

CONSTITUTION & BYLAWS
of
PRINCE OF PEACE EVANGELICAL LUTHERAN CHURCH
Medina, Ohio



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CONSTITUTION
of
PRINCE OF PEACE EVANGELICAL LUTHERAN CHURCH
Medina, Ohio

PREAMBLE

It is the will of our Lord Jesus Christ that His disciples should preach the Gospel to the whole world. That Christ's mission for His Church might be carried out according to His will, He has commanded that Christians unite in worship, practice fellowship with one another, witness to all men, help each other grow in the Word, serve the needs of all men in Christian love, administer the Office of the Keys as His Church, and maintain decency and order in the Church.

Therefore, we, a congregation of Medina, Ohio, do herewith, in the name of the Triune God-Father, Son, and Holy Spirit-adopt, accept, and subscribe to the following Constitution and By-Laws, in accordance with which all spiritual and material affairs of our congregation shall be governed.

ARTICLE I - NAME

The name of this congregation shall be Prince of Peace Evangelical Lutheran Church, Medina, Ohio.

ARTICLE II - DOCTRINAL STANDARD

A. Canonical Books

This congregation accepts and confesses all of the canonical books of the Old and New Testament as the verbally inspired Word of God and submits to them as the only infallible authority in all matters of faith and life.

B. Symbolic Books

This congregation acknowledges and accepts all the symbolic books of the Evangelical Lutheran Church contained in the Book of Concord 1580, as a true and sound exposition of Christian Doctrine taken from and in full agreement with the Holy Scriptures; hence, no doctrine shall be taught or tolerated in this congregation which is at variance with the symbolic books of the Evangelical Lutheran Church, viz.;

- 1) The Three Ecumenical Creeds (Apostles', Nicene, and Athanasian)
- 2) The Unaltered Augsburg Confession
- 3) The Apology of the Augsburg Confession
- 4) The Smalcald Articles
- 5) Luther's Large Catechism
- 6) Luther's Small Catechism
- 7) The Formula of Concord

ARTICLE III - AFFILIATION

This congregation shall practice its membership in the Lutheran Church - Missouri Synod, so long as that body remains steadfast to the doctrinal basis outlined in Article II of this Constitution. This congregation shall be a member of the English District of the Lutheran Church- Missouri Synod.

ARTICLE IV - MEMBERSHIP

A. Definition and Responsibilities

This congregation is eager to serve the spiritual needs of mankind. Any person can become and remain a member of this congregation and enjoy the rights and privileges of membership who:

- 1) Has been baptized into the Christian faith.
- 2) Joins with us in accepting the canonical books of the Old and New Testaments as the only divine rule and norm of faith and life.
- 3) Is duly familiar with the chief articles of the Christian faith set forth in Luther's Small Catechism and declares his acceptance thereof.
- 4) By constant attendance to prayer, the Word of God, and the Sacrament of Holy Communion strives to lead a life pleasing to God.
- 5) Permits himself to be fraternally admonished and corrected when he has erred.
- 6) Keeps himself from affiliations which are inconsistent with his profession of faith in Christ. (In cases which present unusual features, rendering their classification difficult, this affiliation shall be interpreted by the Pastor in consultation with the Board of Elders.)

B. Excommunication - Church Discipline

If a member of the congregation, after fruitless admonition in the various grades described by our Lord in Matthew 18:15-20, where observance of such grades has been possible, does not repent, he shall have then forfeited all rights of a member of this congregation and all claims upon the property of the congregation as such, or upon any part thereof. Details for Excommunication are specified in the By-Laws.

ARTICLE V - POWERS OF THE CONGREGATION

A. General

The congregation as a body, through the Voters' Assembly, governed by this Constitution and By-Laws, shall have authority to administer and manage all internal and external affairs or may delegate responsibilities to Boards and Officers as set forth in the By-Laws. The Voters' Assembly shall approve and supervise the establishment and conduct of all societies and organizations within the Congregation. Any right or duty which may have been delegated to an individual or group shall always be subject to review and revision by the Voters' Assembly. The congregation, however, shall not be empowered to decide anything contrary to the Word of God and the confession of the Lutheran Church (Article II), and any such decision shall be null and void.

B. The Annual Meeting

The Annual Meeting of the Voters' Assembly shall be held in accordance with the By-Laws.

C. Right of Calling

The right of calling pastors and other individuals who are subject to Call shall always be vested in the Voters' Assembly.

D. Decisions

Matters of doctrine and conscience shall be decided by the Word of God. All other matters shall be decided by a majority vote of the Voters' Assembly unless otherwise specified by the Constitution or By-Laws.

E. Powers of Officers, Boards and Committees

Congregational officers, Boards or Committees, whether elected or appointed, shall have no authority beyond that which has been conferred upon them in accordance with the By-Laws.

ARTICLE VI - PASTORAL OFFICE

The congregation shall establish the Pastoral office in its midst and confer said office upon Pastors who fully subscribe to Article II of the Constitution and whose orthodoxy and capability are attested to by the Lutheran Church-Missouri Synod.

ARTICLE VII - ORGANIZATION

A. Voting Membership

This congregation shall be represented by, and administer all its affairs through, its Voting Membership. Only communicant members who have qualified according to the membership provisions of the By-Laws shall be received as Voting Members of this congregation.

B. Officers of the Congregation

Officers must be Voting Members who satisfy the requirements for a particular office as established in the By-Laws, and who have been properly elected according to the provisions of the By-Laws.

C. Administrative Boards

Responsibility and authority for the daily administration of congregational affairs shall be delegated to the Boards specified in the By-Laws. A Director, and members, of each Board shall be elected from the Voting Members of this congregation.

D. The Parish Planning Council

The Parish Planning Council shall consist of the Pastor(s), the Officers of the Congregation, and the Directors of the Administrative Boards. They shall hold a position on the Parish Planning Council by virtue of their call or election by the Voting Members of the Congregation so long as they continue to hold office.

ARTICLE VIII - PROPERTY RIGHTS

A. Ownership

All property acquired by Prince of Peace Evangelical Lutheran Church, Medina, Ohio, by purchase, gift, devise, bequest, or otherwise, shall be the absolute property of Prince of Peace Evangelical Lutheran Church, Medina, Ohio, unless at the time of acquiring such property, it is otherwise, in writing, specified. Any conditional acquisitions of real property must also be approved by the Voters' Assembly as specified in the By-Laws.

B. Division

If, at any time, a separation shall take place on the account of doctrine, the property of the congregation and all benefits wherewith connected shall remain with those Voting Members who continue to adhere in confession and practice to Article II of this Constitution. If, at any time, a separation shall take place on the account of a non-doctrinal dispute, the property of the congregation and all benefits therewith shall remain with the majority of the Voting Members.

In the event the congregation should totally disband, the property and all rights connected therewith shall be transferred to The English District of the Lutheran Church-Missouri Synod.

ARTICLE IX - AMENDMENT PROCEDURE

To amend this Constitution:

- A. A written copy of the proposed amendment(s) shall be submitted at a regular or special meeting of the Voters' Assembly.
- B. In conjunction with such meeting, the amendment(s) shall be publicized:
 - 1) by distributing a copy of the proposed amendment(s) to each Voting Member, and
 - 2) at church services on two consecutive Sundays immediately prior to the meeting.
 - 3) and posted on the bulletin board.
- C. At the next regular or special meeting after these steps have been taken, the amendment(s) shall be discussed and acted upon.
- D. For amending the Constitution, a majority of the voting membership shall be required for a quorum.
To become effective, the amendment(s) must receive favorable vote by two-thirds of the Voting Members present.

BY-LAWS of PRINCE OF PEACE EVANGELICAL LUTHERAN CHURCH Medina, Ohio

ARTICLE I - ADMISSION INTO MEMBERSHIP

- A. Baptized Membership
 - 1) Definition

Any person who has been baptized in the name of the Triune God and who is under the Spiritual care of the Pastor of this congregation is a baptized member.

- 2) Admission

Baptized members are received through the sacrament of Holy Baptism, through transfer, or with the consent of one or both parents or guardians in the case of children who have been baptized in another Christian Church.

- B. Communicant Membership
 - 1) Definition

Communicant members are those baptized members who have been confirmed in the Lutheran faith, accept the doctrinal standards of Article II of the Constitution, are familiar with the contents of Luther's Small Catechism, and who are not members of organizations whose principles and conduct conflict with the Word of God.

- 2) Application of Membership-Procedure

Applicants for communicant membership in this congregation shall consult the Pastor who shall determine whether such applicants are eligible for membership in accordance with Article II of the Constitution. Applicants not familiar with the doctrines and confessions of the Lutheran Church shall be required to attend a course of instruction, and to make profession of their faith either before the congregation or, at the Pastor's discretion, before witnesses who are members of the Board of Elders, before being received as members.

Applicants from other Lutheran Church-Missouri Synod churches or churches that are in fellowship with the Lutheran Church-Missouri Synod, shall request a letter of transfer from their former congregation to establish their eligibility for membership. In the case of applicants from Lutheran Churches not in fellowship with the Lutheran Church-Missouri Synod, or whose previous membership in the Lutheran congregation has lapsed, the Pastor may, with the consent of the Board of Elders, arrange for a period of re-instruction prior to reaffirmation of faith of such applicant.

After applicants have given satisfactory evidence of their eligibility in accordance with the two preceding paragraphs, their admission as communicant members shall be recommended by the Pastor to the Board of Elders which shall have the authority to act on such application on behalf of the Voting Membership. The roster of new members shall be publicized in the various news media of the congregation.

3) Privileges and Duties of Communicant Members

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

- a) Search the Scriptures at home and in fellowship with other members of the congregation and its agencies, and to partake of the Lord's Supper frequently, and by so doing, to grow in the Christian faith and life through faithful use of the means of grace.
- b) Live a morally decent life before God and men, abstaining from openly defying the word of God and dishonoring his name (Gal. 5:18-21), and so conducting themselves at all times as to bring credit upon the Church.
- c) Provide for the proper Christian training of their children by instruction at home and through the agencies of the Church.
- d) Contribute toward the maintenance of the congregation and the extension of the Kingdom of God in proportion to their financial ability.
- e) Place their God-given talents and abilities at the disposal of the Pastor(s), the officers, and other agencies of the congregation, so that the purposes and functions of the congregation may be effectively implemented.

C. Voting Membership

1) Definition

Voting members are those who are members of the Voters' Assembly.

2) Admission

A communicant member who is at least 18 years of age shall give notice of his intent to the Voters' Assembly at one of its meetings and shall be given a copy of the Constitution and By-Laws of the congregation. At the next, or at any Voters' Assembly meeting within one year of applying to become a Voter, the applicant shall be eligible to sign the Constitution and By-Laws Register of the congregation and be accepted as a voting member.

3) Privileges and Duties of Voting Members

It shall be the privilege and duty of a Voting Member of this congregation to:

- a) Conscientiously and prayerfully exercise his right of suffrage in all measures that will advance the work of Christ's Kingdom.
- b) Willingly serve in any office or capacity for which his talents and abilities equip him.
- c) Assist with wholehearted diligence in administering the temporal and spiritual affairs of the congregation.
- d) Encourage eligible communicant members who are not yet Voting Members to consider seriously accepting the responsibilities and privileges of Voting Membership.
- e) Faithfully attend all meetings of the Voters' Assembly.

4) Termination of Voting Membership

A Voting member who is absent from meetings of the Voters' Assembly for one full year shall have his name removed from the roster of voting members. However, he may be reinstated into membership by following the admission procedure in the By-Laws Article I-C-2. When requested, hardship exceptions can be made on a case-by-case basis by the Executive Director.

ARTICLE II - DISCIPLINE IN THE CONGREGATION

All discipline in this congregation shall be administered in accordance with the order of discipline laid down in Matthew 18:15-20, I Corinthians 5:1-5 and other related New Testament passages.

A. Baptized Membership-Termination

Baptized members who have not been received as communicant members shall have their membership terminated for the same reasons that communicant membership is terminated insofar as those reasons are applicable.

B. Communicant Membership-Terminating

1) Transfers

A member desiring transfer to another Lutheran Church-Missouri Synod congregation or a Lutheran Church in fellowship with the Lutheran Church-Missouri, shall apply to the Pastor. Upon authorization by the Pastor and the Board of Elders, a letter of transfer shall be issued by the Pastor. The Board of Elders shall report all transfers to the congregation via church publications and to the Voters' Assembly at the next regular meeting of that body.

2) Joining Other Churches

In cases where communicant members of this congregation have joined a church not in the Missouri Synod or not in fellowship with the Lutheran Church-Missouri Synod, they shall, upon the decision of the Pastor(s) and the Board of Elders, be granted a peaceful release. Their name(s) shall be removed from the membership list of the Congregation.

3) Whereabouts Unknown

Upon the concurrence of the Pastor(s) and the Board of Elders, the names of members whose whereabouts are unknown and cannot be established within a period of six months shall be removed from the membership list of the congregation and placed in a file designated "Whereabouts Unknown". Such membership is terminated and shall be reported as such to the next regular meeting of the Voters' Assembly.

4) Self-Exclusion/Excommunication

Church membership is both a privilege and a responsibility. When one is received into membership, one promises before the Lord and the congregation to faithfully hear the Word of God and partake of the Sacrament of Holy Communion. With His Third Commandment, the Lord Himself declares the importance, necessity, and blessing of weekly worship. The author of Hebrew exhorts us not to give up meeting together, i.e., worshipping together in God's House.

In order to maintain the integrity of church membership and not allow it to be cheapened or reduced to just having one's name on the church roster, the following procedure of church discipline has been put in place. The whole purpose of this procedure is to reach out to the individual in the name of Christ, with the prayer that God's Spirit would work in their heart and lead them to see their personal need for the Lord, His Word and Sacrament, and to return to active participation in congregational life.

a) Self-Exclusion

When a member of Prince of Peace Evangelical Lutheran Church has not communed for two months, he or she will be contacted by their respective Elder, and shall be admonished and encouraged. If such a member has not communed after four months, he or she shall receive another visit by at least two members of the congregation; one of the respective Elders of the area and the Pastor, or some other concerned member of the congregation. Additional admonition and encouragement shall be given. If, then, after six months, the member has not responded to Christian admonition as outlined above, the member's name shall be transferred to the mission file of the congregation or turned over to the Board of Discipleship. The individual shall be notified of such action by certified mail and shall be declared to have excluded himself from this Christian congregation.

Such self-exclusion releases the individual from all responsibilities to this congregation, but it also excludes the member from the privileges of church membership, such as Christian burial, Holy Communion, transfer to a sister congregation, and of any claim against the properties of this congregation. **SUCH A PERSON, HOWEVER, WILL AT ALL TIMES BE CORDIALLY WELCOME TO ATTEND ALL DIVINE SERVICES IN OUR CHURCH.**

b) Excommunication

Excommunication is to be applied to any member who conducts himself in an unchristian manner; i.e., to one who openly adheres to false doctrine, gives evidence of an immoral and offensive life, or willfully despises the

preaching of the Gospel and the Lord's Supper. The Board of Elders shall administer church discipline on behalf of the congregation.

c) Restoring Membership

Persons who have been removed from membership for whatever reason shall be restored with all rights and privileges when they repent and ask forgiveness through the Pastor(s) and the Board of Elders. Both acts of discipline and restoration shall be made known to all communicant members by whatever method the Pastor(s) and the Board of Elders deem most suitable.

C. Provisions Pertaining to Church Officers and Directors

Any officer or director of the congregation who willfully neglects the duties of his office may be deposed by a two-thirds majority vote of the Voting Members present in a regular or special meeting of the Voters' Assembly. The Board of Elders shall initiate such disciplinary action.

D. Provisions Pertaining to Pastors

Sufficient grounds for deposing a pastor shall be persistent adherence to false doctrine, scandalous life, and willful neglect of official duties or evident and protracted incapacity to perform the function of the sacred office. Charges on any of these counts shall be carefully investigated by the Board of Elders. Should such charges be substantiated by clear evidence, the Pastor shall first be given an opportunity to resign his position in the congregation. Such opportunity having been given and declined, the above mentioned Board shall, after consultation with the appropriate officers of the English District, notify the voting Membership of the situation, and shall submit the matter for action at a special meeting of that body. A three-fourths majority vote of the voting Members present shall be required to depose a Pastor.

Should the occasion to depose a Pastor ever arise, the intended deposition shall be announced by the Director of the Board of Elders at regular divine services on the two Sundays preceding a special meeting of the Voting Members called for that purpose. All voting members shall be notified by mail at least two weeks in advance.

ARTICLE III - MEETINGS OF THE VOTERS' ASSEMBLY

A. Regular Meetings

Regular meetings of the Voting Membership shall be held (5) time during each calendar year in the following months: January, March, May, September, and November. Dates and times of all meetings of the Voters' Assembly shall be set by the Parish Planning Council. The Annual Meeting shall be the January meeting. Elections shall be held at the May meeting. The November meeting of the Voters' Assembly shall include the consideration and acceptance of the budget for the following calendar year. All communicant members of the congregation may attend the meetings of the Voters' Assembly and may submit recommendations or participate in a discussion of any given item of business before the Voting Membership. Every meeting of the Voting Membership shall be announced in the bulletin on the Sunday preceding the date of the meeting.

B. Special Meetings

Special meetings of the Voters' Assembly may be called by the Parish Planning Council at the request of the Pastor(s), the Executive Director, any one of the Administrative Boards, or 10 voting members of the congregation. Notice of the date and time of such a meeting, and of the nature of the business to be transacted, shall be given in the bulletin on two consecutive Sundays immediately preceding the meeting.

C. Order of Business at Regular Meetings

Regular meetings of the Voting Membership shall proceed as follows:

- 1) Invocation
- 2) Establish attendance quorum of voting members
- 3) Acceptance of New Voting Members
- 4) Minutes of Previous Meeting(s), including Special Meetings
- 5) Unfinished Business
- 6) Reports of Officers
- 7) Reports of Administrative Boards
- 8) Reports of Committees
- 9) Reports of Pastor(s)
- 10) New Business
- 11) Application for Voting Membership
- 12) Adjournment
- 13) Prayer

The Executive Director may, with the consent of the Voting Membership, vary the above order in the interest of efficiency. For purpose of order, Robert's Rules of Order shall prevail.

D. Quorum and Adjourned Meeting

- 1) For normal business activities, one-fourth of the Voting Membership shall constitute a quorum.
- 2) However, a majority of the Voting Membership shall be required for a quorum for: amending the Constitution, amending the By-Laws of the Endowment fund, the purchase or selling of property, the erection of buildings, disbanding, or the removal from office of a called Pastor or any other called staff.
- 3) In the absence of the required quorum, those present may fix a date for an adjourned meeting which shall be announced in the bulletin on the Sunday preceding such meeting. At such an adjourned meeting, one-fourth of the voting Membership shall constitute a quorum.

E. Other Restrictions

There shall be no voting by proxy or by absentee ballot.

ARTICLE IV - OFFICE OF THE PASTOR & OTHER CALLED STAFF

A. Procedure for Securing a Pastor and Called Staff

The Board of Elders shall name a Call Committee whose size and makeup will be determined by the Board.

After assessing the needs of the congregation, the Call Committee, in consultation with the President of the English District or his representative, shall propose candidates for the

pastorate and called staff. Additional candidates may be proposed by any member of the congregation, but no candidate shall be suggested to the Voters' Assembly for election until the Board of Elders has been in consultation with the District President or his representative. Once a candidate or candidates have been recommended by the Call Committee, a Voters' Assembly Meeting shall be called with notice given two Sundays prior to the meeting date. At the election meeting, the voting membership shall, if possible, elect one of the proposed candidates by ballot and simple majority. It shall be the duty of the Executive Director to see that notice of his election is delivered promptly.

B. The Pastoral Office

The Pastoral Office is the authority conferred upon pastors by God, through a Call of the congregation (the holder of the priesthood and all congregational authority) to exercise in public office the common rights of spiritual priesthood on behalf of all. Spiritually, the Pastoral Office is the primary office in the congregation from which all other offices of the congregation issue. However, the congregation may establish as many auxiliary offices as its needs require and determine what work is to be assigned to such offices.

Upon being installed, the pastor is authorized and obligated to proclaim to the congregation, jointly and severally, the Word of God in its full truth and purity as contained in the canonical writings of the Old and New Testaments and professed in the Book of Concord of the year 1580.

He is further:

- 1) To administer the sacraments in accordance with their divine institution.
- 2) To discharge toward all members of the congregation the functions of a minister and caretaker of their souls in an evangelical manner, in particular to visit the sick and the dying and admonish indifferent and erring members.
- 3) To spiritually guard the welfare of the members of the congregation during their preparation for acceptance of Holy Communion.
- 4) To guide the congregation in applying divinely ordained discipline of the church.
- 5) To provide spiritual leadership in the educational agencies and the various adult and youth organizations within the congregation.
- 6) To serve as an example by Christian conduct and to do all that is possible for the up-building of the congregation and for the advancement of the Kingdom of Christ.
- 7) To have the authority and responsibility for supervising the musical portion of all worship services with the support of the Board of Elders.

By reason of his position, the Pastor is not only a servant and steward of God, but also of the congregation. Members of the congregation are obligated to accord the pastor(s) honor, love, respect, and obedience in his ministry of God's Word, and to support his ministrations with diligence and faithful prayers; to help him in the discharge of his duties by cordial one-mindedness, by willing readiness, by peaceable conduct, and in every other way possible; and to provide for his maintenance according to the ability of the congregation.

In calling a pastor to preach the Word of God and to administer the sacraments on their behalf, the members of the congregation exercise their royal priesthood and by no means

relinquish it. This is the privilege and responsibility of all members of the Church but is delegated to the Pastoral Office for the sake of decency and good order.

ARTICLE V - ELECTION OF OFFICERS AND ADMINISTRATIVE BOARDS

A. Nominating Procedure

At the January meeting of the Voters' Assembly, the Parish Planning Council shall announce its selection of five (5) Voting Members who, together with the Pastor(s) as their advisor, shall serve as the Nominating Committee. At this meeting, the Voters may submit to the Committee the names of possible candidates for office.

The Nominating Committee shall prepare a list of candidates prior to the March meeting, who are spiritually eligible as determined by the Pastor(s) and the Elders, drawn from among Voting Members of the congregation and those who intend to become a voter prior to the election. The list of nominees and corresponding offices shall be made available and presented at the March meeting of the Voting Membership.

Following the publication of the Nominating Committee's list, any communicant member of the congregation may submit to the Committee additional names for inclusion on the list, and such names shall be placed in nomination by the Committee along with the candidates already chosen, provided:

- 1) That such names shall be submitted at least 21 days before the date of the May meeting of the Voters' Assembly, and
- 2) That the Nominating Committee, through consultation with the Pastor(s) and the Board of Elders, shall have investigated the status of the proposed candidates and found them spiritually eligible for office and willing to serve. If the candidate is found ineligible, they shall be notified by the Nominating Committee.

The Nominating Committee, at least two Sundays before the date of the May meeting of the Voters' Assembly, shall post conspicuously on the church bulletin board the list of candidates for the following offices:

Executive Director, Assistant Executive Director, Treasurer, and Board members as necessary to complete the membership of each Administrative Board.

B. Election Procedure (Elections will take place yearly.)

From the list of candidates for each elective office submitted by the Nominating Committee, the Voting Membership shall, at its May meeting, elect by ballot and simple majority, one half the membership of each Board, each year for a two year term. Only candidates defeated for office may be placed in nomination by the Voting Membership at the election meeting for any office not yet filled. Elections of officers shall be conducted in the following order:

- 1) An Executive Director
- 2) An Assistant Executive Director
- 3) A Treasurer
- 4) Board Members, according to the number required to complete the membership of each Administrative Board. The Voters' Assembly will elect one half the number of each board membership each year for a two year term. Each Board shall elect their Director prior to July 1.

C. Installation of Officers and Board Members/Term of Office

The newly elected officers and Board members of the congregation shall be installed on or before the last Sunday in June, and shall assume their duties of office as of July 1st. The term of office of all Officers and Board members shall be two years, terminating on June 30 of the second year of their terms. Directors may succeed themselves in the same directorate only once in succession. The Treasurer may succeed him/herself in office as long as he/she is properly elected by the Voters Assembly. The terms of office of the Executive Director and the Treasurer shall be staggered so as not to run concurrently.

ARTICLE VI - DUTIES OF OFFICERS AND THE PARISH PLANNING COUNCIL

Duties of Officers

A. **The Executive Director**

- 1) The Executive Director of the congregation shall preside at all meetings of the Voting Membership and shall to the best of their ability, enforce the Constitution and By-Laws of the congregation and carry out the expressed will of the congregation as embodied in the resolutions of the Voting Membership. All boards, Societies, and Organizations in the congregation shall be responsible to the Executive Director. He shall be welcome at any and all meetings of such groups, either in person or as represented by such persons as he may appoint. He shall also call and preside over the meetings of the Parish Planning Council and shall endeavor to coordinate the functions, plans, and activities of the congregation in all its parts for the total furtherance of the work of Christ's Kingdom in our midst.
- 2) The Executive Director shall review the Constitution and By-Laws with all officers and board directors prior to the August Parish Planning Council meeting.
- 3) The Executive Director shall appoint a secretary whose term shall run concurrent with the Executive Director. The Secretary shall be present at all Voters' meetings of the congregation and at all meetings of the Parish Planning Council and shall:
 - a) Enter the minutes of all meetings of said groups in a permanent record book over their signature.
 - b) Conduct all official correspondence of the congregation under supervision of the Executive Director.
 - c) Shall maintain a record of eligible voting members and the Constitution and By-Law Register.
- 4) The Executive Director shall appoint a Parliamentarian. The Parliamentarian shall:
 - a) Be completely familiar with the Constitution and By-Laws.
 - b) See that the meetings are run by Parliamentary procedure.
 - c) Advise the Executive Director if proper Parliamentary procedure and the Constitution and By-Laws are not followed.
- 5) The Executive Director shall appoint in January, an Auditing Committee consisting of any two qualified communicant members of the congregation other than the Treasurer and Financial Secretary to audit the financial records of the

congregation. The Executive Director shall submit the Audit Committee's report at the March meeting of the Voting Membership each year.

- 6) The Executive Director shall have the authority to sign checks for the payment of approved expenses in the absence of the Treasurer.

B. The Assistant Executive Director

The Assistant Executive Director of the congregation, in the absence of the Executive Director, shall act for and in the stead of the Executive Director and shall be available for whatever duties the Executive Director shall assign to them as his representatives.

C. The Treasurer

The Treasurer shall:

- 1) Be responsible for accurate record keeping of congregational receipts and disbursements and budgeted and actual expenditures according to proper accounting procedures and, as deemed advisable, shall suggest for congregational consideration improved methods and systems for keeping financial records.
- 2) Maintain records of the Endowment fund per the attached Endowment Fund By-Laws.
- 3) Distribute and present a written financial report at Voters' Meetings and a preliminary report at Parish Planning Council meetings.
- 4) Submit permanent financial records for a yearly audit.
- 5) Be responsible for remission of offerings for missions and church agencies and for prompt payment of salaries, including tax, withholding and other required forms, and bills authorized by the Voters' Assembly, the Boards or Directors.
- 6) Be covered by a Fidelity Bond in the sum designated by the Board of Church Properties. Such bond shall be procured and the premiums paid by the congregation.
- 7) Coordinate the flow of moneys from the treasury in such a way that an adequate balance is retained for the payment of salaries and other regularly recurring expenses.
- 8) Receive from the Financial Secretary a report of all moneys received through Worship services, special offerings, or any other source, and duly record same.
- 9) Have available for all boards a current record of their accrued disbursements and budget allotment.
- 10) Request from the eligible workers of the congregation a breakdown of the worker's total compensation into salary and non-taxable allowances as the workers request.
- 11) Maintain bank accounts and invest funds not immediately needed, in a secure, interest-bearing account.
- 12) Supply the various Boards and committees of the congregation with purchase forms and establish a pick-up point for such purchase forms.
- 13) Review with, Boards, Committees, and Officers as to purchase and payment procedures.
- 14) Appoint assistant(s) as necessary with the approval of the Voters' Assembly.

In the absence of the Treasurer, the Executive Director shall have the authority to sign checks for the payment of approved expenses.

D. The Parish Planning Council

- 1) The Parish Planning Council is primarily a planning board, which serves as a forum where the activities of the Administrative Boards are discussed, evaluated, and coordinated, and where all such activities are integrated into an overall congregational program. The Parish Planning Council shall be responsible for long range planning to set the direction of the congregation. They shall guide the Boards to achieve these goals. The Parish Planning Council shall be available at all times, however, for any additional functions which the Voting Membership may wish to confer upon it.

The Parish Planning Council shall consist of the Executive Director, the Assistant Executive Director, the Treasurer, the seven Directors of the Administrative Boards, and the Pastor(s) of the congregation. They will hold membership on the Parish Planning Council as long as their term in office continues. It shall be the specific function of the Parish Planning Council to:

- a) Serve as the point of liaison between the Pastor(s), the Officers of the congregation, and the various Administrative Boards in planning the total work of the congregation.
 - b) Settle jurisdictional disputes between the several Administrative Boards.
 - c) Present to the Voters' Assembly, at its January meeting, a yearly plan of activity for the entire congregation as well as long-range plans for the development and expansion of Christ's work in our midst.
 - d) Set the dates and times, and prepare the agenda for the Voters' Assembly meetings.
 - e) Determine the number of members required on each Board no later than the January meeting.
 - f) Appoint a nominating Committee prior to the January meeting of the Voters' Assembly.
 - g) Fill unexpired terms and vacancies of elected personnel from recommendations supplied by the Board(s) with the vacancy or, by a majority consensus of Parish Planning Council by appointment. All such appointments must be ratified at the next regularly scheduled meeting of the Voters' Assembly.
- 2) The Parish Planning Council shall meet in each of the following months: February, April, August, October, and December. Additional meetings may be called by the Executive Director of the congregation, the Pastor(s), or by any three members of the Council.
 - 3) Any member of the congregation may attend any, or all Parish Planning Council meetings, except when personal issues are being discussed.
 - 4) The Parish Planning Council shall keep a permanent set of minutes for each meeting and such minutes shall be the property of the congregation.

ARTICLE VII - POWERS AND ORGANIZATION OF ADMINISTRATIVE BOARDS

A. General Duties and Powers of Administrative Boards

- 1) Prior to July 1, each Board shall elect their Director for the next term and review their duties and responsibilities as outlined in the Constitution and By-Laws.

- 2) Each Administrative Board shall initiate and carry out such activities and programs within the congregation as will enable it to effectively perform the function and duties assigned to it by the Constitution and By-Laws, or by specific resolutions of the Voting Membership, always working in harmony with the other Administrative Boards.
- 3) If a need is found to exist in an area not specifically named and a board feels it might be within its scope, the matter should be taken before the Parish Planning Council for assignment of responsibility. At all times it is important that all boards cooperate with other board(s). That might be affected by the action of the first board. This should be done either directly with the other boards or through action at the Parish Planning Council meetings.
- 4) Each Administrative Board shall be empowered to administer all funds set aside for its work by budget appropriation or by special resolution of the Voters' Assembly. However, the Voting Membership may, at its discretion, restrict such expenditures to conform with the actual financial condition of the congregation at any given time. Members of each Administrative Board shall be jointly or individually liable for all expenditures not authorized either by the budget or by special resolution of the congregation.
- 5) Each Administrative Board shall submit a report of its activities at each regular meeting of the Voting Membership, and on such other occasions as the voting Membership shall require. Such report shall include specific recommendations (if any) for congregational action and/or approval.
- 6) Each Administrative Board shall keep a permanent set of minutes for each meeting, and such minutes shall be the property of the congregation.

B. Organization and Meetings of Administrative Boards

- 1) Each Administrative Board shall be under the supervision of the Director of that board. Immediately following the election of the Director of each board, the Board members shall determine which Board Members are to be responsible for various phases of the work of that Board. Notification of such appointments is to be given to the Executive Director of the congregation for publication to the members in the manner he deems most advisable. Boards may, at their discretion, appoint non-Board members to carry out assigned duties.
- 2) The time and frequency of Board meetings shall be scheduled at the discretion of the Director of the board and the board members, except that, for good and sufficient reasons either the Executive Director of the congregation or the Pastor(s) may call a meeting of the Board at any time. Meetings thus called shall be classified as special meetings, and each person involved shall be notified of the date, time and purpose of such a meeting.
- 3) The Pastor(s) and the Executive Director of the congregation (or the Assistant Executive Director when acting in the Director's capacity) shall be non-voting, ex-officio members of all Boards and their associated committees.
- 4) Any member of the congregation may attend any or all Board or Committee meetings, except when personal issues are being discussed.

ARTICLE VIII - DUTIES OF ADMINISTRATIVE BOARDS

A. The Board of Christian Education and Youth Ministry

The Board of Christian Education and Youth Ministry shall consist of seven (7) members, including the Director of the Board, or as many as deemed necessary by the Parish Planning Council.

The objectives of this Board are to plan and administer the total education program of the congregation - to determine policies, to select personnel for the various programs, to provide the necessary means and facilities; to direct and supervise the entire educational program of the congregation; to direct the planning, organizing, and involvement of young people in the work of Christ; to provide for spiritual growth; and to nurture genuine Christian fellowship. That the objectives of this Board may be completed, the Board, corporately or through specifically designated individuals, will perform the following duties:

- 1) For Christian Education:
 - a) Be responsible for the Christian nurture of children, youth, and adults in the congregation and, through them, reach out to the community.
 - b) Establish objectives, set policies for, and supervise the total educational program of each education department in the congregation, including the personnel; i.e., for the Sunday School, Vacation Bible School, Confirmation classes, Bible classes, and all other educational groups.
 - c) Evaluate curriculum with each education department and seek constant improvement.
 - d) Continually review existing programs, determine degree of participation, and recommend revisions and additions as deemed advisable.
 - e) Be concerned for the assimilation of newly confirmed youth into appropriate programs for Bible study.
 - f) Encourage increasing participation of every congregational member in Bible Study in formal, and informal groups, both privately and in the societies of the Congregation.
 - g) Delegate administration of educational departments qualified persons. Appoint a Sunday school Superintendent and Vacation Bible School Coordinator.
 - h) Enlist, train, place, and continue to train lay teachers and leaders as the congregation's needs require.
 - i) Establish a system of commendation for and recognition of faithful service by all persons involved in the educational task of the congregation.
 - j) Consider special classes, courses, conferences, retreats, and the like, for special purposes and for special groups.
 - k) Consider provision of special education opportunities for physically and mentally challenged individuals.
 - l) Provide for the continuing growth of the educational staff through conferences, conventions, and the like, and request the necessary funds for same in the yearly budget.
 - m) Maintain, improve, and cultivate the use of a church library.

- n) Provide for and promote the use of audiovisual aids and, to this end, establish a film and video library.
 - o) Provide and/or promote subscriptions to church periodicals.
 - p) Study and adapt helps suggested by the education departments of Synod, District, and Circuit.
 - q) Encourage members of the congregation to consider potential careers in the church-at-large such as pastors, teachers, deaconesses, and the like.
 - r) Establish a permanent file of all children and youth of the congregation by age, grade level, and the like, and see to it that such a file is kept continually up to date Example: Cradle Roll.
 - s) Annually examine the education equipment and consult with the Board of Church Properties as new equipment is needed.
- 2) For Youth Ministry:
- a) Promote attendance and total involvement of the congregation's youth at all youth activities.
 - b) Provide for the continuing spiritual growth of the young people of the congregation through Bible Study, Prayer, and Christian service such as visiting the sick and shut-ins.
 - c) Develop a program for the social fellowship of both young people and the young adults of the congregation, including various recreational programs.
 - d) Actively engage in training of leaders for the young peoples' program.
 - e) With the assistance of the Pastor(s), plan and observe a congregational Youth Sunday approximately four (4) times a year.
 - f) Plan a special event to formally welcome the newly confirmed young people of the congregation.
 - g) Provide for continual education of young people on topics of current interest to them.
 - h) Provide opportunities for involvement as servants in the church and in the community.
 - i) Provide for public recognition of various youth achievements and accomplishments.
 - j) Plan and coordinate activities for youth with other young peoples' groups outside the congregation.
 - k) Train and involve the young people of the congregation in bringing others to faith in Christ.
 - l) Provide counseling for the spiritual, moral, social, and vocational development of young people.
 - m) Supervise the work of all youth and young adult groups in the congregation.

 - n) Appoint a Youth Counselor to serve as advisor to the Youth Group(s). Prepare and submit an annual budget, in the form and at the time requested, to the Board of Stewardship.

B. The Board of Church Properties

The Board of Church Properties shall consist of six (6) members, including the Director, or as many as deemed necessary by the Parish Planning Council. The director of the Board shall appoint three (3) members of the Board of Church Properties to serve as Trustees for the Congregation.

1) Duties of Trustees:

- a) Annually check the adequacy of all types of insurance for church property and equipment and negotiate insurance contracts including bonding of the Treasurer.
- b) Select an attorney to advise the congregation and obtain legal information on the laws governing non-profit organizations.
- c) Negotiate service contracts for the organ, office machines, and the like.
- d) Make an annual inventory of the official documents in safekeeping, and enter its completion in the official minutes of the congregation.
- e) Sign official documents and contracts.
- f) When custodial help is hired, annually review and recommend salaries for all such help and, to that end, study and recommend policies regarding union labor, fair labor employment practices and the like to be applied to suppliers and to the congregation.

2) Duties of the Board of Church Properties:

a) Property:

- i) Make a periodic inspection of the church properties and equipment and make needed repairs, improvement, or replacement.
- ii) Check the safety of all facilities-steps, handrails, lights, exits, housekeeping practices, fire drills, and the like, on a regular basis. Check all property twice a year for fire hazards.
- iii) Conduct an annual inventory of all church properties and equipment, and supplies, including acquisition date and approximate value of each item.
- iv) Carry out all resolutions of the Voters' Assembly on purchases, repairs, replacement of church property and equipment. Arrange for immediate repairs of an urgent nature which have not been budgeted, with the approval of the Executive Director.
- v) Determine and establish, with the approval of the Voters' Assembly, regulations governing the use of church property and equipment and cost of use. These regulations shall be printed and distributed.
- vi) Make and issue keys for the for church property, and keep and review annually a list of the keys issued.
- vii) Supervise and control adequate storage facilities for all church property, equipment, and supplies, and the orderly maintenance of the same.
- viii) Enlist work crews for special repairs, improvement, cleaning, painting, decorating, landscaping, and other projects.

b) Usage of property:

- i) Receive and approve or disapprove requests for the use of the congregation's facilities for wedding receptions, recreational activities by various groups and all other activities of whatever nature and from whatever source.
- ii) Be responsible for, and supervise, the use of all equipment and property used for the various activities sponsored by this and other boards, groups, committees, or anyone else who have requested and received approval of an activity in our facilities. This includes the sanctuary, fellowship hall, kitchen, nursery, annex, etc.
- c) Custodial:
 - i) Determine need and enlist or engage adequate custodial help. The Board shall also meet periodically with them to discuss the care of the buildings, needs and problems.
 - ii) Prepare a detailed list of the required daily and weekly, monthly, or annual maintenance of the facilities and equipment of the congregation for custodial help.

Prepare and submit an annual budget, in the form and at the time requested, to the Board of Stewardship.

C. The Board of Discipleship

The Board of Discipleship shall consist of five (5) members, including the Director, or as many as deemed necessary by the Parish Planning Council.

The basic objectives of the Board of Discipleship are to share Christ with others through: the bringing of the Gospel to the un-churched, the enlistment of all of God's people in the work of spreading the gospel, the deepening of the faith and activity of the members of this congregation.

That the objectives of this board may be completed, the Board, either corporately or through specifically designated individuals, shall:

- 1) Share with the Pastor(s) in the entire program of proclaiming the Gospel to all people.
- 2) Encourage prayer in church and homes for sincere evangelistic concern toward all people inside and outside the Church.
- 3) Maintain an on-going visitation program, offering people more than membership in a church-a saving relationship with Christ. Be responsible for:
 - a) Maintenance and follow-up of a prospect file.
 - b) Maintaining a list of willing lay callers.
- 4) Before organization of Pastor's instruction classes, work with Pastor(s) to conduct special visitations to witness for Christ and to invite prospective members to attend.
- 5) Promote and direct congregation-wide evangelism undertakings of a formal instructional nature.
- 6) Be responsible, with assistance from the Board of Social Ministry, for a program of community relations that identifies this congregation with the Gospel of Christ. Work with other churches to improve the unified Christian image to the community and implement the church's mission.

- 7) Utilize the evangelism potential of The Lutheran Hour, and other Synodical and Christian programs.
- 8) Emphasize evangelism and encourage evangelism programs in and through the societies and auxiliary organizations of the congregation and suggest projects for such organizations.
- 9) Emphasize, in conjunction with the Board of Christian Education and Youth Ministry, child and youth evangelism, both in participation and outreach. Support the efforts of young peoples' work in evangelism efforts.
- 10) Be genuinely concerned for those moving into the community and for those (both members and prospects) moving out of the area.
- 11) Work with the Board of Elders in making visitors feel welcome in our midst.
- 12) Be concerned for the reception, orientation, and integration of new members. Review their progress after 6 to 12 months.
- 13) Be conscious of the atmosphere of friendliness in the congregation toward members and visitors, and suggest ways and means of improvement.
- 14) Study and adapt suggestions by the evangelism departments of the Synod, District, and Circuit.
- 15) For administrative purposes and program development, supervise the work of any organization assigned to the Board.
- 16) Annually review the methods and progress of the Board's work.

Prepare and submit an annual budget, in the form and at the time requested, to the Board of Stewardship.

D. The Board of Elders

The nature of the duties of this Board requires that only individuals noted for their Christian knowledge, zeal and experience in the spiritual work of the kingdom of Christ shall be elected to membership. The Board shall consist of eight (8) men including the Director of the Board, or as many as deemed necessary by the Parish Planning Council.

The duties of this Board are concentrated in three major areas but they are not limited to these areas. These are:

- ⇒The spiritual and physical welfare of the Pastor(s) and other called staff and employees under the Board's jurisdiction and their families.
- ⇒The spiritual welfare of all the members of this congregation individually and as a corporate body.
- ⇒The conduct of all aspects of the worship service including the appearance and use of the Church Sanctuary.

In order to carry out these duties, the Board, as a body or through specific individuals, shall:

- 1) **FOR THE WELFARE OF THE PASTOR(S) AND OTHER CALLED STAFF AND EMPLOYEES UNDER THIS BOARD'S JURISDICTION:**
 - a) Pray for and encourage the pastor and other spiritual leaders in their work.
 - b) Assist the pastor in counseling difficult cases within the congregation.
 - c) Review the performance of the called and other employees under this board. Be concerned about called staff and their families' spiritual, emotional, and physical health and welfare. Review yearly, and

recommend adjustments as needed, to the salaries and total compensation packages.

- d) In consultation with the pastor(s), review the performance and duties of staff members that fall under this board. Recommend adjustments to the salary and compensation package commensurate with the duties and performance. In the case of vacancy, interview and hire replacements as required.
- e) In the event a vacancy occurs in the office of the pastor or other called staff members, this board is responsible to exercise leadership in gathering call lists and in calling the new pastor or staff member.

2) FOR THE SPIRITUAL WELFARE OF THE CONGREGATION:

- a) Maintain discipline within the congregation according to Scripture, The Lutheran Confessions, and Article II of the Constitution and Article II of the By-Laws.
- b) Continually review communion and church attendance records for all members of the congregation and take appropriate action in regards to those delinquent members who do not respond to their situation.
- c) Investigate cases in the congregation of severe financial need and make grants from the appropriate funds to alleviate these needs.
- d) Work with the Pastor(s), the Parish Nurse, and the Board of Education and Youth to provide visitation and, if needed, educational activities to the sick, the aged, and shut-in of the Congregation.

3) FOR THE CONDUCT OF THE WORSHIP SERVICE:

- a) Establish a schedule which assigns one member of this board to be responsible for maintaining discipline and good order at each worship service.
- b) Establish a schedule and train individuals to serve as:
 - i) Ushers
 - ii) Acolytes
 - iii) Commentators
 - iv) Eucharistic Lay Ministers
 - v) Nursery Helpers
 - vi) Altar Guild Members
- c) Assist the Pastor(s) with the distribution of Holy Communion.
- d) Establish the time of regular and special services and the frequency of Holy Communion.
- e) Assist the pastor in supervising the musical portion of the worship service.
- f) Provide as required items necessary for:
 - i) Nursery facilities
 - ii) Expendable Altar Guild items
 - iii) Attire for Acolytes, Commentators, and Choirs, and others participating in the worship service
 - iv) Sacred Vessels, Vestments, and other Altar furnishings
 - v) Flowers on the Altar
- g) Provide replacements for the Pastor(s) when he is on vacation, ill, or otherwise unavailable.

Prepare and submit an annual budget, in the form and at the time requested, to the Board of Stewardship.

E. The Board of Parish Fellowship

The Board of Fellowship shall consist of six (6) members, including the Director, or as many as deemed necessary by the Parish Planning Council.

The objectives of this Board are: to establish and strengthen the fellowship between congregation members spiritually and socially; the integration of new members into the life of the congregation; the general upbuilding of mutual cooperation, trust, and enjoyment among the members of the congregation; the presentation to the public of a Christian image which will reflect favorably upon the work of Christ and of the congregation as His instrument; the publicizing of the work of the congregation through various channels; and the general integration of the congregation's work into the life of the church community.

That the objectives of this Board may be carried out, the Board, corporately or through specifically designated individuals, will perform the following duties:

- 1) Plan, supervise, coordinate and implement gatherings of the congregation which will further the goals of the congregation.
- 2) Maintain constant contact with other administrative boards, both suggesting to them ways of furthering the work of their boards through fellowship and drawing from them requests and suggestions for fellowship activities.
- 3) Maintain an adequate group of willing workers who will help to plan, coordinate and execute the work necessary to the successful accomplishment of fellowship goals.
- 4) Provide a general atmosphere of friendliness among the members on a smaller scale by suggesting to groups, i.e., societies, Bible Classes, and the like, ways of bringing their members into meaningful personal relationships.
- 5) Provide for the integration of new members and their families into the congregation through periodic fellowship nights, dinner rallies, and the like, by providing assistance to the Board of Discipleship.
- 6) Review and adapt materials and ideas from various sources which will bring congregation members together in groups.
- 7) Plan, supervise and implement recurring yearly events which will focus attention on the major aspects of the congregation's work.
- 8) For administrative purposes and program development, supervise the work of all societies and organizations assigned to this Board.
- 9) Provide a historian to maintain a record of Church history.
- 10) Establish and maintain a continuing program of publicity for the congregation and its activities which will reflect favorably on the congregation and its commitment to the Gospel of Christ.

Prepare and submit an annual budget, in the form and at the time requested, to the Board of Stewardship.

F. The Board of Stewardship

The Board of Stewardship shall consist of eight (8) members, or as many as deemed necessary by the Parish Planning Council, including the elected Director of the Board who shall appoint a Financial Secretary.

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

The duties of the Board are:

- 1) To study the scriptural principles regarding the total stewardship calling of a Christian; as a member of his family, a neighbor and a citizen, and a congregational member; and to share these insights with the congregation by:
 - a) Encouraging the Gospel-motivated practice of proportionate, first-fruits giving in response to received blessings and recognized needs.
 - b) Conducting an intensive program annually to instruct every member in the basic Biblical stewardship principles and practices.
 - c) Giving every member an opportunity to make an annual commitment of his treasure for the Lord's work through the congregation.
 - d) Encouraging stewardship programs in the societies and organizations in the congregation.
 - e) Contacting and encouraging new members for service to the congregation and working to stir up the talents of present members for use in Christ's work.
 - f) Maintaining a program to discover and enlist for service in God's Kingdom the talents God has given all our members, through keeping a congregational talent inventory, with means for promptly recording the talents and abilities of new members.
 - g) Providing opportunities for the development of talents. (Training courses, workshops, etc.)
- 2) To encourage support for missions by:
 - a) Providing an ongoing program of mission information and education through educational agencies, mission organization, rallies, videos and tracts, presentations by missionaries and the like.
 - b) Annually submitting, as a part of the budget, a program proportionally sharing our congregation's income with mission agencies, our District, and Synod.
- 3) To direct gifts to the congregation into areas of ministry that will provide the greatest benefit to God's work by:
 - a) Evaluating various programs for endowment, remembrance of the congregation in wills, bequests, and the like, and suggesting ways of implementation to the appropriate board(s), as well as supplying workers as requested to assist in implementation.
 - b) Reviewing all offers of non-solicited gifts to the congregation, and making decisions to accept or decline them based on the principle of benefit to the congregation's ministry. These decisions will be made in consultation with the appropriate board or boards. If the gift is an item requiring maintenance, the Board of Church Properties must also approve its acceptance.

- 4) To assume the primary responsibility for the congregation's budgeting process by:
 - a) Reviewing the budget recommendations of all Boards, recommending changes to the Boards as needed, and compiling a budget for the ministry of the congregation based on the final figures submitted by each board. The budget shall be posted for two Sundays before the November Voters' Assembly meeting, and shall be presented at that meeting for discussion and adoption, along with projections of income based on member commitments and statistical analysis.
 - b) Annually reviewing the budgeting procedures of the congregation in consultation with the Treasurer and Parish Planning Council, and recommending to the Voters' Assembly any necessary improvements and revisions.
 - c) Supporting the work of the Financial Secretary to ensure the safe deposit and recording of all funds, and evaluating the offerings of the congregation regularly, presenting these evaluations to the members of the congregation.
- 5) Endowment Fund
 - a) The Board of Stewardship shall establish a standing Endowment Committee which shall operate according to the Endowment By-Laws which are attached.
 - b) At least one member of the Board of Stewardship shall be a member of the Endowment Committee.

Prepare and submit an annual budget to be included in the church's annual budget.

G. The Financial Secretary shall:

- 1) Be responsible for the accurate counting, recording, and depositing of all receipts for the congregation in a local financial institution or institutions and, to that end shall enlist and train a staff of individuals responsible for counting.
- 2) Record all contributions by members for whatever purpose and shall notify the Board of Stewardship and the Pastor(s) concerning contributions by non-members.
- 3) Be responsible for the issuance of regular quarterly statements to members, showing their offerings to date.
- 4) Furnish the Treasurer with a duplicate deposit slip for all deposits.
- 5) Be responsible for the expediting and safe deposit and keeping of all funds.
- 6) Be responsible for requisitioning and distributing of offering envelopes.
- 7) Record the receipts of the Endowment Fund.
- 8) Be covered by a Fidelity bond in the sum designated by the Board of Church Properties, and such bond shall be procured and the premium paid by the congregation.

- 9) Provide the Treasurer with the information necessary to make a report of giving at each Voters' Assembly meeting.

H. The Board of Social Ministry

The Board of Social Ministry shall consist of five (5) members, including the Director, or as many as deemed necessary by the Parish Planning Council. The basic objective of this board is to reach out to the community at large in the name of Christ by determining how our church can best serve our community, our missions, and those in need. These basic objectives shall be completed by:

- 1) Establishing and monitoring programs which will allow our members to reach out to those, in the community, in need in the name of Christ. Such programs could include: Foster Care Outreach, Hannah's Helpers, and Meals on Wheels.
- 2) Working with Pastor(s), the Parish Nurse, and the Board of Education to offer spiritual services to local hospitals, the aged, prisons, and other institutions within the community when special needs arise.
- 3) Educating the congregation as to the needs in the community, in our missions, and by individuals, and encourage our members to become involved in the various Social Ministry programs established at Prince of Peace.
- 4) Maintaining friendly relationships with benevolent, community service and charitable agencies at the community, state, and national levels and recommending to the congregation responses to opportunities for service.
- 5) Planning and recommending a program of support for agencies such as Lutheran World Relief (financial gifts, clothing drives, children's kits, etc.) through the various agencies and committees of the congregation.
- 6) Screening all outside appeals for funds and either making appropriate recommendations to the Voters' Assembly, or, initiating the necessary actions appropriate to such an appeal.
- 7) Maintaining a list of available social agencies for help with such things as: alcoholism, drug abuse, juvenile delinquents, mental retardation, the emotionally disturbed, unwed mothers, etc. Make the list available to our members.
- 8) Annually submitting a selected list of charities the board recommends that our congregation support through a monetary gift.

Prepare and submit an annual budget, in the form and at the time requested, to the Board of Stewardship.

ARTICLE IX - SOCIETIES AND ORGANIZATIONS

- 1) Purpose

All societies and organizations of the congregation shall have as their purpose and goals only those which are consistent with the Christian and Lutheran character of the congregation. All Constitutions of societies and organizations shall be submitted to the Voters' Assembly for approval.

- 2) Description

- a) A Society is a church-affiliated group whose officers are elected from the church membership and which is responsible to an Administrative Board of Prince of Peace.
- b) An organization is defined as a church-affiliated group whose officers are not required to be members of this church.

3) Funds

Each society shall submit an annual budget request to its parent Board in the form and at the time requested each year. The income of all societies shall be turned over to the Treasurer of the Congregation. He shall pay all bills accrued by the society within its budget allotment, and hold all other non-budget money in escrow until such time as the society has need of it.

ARTICLE X - AMENDING THE BY-LAWS

To amend these By-Laws:

- 1) A Written copy of the proposed amendment(s) shall be submitted in a regular or special meeting of the Voters' Assembly.
- 2) In conjunction with such meeting, the amendment(s) shall be publicized:
 - a) by distributing a copy of the proposed amendment(s) to each Voting Member.
 - b) at church services on two consecutive Sundays immediately prior to the meeting.
 - c) and posted on the bulletin board.
- 3) At the next regular or special meeting after these steps have been taken, the amendment(s) shall be discussed and acted upon.
- 4) For amending the By-Laws one fourth of the voting membership shall be required for a quorum.
- 5) To become effective, the amendment(s) must receive favorable vote by a majority of the Voting Members present.

**BYLAWS
OF
PRINCE OF PEACE EVANGELICAL LUTHERAN CHURCH
ENDOWMENT FUND**

INTRODUCTION

The Endowment Fund Committee was established in 1990. The role of the committee is to:

- 1) Distribute information about the fund, its purpose, procedures, and alternative means of giving to prince of peace members.
- 2) Accept or reject gifts.
- 3) Manage the fund investments in the best interest of prince of peace within limits covered in these bylaws.

The Endowment Fund Committee reports to the Board of Stewardship.

A. NAME

This congregation shall have a congregational fund. The fund shall be called Prince of Peace Evangelical Lutheran Church Endowment Fund, and shall be one of the funds of this congregation.

B. GENERAL PURPOSE

- 1) This fund's purpose shall be to receive gifts and bequests and to use them for the mission and ministry of Prince of Peace Evangelical Lutheran Church, and the Lutheran Church-Missouri Synod, its Districts, seminaries, colleges, institutions or agencies.
- 2) The income from unrestricted gifts and bequests to the fund are to be used for the projects and programs recommended by the Parish Planning Council (hereafter referred to as PPC) and approved by a simple majority of the voter's assembly.

Income as used herein is defined to be 5% of the most recent 3 years average, of the December 31, market value of the liquid portion of unrestricted assets of the fund, less operating expenses of the fund. Liquid assets are defined as cash and marketable securities.

In no case will the principal of the fund be distributed. Principal is defined as the total original value of gifts to the fund.

- 3) The PPC shall make, at least annually, recommendations to the voters' assembly for distribution of the income of the fund for the designated uses, projects and programs (if any) within the limitations covered elsewhere in these bylaws.

None of the income from unrestricted gifts shall be distributed to the congregation's operating budget, except as hereinafter set forth.

In the initial three years of a new congregational program or project which is normally funded by the operating budget, the income of the fund may be used on a proportionally decreasing basis so that by the fourth year, if not sooner, the new program or project is fully supported by the operating budget.

- 4) Unrestricted gifts are encouraged, however, gifts and bequests may be made upon terms, conditions, or limitations as to the investment or use of the gift, the use or accumulation of the income, provided that such are acceptable to prince of peace evangelical Lutheran church endowment fund committee.

Restricted gifts will be identified and recorded separately with their restriction(s).

C. DURATION

The Prince of Peace Evangelical Lutheran Church Endowment Fund shall continue in existence and be used as hereinabove provided, unless earlier revoked, so long as Prince of Peace Evangelical Lutheran Church shall continue to exist. If Prince of Peace Evangelical Lutheran Church should cease to exist, then the assets constituting the fund when prince of Peace Evangelical Lutheran Church ceases to exist shall become the property of a successor Lutheran Church-Missouri Synod, English district; except that any and all properties held by the fund upon special conditions, restrictions or limitations upon which such properties are held. If Prince of Peace Evangelical Lutheran Church dissolves, it shall, at the time of such dissolution, have the right and duty to determine the existence of a successor Lutheran church, if any, providing such successor Lutheran Church must qualify as an exempt organization under the Internal Revenue Code, and Prince of Peace Evangelical Lutheran Church shall execute the necessary documents to effect such transfer.

D. ADMINISTRATION OF THE FUND

- 1) The Voters' Assembly shall promote and manage the fund through the Endowment Fund Committee. The Financial Secretary of the congregation shall be responsible for receipts. The Treasurer shall maintain complete and accurate books of accounts and hold the assets in separate accounts. The Chairman of the Endowment Committee shall direct the Treasurer to make disbursements and shall provide at least annually a written report of the fund to the voter's assembly.
- 2) The Endowment Fund Committee shall be recommended by the Stewardship Board and approved by the Voters' Assembly at its May meeting. It will consist of a minimum of five members, one of which will be the Director of the Stewardship Board. The four remaining members will be elected to four year terms, one term expiring each year. In the case of unexpired term vacancies, vacancies will be filled using the above described procedure.

- 3) The Endowment Fund Committee will meet at appropriate times necessary to promote and effectively manage the Fund as scheduled by the Endowment Fund Chairperson.
- 4) The Endowment Fund Chairperson and Secretary will be elected in July each year by a simple majority vote of the Committee.
- 5) A quorum shall consist of three members. The affirmative vote of a majority present and voting shall carry any motion or resolution.
- 6) The Endowment Fund Committee shall establish such written rules and regulations as may be necessary for the conduct of its business. It shall adopt standards and goals to guide the expenditure of the income from the fund, which it may amend, all within the stated purposes of this fund. The rules, regulations, standards and goals shall be approved by the Stewardship Board and Voters' Assembly.
- 7) The Endowment Fund Committee shall maintain accounts with such financial institutions as it may by resolution authorize and determine. All checks and other documents transferring or expending any funds or assets in the fund shall be executed by the Church Treasurer at the direction of the Chairperson of the Endowment Fund Committee.
- 8) The Endowment Fund Committee may ask other members of the Congregation to serve as advisory members and may employ, at the expense of the fund income, such professional counseling on investments and legal matters as it deems to be in the best interest of the Fund.
- 9) The Church Treasurer with the assistance of the Endowment Fund Committee shall maintain complete and accurate books of account and may employ such professional help as it deems necessary in this connection.
- 10) The Endowment Fund Committee Secretary shall maintain complete and accurate minutes of all meetings of the committee and supply a copy thereof to each member. Each member shall keep a complete copy of minutes to be delivered to his or her successor.
- 11) The chairperson, or the member designated by the chairperson, shall preside at all Endowment Fund Committee meetings.
- 12) No member of the Endowment Fund Committee shall engage in any self dealing or transactions with the fund in which the member of the Endowment Fund Committee has direct or indirect financial interest and shall at all time refrain from any conduct in which his/her personal interests would conflict with the interest of the Fund.

E. FISCAL YEAR

For tax, accounting, distribution, or other purposes, the fiscal year of the fund shall be the fiscal year of Prince of Peace Evangelical Lutheran Church.

F. TAX LAWS

Under current tax law, congregations are automatically tax exempt. To ensure tax exempt status, the Endowment Fund will not be incorporated as a separate entity, and an appropriate specific reference to the fund should be placed in the bylaws, of prince of peace. Any bank account or account with a stockbroker should clearly be an account of the Congregation.

G. LEGAL AND LIABILITY IMPLICATIONS

The PPC shall ensure that the bylaws of the Endowment Fund should be reviewed by a legal and insurance expert prior to final approval by the congregation. This is to ensure that:

- 1) The Fund bylaws comply with tax exempt status.
- 2) The congregation's casualty and liability insurance and fidelity bond are applicable to the fund and the fund committee members.

H. DUTIES

- 1) The Endowment Fund Committee shall, at least annually, advise of moneys available for distribution and render a full and complete account of the administration of the fund during the preceding year to the Stewardship Board, PPC, and Voters' Assembly.
- 2) Gifts and contributions from any individual, firm or corporation, in money, in securities, or in any other form of property, including, by way of explanation and not in limitation, direct gifts for the purpose of the fund, gifts of memory of any deceased person or in appreciation or recognition of any living person, gifts in the form of a devise or bequest Under will or trust instrument, and gifts or proceeds or portions of proceeds of insurance, annuity or endowment policies or contracts, may be received by the fund at any time.
- 3) Means for acknowledging the receipt of each gift and contribution shall be established and maintained, including, whenever feasible, a designation of the value ascribed to each gift. If the donor wishes to remain anonymous, the donor will not be announced or appear in any records outside the Endowment Fund Committee records.
- 4) All funds and property shall be kept and maintained separately, distinct and independent, and shall not be co-mingled with the funds and property otherwise

belonging to the church. However, the church shall in no event be required to make physical segregation of the assets of the fund in order to conform to the directions of any individual donors, but will establish separate accounts in its accounting records.

- 5) The endowment fund committee is to inform the members of the congregation of the purpose of the fund, and when requested, discuss the various avenues open to a prospective donor, procedures and workings of the fund. In no case will members of the committee act as financial or legal advisors to donors or prospective donors.

I. POWERS

The endowment fund committee shall have the following powers and authority:

- 1) The property constituting the assets of the fund will be invested or reinvested in high quality, conservative investments, guided by the concept of a prudent investor.

Diversification of asset investment will be done prudently to help ensure safety of the investment with reasonable income and capital appreciation. Investment in any one vehicle shall be limited to \$10,000.00 or 20% of the fund's unrestricted assets, whichever is the greater figure.

Investments will be, unless otherwise directed by the donor, invested only in the following conservative vehicles:

- a) Equity or fixed income mutual funds.
- b) Certificates of deposit, including the LCEF.
- c) US treasury bills and notes.
- d) Money market funds.
- e) Bonds, Moody A- or better

Equity mutual funds shall not exceed 75% of the total portfolio.

The maximum maturity for fixed income investments shall not exceed 10 years and the average maturity for all fixed income investments shall not exceed five years.

Investments with institutions insured by US agencies shall not exceed the maximum amount insured, including all interest to maturity.

These investment policies are to be reviewed by the endowment fund committee at least biannually. Exceptions to these rules must be approved by the PPC. Operations of the endowment fund committee will be audited yearly by the Church Audit Committee within one month of the end of the fund's fiscal year.

- 2) In amplification of the above, authority is granted:

- a) To exercise all rights and privileges accruing to a holder of securities, including all voting, conversion, subscription, and preemptive rights; to deposit any securities with, delegate discretionary power to, and participate, cooperate and contract with, as a member or otherwise, any protective committee of security holders; and to effectuate any merger, consolidation, dissolution, reorganization or financial adjustment of the issuer of any securities and/or any transfer, demise, or encumbrance of any of its properties;
 - b) To manage and/or develop any property donated to the fund; to erect, repair, remodel, reconstruct, demolish or remove buildings or other improvements on it; to partition or subdivide it; to dedicate all or any part of it to public or semi-public use, and to grant easement or other charges with respect to it; if this is deemed to be in the best interest of the fund.
 - c) To abandon any property interest donated to the fund deemed worthless or of insignificant value;
 - d) To establish and maintain, out of income, depreciation, depletion and/or amortization reserves of property donated to the fund;
 - e) To maintain a portion or all of the property constituting the fund in liquid or nearly liquid form, even though little or no income is earned thereon.
- 3) Without limiting the authority otherwise conferred, the additional authority is hereby granted to be exercised as is believed to be in the best interest of the fund:
- a) To accept any Inter Vivos Trusts, Testamentary Trusts, or other transfer of property to the fund;
 - b) To hold property, and to negotiate and execute documents on behalf of the fund, in the name of the fund or in the name of a nominee(s) without disclosing any fiduciary relationship to anyone;
 - c) To allocate between income and corpus (in cases where reasonable doubt of the applicable law exists) in equitable proportions, any money or other property received, and any loss or expenditure incurred;
 - d) To vote, or refrain from voting, securities having voting privileges, and to give any type of proxy (with or without voting directions) to vote the same;
 - e) To make division and distribution of property held in the Fund either in kind or in cash, or partly in kind and partly in cash and for such purpose to set values upon any property of the Fund;
 - f) To protect the Fund and its property by insurance against damage, loss or liability, through the Church Treasurer;
 - g) To employ, at the expense of the fund, attorneys, investment counsel, brokers, custodians of assets, and other agents and employees.

J. DISTRIBUTION OF FUNDS

The distribution of moneys from the fund is limited to that as defined in section B, 2.

Examples of acceptable uses for available funds are:

- 1) Land and building
 - a) Preservation, restoration, upgrade, acquisition, new construction not traditionally a part of the operating budget.
- 2) Outreach ministries, not traditionally a part of the operating budget
 - a) Local, Synodical, national and international outreach.
 - b) Educational grants and assistance.
 - c) Community projects.
- 3) New church programs or projects
 - a) One time programs or projects.
 - b) Initiation of planned new projects or programs.

K. AMENDMENTS

- 1) Any proposed amendment to these bylaws for the expressed purpose of utilizing the principal of the unrestricted portion of the fund for church projects or operation shall be adopted only if approved by 66% of the voting members present at a duly called and constituted meeting of the Voters' Assembly, the notice of which has stated that such an amendment will be proposed to the Voters' Assembly.
- 2) Proposed amendments to these bylaws for any other purpose, except as stated in Section K, paragraph 1, may be approved by a two thirds majority of those present at a duly called and constituted meeting of the Voters' Assembly.

INCORPORATED.....February 8, 1964
CONSTITUTION ADOPTED.....January 19, 1964
BY-LAWS ADOPTED.....April 19, 1964
CONSTITUTION AND BY-LAWS AMENDED.....April 18, 1971
CONSTITUTION AMENDED.....February 6, 1977
APPROVED AND ADOPTED.....April 25, 1982
REVISED AND ADOPTED.....January 20, 1991
(Endowment Fund Added)
REVISED AND ADOPTED.....November 11, 1997
(Social Ministry Board Added)
REVISED AND ADOPTED.....March 10, 1998
(Endowment By-Laws revised)
REVISED AND ADOPTED.....January 29, 2006
(Treasurer Term Requirements
Article V Section C)
(Endowment By-Laws – Section D
Paragraph 2 and Section K
Paragraph 1)