheran Church – Missouri Synod to which Pella Lutheran Church belonged when totally disbanded.

### 9.0 DOCTRINAL LITERATURE

- 9.1 Only such hymns, prayers, and liturgies shall be used in all services of the congregation and in all ministerial acts as conform to the confessional standard of Article 3.0.
- 9.2 Likewise, in all classes for instruction in Christian doctrine, only such books shall be used as conform to this standard.

### 10.0 SYNODICAL MEMBERSHIP

- 10.1 This congregation shall hold membership in The Lutheran Church – Missouri Synod, as long as the latter body adheres to the confessional standard detailed in Article 3.0. It shall send a pastor and a lay delegate to the district convention of the Synod.
- 10.2 It shall be the duty of the congregation and its individual members to support the work of the Synod, since they hereby support their own Christ-appointed work.

### 11.0 BYLAWS

This congregation may adopt such Bylaws as may be required for the accomplishment of its purpose.

**12.0 AMENDMENTS TO CONSTITUTION OR BYLAWS**

- 12.1 Proposals to alter, repeal, or amend any portion of this constitution or the following Bylaws shall be submitted in writing, mailed to the membership, and announced at regular services at least two Sundays immediately preceding action thereon.
- 12.2 Two-thirds of the voting members present at such meeting must cast their ballot in favor of any such change before it can become valid.

## BYLAWS OF PELLA LUTHERAN CHURCH

### 1.0 MEMBERSHIP

Membership shall be governed by the following:

#### 1.1 For Communicant Membership

- 1.1.1 Confirmation. Confirmation itself being a reception into church membership, all who are thus received by this act become communicant members.
- 1.1.2 Transfer. Persons coming with a communicant letter of transfer from a congregation in church fellowship, provided they conform in all respects to the requirements of membership of this congregation, shall be received by the Pastor(s) and Elders, whose action is to be ratified in a subsequent meeting of the Voters' Assembly.
- 1.1.3 Profession of Faith. Other persons shall submit their application to the Pastor(s) (or an Elder) and, having given satisfactory evidence of qualifications for communicant membership to the Pastor(s), they shall be received as communicant members by the Pastor(s) and Elders, whose action is to be ratified in a subsequent meeting of the Voters' Assembly.

#### 1.2 For Voting Membership

- 1.2.1 Reception: Applicants for voting membership shall give notice of their intention to the Pastor(s) or one of the Elders and shall be given a copy of the constitution and Bylaws of Pella Lutheran Church. At a constitutional meeting of the Voters' Assembly and in the presence of the applicant, such application shall be presented. Upon two-thirds majority vote of the voting members present, the applicant shall sign the constitution and Bylaws of Pella Lutheran Church, and be declared a voting member.
- 1.2.2 Duties: It shall be the duty of every voting member to attend the meetings of the Voters' Assembly. By failing to attend such meetings a member waives the right to cast a vote during that meeting. A member shall accept nomination for office, committee appointments, etc., if possible, and generally participate in the business activities of the Voters' Assembly.

#### 1.3 For Termination of Membership

- 1.3.1 Transfer: Communicant members desiring to join a congregation in church fellowship shall present their request for transfer to the Pastor(s) or Elders, to whom authorization is granted to issue such transfers. The Voters' Assembly in a subsequent meeting shall approve such transfer of membership.
- 1.3.2 Joining Other Churches: In cases where communicant members are regularly attending or have joined another congregation outside our own fellowship resulting in their continued absence from Pella, they shall, upon recommendation of the Pastor(s) or Elders, be considered as having terminated their membership and their names shall be removed from the membership list by a resolution of the Voters' Assembly.
- 1.3.3 Whereabouts Unknown: The names of members whose whereabouts are unknown and cannot be established within a period of twelve months shall be removed by the Voters' Assembly, and forthwith such membership is terminated.
- 1.3.4 Self-Exclusion: Any member who deliberately absents himself or herself from the congregation, rejects admonition and refuses to meet with the Pastor(s) or any group designated by the Pastor(s) to discuss such conduct has thereby excluded himself or herself. Upon the recommendation of the Pastor(s) and approval by the Board of Elders, such a person shall be removed from the membership roll by reason of self-exclusion.
- 1.3.5 Excommunication: Any member who conducts himself or herself in an unchristian manner shall be admonished according to Matt. 18: 15-20. If he or she refuses to amend his or her sinful life after proper admonition, he or she shall be excommunicated. A unanimous vote shall be required for every resolution by the Voters' Assembly for excommunication. Excommunication terminates membership.

## **2.0 MEETINGS**

- 2.1 Regular meetings of the Voters' Assembly shall be held at least three times a year. The congregation shall take care of affairs not within the power of the church council to be dispensed with at regular, and if necessary, special meetings.
- 2.1.1 The Annual meeting of the Voters' Assembly shall be in October, and the regular meetings in the months of February and June. The Church Council shall set the date and time of these meetings.
  - 2.1.2 Announcement of these meetings shall be made in the services of the two previous Sundays and advertised via church publication.
  - 2.1.3 The June meeting of the Voters' Assembly shall include the election of officers.
  - 2.1.4 The October meeting of the Voters' Assembly shall include the adoption of the annual budget.
- 2.2 Special meetings of the Voters' Assembly may be called in urgent matters, which cannot wait until a regular meeting, by the church council, by the Pastor(s), or upon written request of twelve voting members. In order for such meetings to be valid, each voting member must be informed of same three days in advance by telephone or card, or such meeting can be announced at least twice through the regular means of announcement.
- 2.3 On all matters voted on, except excommunication, in such meetings the majority present shall rule; however, for amending the Articles of Incorporation, The Constitution and ByLaws, the erection of buildings, the purchase or sale of property, or the removal of ordained or commissioned ministers or some other member from office, a two-thirds majority of the voting members present shall decide the vote.

## **3.0 CALLING OF ORDAINED OR COMMISSIONED MINISTERS**

- 3.1 On Nominations
- 3.1.1 In the case of a call, the Church Council shall appoint a call committee of at least 7 communicant members of which at least 2 shall be Elders.
  - 3.1.2 Every communicant member of the congregation shall have the privilege of making one or more nominations within a 2-week time period after the forming of a call committee. The congregation shall also ask the President of the synodical District for recommendations.
  - 3.1.3 In the screening process the call committee shall submit all names received to the respective District President for information and evaluation. After receiving the nominated list from the District President, the call committee shall present to the congregation, by means of public announcement, a list of preferred candidates, together with a biographical sketch of each.
- 3.2 On Elections
- 3.2.1 The election of an ordained or commissioned minister from the preferred list of candidates shall be by ballot. The candidate receiving the majority of votes cast shall be considered elected.
  - 3.2.2 The election shall, if possible, be made unanimous by a rising vote and the call shall be sent to the ordained or commissioned minister.

#### **4.0 ELECTION OF CONGREGATIONAL OFFICERS**

- 4.1 Election of all the congregational officers shall take place in the annual meeting in June. In case a vacancy occurs, the church council shall appoint someone to fill the vacant office until the next annual voters meeting at which time the unexpired term will be filled by election.
- 4.2 Candidates for the various offices shall be nominated by the church council at least one month prior to the annual meeting and presented at such meeting for ratification. Additional nominations may be made from the floor.
- 4.3 No person shall be nominated without his or her consent.
- 4.4 The election of officers shall be by ballot. If none of the candidates received a plurality of the votes cast on the first ballot, a second ballot shall be taken of the two candidates receiving the largest number of votes.
- 4.5 The officers-elect shall qualify and assume their respective duties immediately after being installed.
- 4.6 Officers shall be elected for the term specified in these Bylaws and shall hold office until their successors shall have been selected and ratified.
- 4.7 Officers and board members shall be inducted into office in a public service of the congregation.

#### **5.0 APPOINTMENT OF OFFICERS AND COMMITTEE MEMBERS**

- 5.1 It shall be the duty of the President-elect of the congregation to appoint committees (e.g. financial review, auditing, Christmas, music, etc.) as soon after the June meeting as possible.
- 5.2 It shall also be the duty of the President-elect to appoint members to the Finance Committee, the Public Relations Committee, the Social Ministry Committee, Evangelism Committee, the Stewardship Committee, the Technology Committee, and any other committee that may be established in the future.
- 5.3 Appointments shall be ratified by a majority of the church council.

#### **6.0 OFFICERS**

- 6.1 On Elected Officers and Board Members
  - 6.1.1 Elected officers of this congregation shall be a President, a Vice-President, a Secretary, a Treasurer and an Assistant Treasurer.
  - 6.1.2 Elected Boards shall consist of Board of Elders, Board of Trustees, Board of Education, Board of Youth Ministry and a Personnel Board.
- 6.2 On Committees
 

Appointed committees of this congregation shall be: a Finance Committee, a Public Relations Committee, a Social Ministry Committee, an Evangelism Committee, a Stewardship Committee, a Technology Committee, and any other committees that may be necessary in the future.

#### **7.0 CHURCH COUNCIL**

- 7.1 The Church Council shall consist of the President of the Congregation, the Vice-President, the Secretary, the Treasurer, the Assistant Treasurer, the chairperson and two other members of the Board of Elders, the Board of Trustees, and the Board of Education and only the Chairpersons of the Stewardship Committee, Public Relations Committee, Social Ministry Committee, Evangelism Committee, Board of Youth Ministry, Personnel Board. If the chairperson of these Boards or Committees is unable to attend, he or she shall designate a member of their Board or Committee to attend in their absence and shall act on their behalf.
- 7.2 The ordained or commissioned ministers of the congregation shall be ex officio non-voting members of the Church Council.

- 7.3 It shall be the duty of the Church Council to meet once a month, recessing the month of July, to consider and discuss all matters pertaining to the general welfare of the congregation as presented by the various boards and to present recommendations to the congregation.
- 7.4 The Church Council shall act in matters committed to it by the Voters' Assembly and, in case of emergency, between congregation meetings.
- 7.5 The Church Council shall have the power to act on any business that has been approved within the budget for that year after considering the financial status of the treasury of the congregation.

## **8.0 TERMS AND DUTIES OF OFFICERS**

### **8.1 On the President**

- 8.1.1 He shall be elected for a term of two years.
- 8.1.2 He shall be an ex-officio voting member of all committees and an ex-officio voting member of all boards within the congregation.
- 8.1.3 He shall see to it that the resolutions of the voting members are carried out.
- 8.1.4 He shall preside at all voters' meetings and see that such meetings are conducted according to Robert's Rules of Order (latest edition) and Christian love.
- 8.1.5 He shall preside at all Church Council meetings and see that such meetings are conducted according to Robert's Rules of Order (latest edition) and Christian love; if, after being admonished, any member does not act in accordance with Christian love at a meeting, the chairman shall have the right to deny him the floor.
- 8.1.6 He shall have the power to appoint members to such boards and committees as are necessary and as are included in these Bylaws subject to ratification by a majority vote of the Church Council.
- 8.1.7 He shall have the power to appoint the Vice-President as an ex-officio voting member to whatever boards or committees he deems necessary.

### **8.2 On the Vice President**

- 8.2.1 He shall be elected for a term of two years.
- 8.2.2 In the absence of the President, he shall perform all the duties of the President.
- 8.2.3 In the event of a vacancy in the office of President, he shall succeed to the office of the President for the remainder of the term.
- 8.2.4 He shall be an ex-officio voting member of all boards or committees to which the President appoints him.

### **8.3 On the Secretary**

- 8.3.1 He or she shall be elected for a term of two years.
- 8.3.2 He or she shall keep accurate minutes of the meetings of the Voters' Assembly and of the Church Council meetings for the permanent records of the congregation and shall perform other duties in keeping with his or her office.

### **8.4 On the Treasurer**

- 8.4.1 He or she shall be elected for a term of two years.
- 8.4.2 He or she shall keep an accurate account of any and all monies given or paid to the congregation as well as paid out.
- 8.4.3 He or she shall pay all bills promptly when authorized to do so by the Pastor(s), DCE and Chairman of the Trustees according to their areas of responsibility and see to it that all salaries are paid promptly and on time.
- 8.4.4 At each regular meeting he or she shall give a brief summary of the congregation's financial situation and at the October meeting a detailed report of all income and expenditures. The Treasurer's books shall be reviewed at least once a year by a financial review committee appointed by the President.
- 8.4.5 He or she shall be an ex-officio voting member of the finance committee.

## 8.5 On the Assistant Treasurer

8.5.1 He or she shall be elected for a term of two years.

8.5.2 He or she will be the chairperson of the Finance Committee and be responsible to see that all contributions are received, accounted for, and deposited in a timely manner.

8.5.3 In the absence of the Treasurer, he or she shall perform all the duties of the Treasurer.

8.5.4 In the event of a vacancy in the office of Treasurer, he or she shall succeed to the office of Treasurer for the remainder of the term.

8.6 The offices of President, Vice-President, Secretary, Treasurer and Assistant Treasurer shall be staggered so that the President and Treasurer are elected in the even-numbered years and the Vice-President, Secretary and Assistant Treasurer in the odd-numbered years.

8.7 Any two of the following four officers: President, Vice-President, Secretary, and Treasurer, shall act as legal representatives of the congregation, and as such appear in court for any matter pertaining to the congregation, and sign any legal documents, deeds, mortgages, notes, bonds, and contracts, as authorized by the congregation.

## 9.0 TERMS AND DUTIES OF BOARD MEMBERS

### 9.1 The Board of Elders

#### 9.1.1 Composition

9.1.1.1 The Board shall consist of 17 members.

9.1.1.2 Their term of office shall be for three years.

9.1.1.3 One-third of the elders shall be elected each year.

9.1.1.4 They shall organize annually and elect a chairman.

#### 9.1.2 Duties

They shall:

9.1.2.1 Assist the Pastor(s) in all matters pertaining to the spiritual welfare of the congregation;

9.1.2.2 Consider complaints and grievances of members of the congregation if Matt. 18:15, 16 has been fully observed, and they shall report to the congregation those which cannot be otherwise adjusted, in accordance with Matt. 18:17, 18;

9.1.2.3 Make every effort to induce members, who have been negligent in their attendance of services and in the use of the Sacraments, to mend their sinful way and fully enjoy the rights and privileges of their membership;

9.1.2.4 See to it that all services are conducted in such a manner as to avoid needless disturbances and to foster an attitude conducive to worship among those in attendance;

9.1.2.5 Assist in arranging for pulpit assistance as needed;

9.1.2.6 Appoint head ushers and supervise ushers and acolytes;

9.1.2.7 Be an example of Christian conduct and conversation;

9.1.2.8 As the congregation shall be divided into eight geographical areas – each are to be known as a district – two elders are to be assigned to each district;

9.1.2.9 Meet at least four times a year jointly with the Pastor(s) of the congregation.

### 9.2 The Board of Trustees

#### 9.2.1 Composition

9.2.1.1 This board shall consist of nine members.

9.2.1.2 Their term of office shall be for three years.

9.2.1.3 Three trustees shall be elected each year.

9.2.1.4 They shall organize themselves annually, elect a chairperson, and meet at least four times a year.

## 9.2.2 Duties

They shall:

- 9.2.2.1 Control the corporate property of the congregation according to the direction given by the congregation. As long and as far as they proceed according to the commission and authority of the congregation, the latter must protect them from all personal loss. It is understood that, if they act upon anything which has been approved within the budget of that year and approved by the Church Council after considering the financial status of the congregation, they will be acting according to the commission and authority granted them by the congregation. If the trustees act according to their own pleasure, without the sanction of the congregation, they are personally held responsible for such actions.
- 9.2.2.2 Keep any legal paper(s) regarding the property of the congregation, preferably in a safety deposit box provided for this purpose in a local bank with a key or keys to be held by the President or Treasurer and the chairperson of the Board of Trustees. Two authorized signatures shall be necessary before entering the safety deposit box.
- 9.2.2.3 Keep the property of the congregation in good repair at all times. If the amount of repairs is more than authorized in the budget for that particular year, they must first obtain special permission from the congregation for such repair.
- 9.2.2.4 Supervise the work of the janitor(s).
- 9.2.2.5 Look after all insurance policies, see that they are renewed, and make any adjustments necessary.
- 9.2.2.6 Direct the chairperson of the Trustees, or their authorized representative, to sign all bills pertaining to the Board's responsibility before said bills are paid by the Treasurer, except those which are for the salaries of the Pastor(s), commissioned minister(s), and wages for other employees.
- 9.2.2.7 Maintain a written inventory of the church property to be revised annually, copies of which are to be kept in the safety deposit box.

## 9.3 The Board of Education

### 9.3.1 Composition

- 9.3.1.1 This Board shall consist of a minimum of 9 members.
- 9.3.1.2 At least seven shall be elected lay members of the Congregation whose term of office shall be for three years.
- 9.3.1.3 The Pastor(s) and commissioned minister who is in charge of Christian Education will serve as advisory members to the Board.
- 9.3.1.4 Any vacancies will be filled by appointment by the congregational President to fill an unexpired term of office.
- 9.3.1.5 This Board shall organize annually and elect a chairperson.
- 9.3.1.6 The board shall meet at least four times a year.

### 9.3.2 Duties

They shall:

- 9.3.2.1 Foster spiritual growth in the life of the individual Christian, from cradle to grave, with learning opportunities such as Sunday School, Nursery Roll, In His Hands Child Enrichment Center (IHH) Pre-School and Day Care, small group Bible studies, and youth and adult classes
- 9.3.2.2 Provide leadership education for teachers, officers, and workers.

### 9.3.3 Regarding Policy Making and Program Planning

They shall:

- 9.3.3.1 Set up adequate objectives for every age level, agency and organization embracing training in Christian knowledge, in Christian attitudes, in Christian skills, such as Bible use, witnessing, prayer, giving and family living;

- 9.3.3.2 Select Christian, comprehensive, balanced, and functional curricula, with proper teaching texts;
  - 9.3.3.3 Give attention to enrollment, attendance of pupils, an expansion program, evangelism, personal development, and soul keeping;
  - 9.3.3.4 Recommend to the congregation an adequate teaching staff and administrative personnel for all age levels and agencies;
  - 9.3.3.5 Develop a teacher training and leadership education program adequate to the need of the congregation, present and future;
  - 9.3.3.6 Bring to the attention of the Voters' Assembly the needs, facilities, and equipment for all educational agencies;
  - 9.3.3.7 Review and appraise all education programs, and plan for improvement on the basis of such regular appraisals.
- 9.3.4 Regarding Organization and Administration  
They shall:
- 9.3.4.1 Subdivide the Board by assigning responsibilities for Sunday School, Vacation Bible School, and youth and adult education to 3 or more members, and for IHH to 4 or more members. The two groups may meet separately or jointly, at their discretion.
  - 9.3.4.2 Delegate the administration of all educational agencies and work to qualified persons (superintendents, principals, youth and adult leaders, etc.) subject to the approval of the Voters' Assembly.
  - 9.3.4.3 Maintain good relations and cooperation with the individual agencies and education organizations, the Voters' Assembly, the congregation planning council, the whole organization, and the community.

#### 9.4 The Board of Youth Ministry

##### 9.4.1 Composition

- 9.4.1.1 This Board shall consist of at least three adult members and at least one youth member.
- 9.4.1.2 The adult members of this board shall be elected to a two year term of office, with terms being staggered, so as not to elect the whole Board in any one year.
- 9.4.1.3 The youth member shall be appointed to serve a one year term.
- 9.4.1.4 They shall organize themselves annually and elect a chairperson from the adult members.

##### 9.4.2 Duties

They shall:

- 9.4.2.1 Meet regularly to form and follow-up recommendations for the youth program;
- 9.4.2.2 Review twice yearly the performance of the Director of Senior High Youth Ministries and the Director of Junior High Youth Ministries;
- 9.4.2.3 Interview and recommend to the Church Council candidates for the position of Director of Senior High Youth Ministries and the Director of Junior High Youth Ministries;
- 9.4.2.4 Propose a salary for the Director of Senior High Youth Ministries and the Director of Junior High Youth Ministries, and review and approve the budget presented by the Director of Senior High Youth Ministries and the Director of Junior High Youth Ministries and then present this to the appropriate groups of the congregation for approval.

## 9.5 The Personnel Board

### 9.5.1 Composition

9.5.1.1 This board shall consist of at least three members, whose terms shall be for three years, to be elected by the congregation at the annual voters meeting, on a rotating basis.

9.5.1.2 The Congregational Treasurer shall also be a voting member of the Board.

9.5.1.3 They shall organize annually and elect a chairperson.

### 9.5.2 Duties

They shall:

9.5.2.1 Create job descriptions for all non-called positions and present those descriptions to the Church Council for ratification. This information will be stored in a personnel manual and all employees shall receive a copy of their job description on an annual basis;

9.5.2.2 Make recommendations to the Church Council for wage/benefit adjustments for non-called employees on or before the third Tuesday in September;

9.5.2.3 Make recommendations to the Church Council for replacing open or soon to be opened non-called positions;

9.5.2.4 Handle other personnel related matters;

9.5.2.5 Present an annual report to the Congregation on the last regularly scheduled congregational meeting of the year;

9.5.2.6 Review and make personnel policy recommendations for all non-called positions to the Church Council.

## **10.0 TERMS AND DUTIES OF COMMITTEE MEMBERS**

### 10.1 Finance Committee

#### 10.1.1 Composition

10.1.1.1 This group shall be made up of as many members as the size of the congregation requires.

10.1.1.2 Their term of office shall be three years.

10.1.1.3 The President shall appoint the members of the committee.

10.1.1.4 The Assistant Treasurer shall be the chairperson of the finance committee.

#### 10.1.2 Duties

10.1.2.1 They shall assist the Treasurer to help take care of the finances of the congregation.

10.1.2.2 If funds are to be raised for a special purpose, the members may help to collect these funds as directed by the congregation or Church Council.

10.1.2.3 It is expected that any member of this group should set his or her own house in order and be an example to the congregation in stewardship.

10.1.2.4 Proper security procedures for collecting and depositing of offerings shall be established by the Church Council and reviewed annually in December.

10.1.2.5 They shall meet at least monthly, the frequency to be determined by the Church Council, for the purpose of opening envelopes and making a deposit

10.1.2.6 The Treasurer shall prepare a report for each meeting of the Voters' Assembly and the Church Council.

## 10.2 Evangelism Committee

### 10.2.1 Composition

- 10.2.1.1 This committee shall consist of at least three members whose terms shall be for two years.
- 10.2.1.2 The President shall appoint the members of the committee.
- 10.2.1.3 Immediately upon being appointed, they shall organize and elect a chairperson.

### 10.2.2 Duties

They shall:

- 10.2.2.1 Plan, promote and carry out an evangelism program in the congregation and community;
- 10.2.2.2 Plan and supervise religious surveys of the community;
- 10.2.2.3 Arrange for the maintenance of record files in order to keep an evangelism program active;
- 10.2.2.4 Enlist aid in tracking and contacting prospective members of the church;
- 10.2.2.5 Assist the Pastor(s) in training the laity to bring the unchurched to the Pastor(s)'s instruction class.
- 10.2.2.6 Integrate new members into the life and work of the church.

## 10.3 Social Ministry Committee

### 10.3.1 Composition

- 10.3.1.1 This committee shall consist of at least three members whose term shall be for two years.
- 10.3.1.2 The President shall appoint the members of the committee.
- 10.3.1.3 Immediately upon being appointed, they shall organize and elect a chairperson.

### 10.3.2 Duties

They shall:

- 10.3.2.1 Discover the needs of individuals in the congregation , of the aged, of the sick and of the poor;
- 10.3.2.2 The committee shall report its actions to the church council and the Voters' Assembly;
- 10.3.2.3 Call to the attention of the congregation the welfare agencies affiliated with the Synod and solicit support for them;
- 10.3.2.4 Report on the social needs of the community and solicit the congregation's cooperation with other agencies in the community endeavoring to meet these needs.

## 10.4 Public Relations Committee

### 10.4.1 Composition

- 10.4.1.1 This committee shall consist of at least three members whose terms shall be for two years.
- 10.4.1.2 The President shall appoint the members of this committee.
- 10.4.1.3 Immediately upon being appointed, they shall organize and elect a chairperson.

### 10.4.2 Duties

They shall:

- 10.4.2.1 Endeavor to publicize the Gospel and the activities of the congregation by the various modern avenues available;
- 10.4.2.2 Represent the congregation in sending greetings, commendations, criticism, or any other messages, which may be in order.

## 10.5 Stewardship Committee

### 10.5.1 Composition

- 10.5.1.1 This committee shall consist of the chairperson of the Finance Committee, Treasurer, and at least three additional members who shall be appointed by the President, each of these members to serve a term of two years.
- 10.5.1.2 Immediately upon being appointed, they shall organize and elect a chairperson.
- 10.5.1.3 The committee shall meet at least twice a year.

### 10.5.2 Duties

They shall:

- 10.5.2.1 Discover the talents of the membership and enlist them in the congregational program;
- 10.5.2.2 Assist in training lay workers;
- 10.5.2.3 Sponsor stewardship and mission talks, discussions, conferences, plays, movies, pageants, etc., in the congregation and its organizations;
- 10.5.2.4 Work in close cooperation with circuit and district stewardship committees, and encourage larger attendance at circuit meetings;
- 10.5.2.5 Inform the members of their local congregation's program and opportunities to lengthen their outreach into the entire world through district and synod;
- 10.5.2.6 Give the congregation a clear vision of the world's need of Christ and how they can supply that need;
- 10.5.2.7 Instruct the people in the grace of proportionate giving to God's Work in their own parish and in the world;
- 10.5.2.8 Aid in planning successful Mission Sundays and programs for young and old;
- 10.5.2.9 Assist the finance committee, Treasurer, and council in the preparing of the proposed budgets of the congregation;
- 10.5.2.10 Assist the finance committee in the raising of all funds within the congregation.

## 10.6 Technology Committee

### 10.6.1 Composition

- 10.6.1.1 This committee shall consist of a minimum of 5 members of which at least 3 shall be lay members of the congregation whose term of office shall be two years.
- 10.6.1.2 The President shall appoint the members of the committee.
- 10.6.1.3 At least one Pastor will serve as an advisory member to the Board.
- 10.6.1.4 This committee shall organize annually and elect a chairperson
- 10.6.1.5 The committee shall meet at least four times a year.

### 10.6.2 Duties

- 10.6.2.1 Oversee, manage, repair and plan for all technology used to further the ministry needs and desires of this congregation.
- 10.6.2.2 Plan, develop, maintain and implement the computer system, including all hardware, software, system integration, and maintenance including virus/worm protection, and preserve warranties and service plans.
- 10.6.2.3 Maintain Internet access, website and email functions for the administrative and church offices.
- 10.6.2.4 Maintain the phone system, including warranties, service plans and carriers.
- 10.6.2.5 Plan, develop and maintain the audio and visual equipment, including sound system, sound devices, video system and video devices.

### 10.6.3 Regarding Policy Making and Program Planning

They shall:

- 10.6.3.1 Set up adequate objectives for technological use and advancement within the church building proper and auxiliary rooms;

- 10.6.3.2 Train and educate laity and staff in good use of all technology by developing user training-education programs adequate to the needs of the congregation and adjunct ministries, present and future;
- 10.6.3.3 Select adequate professional agencies to service all technological equipment;
- 10.6.3.4 Give attention to upkeep and regular maintenance of all technological systems, devices and software;
- 10.6.3.5 Bring to the attention of the Voters' Assembly the technological needs for ministry with the church services, parish education, auxiliary groups and all adjunct agencies, including In His Hands Child Enrichment Center (Daycare and Preschool);
- 10.6.3.6 Research and recommend to the congregation proper upgrades, devices and systems adequate to the need of the congregation, present and future;
- 10.6.3.7 Review and appraise all current technology employed within the use of the congregation and used within equivalent agencies.

#### 10.6.4 Regarding Organization and Administration

They shall:

- 10.6.4.1 Subdivide the Committee by assigning responsibilities for computer systems, Internet, phone systems and audio/visual systems. Manage the use of all technology.
- 10.6.4.2 Delegate the repair and maintenance of all technology and related services to qualified persons when necessary, subject to the approval of the Voters' Assembly.
- 10.6.4.3 Maintain good relations and cooperation with individual technology agencies and organizations, the Voters' Assembly, the congregation planning council, the whole organization and the community.

### **11.0 PLANNING COUNCIL**

The chairpersons of all boards and committees, the ordained or commissioned ministers, the President, Treasurer, Secretary, and presidents of all auxiliary organizations within the congregation, shall constitute the Planning Council, which shall meet annually or at the call of the Pastor(s) to plan the parish program for the year, draw up the church calendar, and provide meeting dates for the various groups within the congregation. Ordinarily the Planning Council will meet in the summer and plan the program for the year beginning in September and closing in August.

### **12.0 CHANGES IN REGULATIONS**

The congregation and Church Council shall from time to time adopt, alter, or amend rules, regulations or directives for the guidance of officers, boards and committees in their work.

### **13.0 ORDER OF BUSINESS**

The following shall be the order of business for the regular Voters' Assembly:

1. Devotion
2. Roll Call or Registration
3. Reading and Approval of Minutes
4. Treasurer's Report
5. Admission of New Members and Termination of Membership
6. Reports of Officers, Boards and Committees
7. Unfinished Business
8. New Business
9. Adjournment
10. Prayer