

CONSTITUTION  
OF  
PEACE LUTHERAN CHURCH  
Linton, North Dakota  
(Amended 1/31/2016)

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**PREAMBLE**

We, baptized members of the Church of Christ, responding in faith to the call of the Holy Spirit through the Gospel, desiring to unite together to preach the Word, administer the sacraments, and carry out God's mission, do hereby adopt this constitution and solemnly pledge ourselves to be governed by its provisions. In the name of the Father and of the Son and of the Holy Spirit.

**Chapter 1.**

**NAME AND INCORPORATION**

**C1.01.** The name of this congregation shall be Peace Lutheran Church of Linton, North Dakota.

**C1.02.** For the purpose of this constitution and the accompanying bylaws, the Peace Lutheran Church congregation is hereinafter designated as "this congregation."

**C1.03.** This congregation shall be incorporated under the laws of the State of North Dakota.

**Chapter 2.**

**CONFESSION OF FAITH**

**C2.01.** This congregation confesses the Triune God, Father, Son, and Holy Spirit.

**C2.02.** This congregation confesses Jesus Christ as Lord and Savior and the Gospel as the power of God for the salvation of all who believe.

- a. Jesus Christ is the Word of God incarnate, through whom everything was made and through whose life, death, and resurrection God fashions a new creation.
- b. The proclamation of God's message to us as both Law and Gospel is the Word of God, revealing judgment and mercy in the person and work of Jesus Christ through whom God was pleased to reconcile all things to himself.
- c. The canonical Scriptures of the Old and New Testaments are the written Word of God. Inspired by God's Spirit speaking through their authors, they record and announce God's revelation centering in Jesus Christ. Through them God's Spirit speaks to us to create and sustain Christian faith and fellowship for service in the world.

**C2.03.** This congregation accepts the canonical Scriptures of the Old and New Testaments as the inspired Word of God and the authoritative source and norm of its proclamation, faith, and life.

**C2.04.** This congregation accepts the Apostles', Nicene and Athanasian Creeds as true declarations of the faith of this congregation.

**C2.05.** This congregation believes, teaches, and accepts the Unaltered Augsburg Confession and the Small Catechism as true witnesses to the Word of God, normative for its teaching and practice. It acknowledges as one with it in faith and doctrine all churches that likewise accept the teachings of the Unaltered Augsburg Confession.

**C2.06.** This congregation believes, teaches and confesses the other confessional writings in the Book of Concord, namely, the Apology of the Augsburg Confession, the Smalcald Articles, the Treatise, the Large Catechism, and the Formula of Concord, as further valid expositions of the Holy Scriptures.

**C2.07.** This congregation believes, teaches, and confesses the Gospel, recorded in the Holy Scriptures and confessed in the ecumenical creeds and Lutheran confessional writings, as the power of God to create and sustain the priesthood of all believers for God's mission in the world.

**C2.08.** LITURGY -The public service, liturgy, hymnbooks, and rituals of this congregation shall conform to the teachings of Holy Scriptures. Only such variations as are authorized by the pastor, council, or congregation shall be permitted.

### **Chapter 3.**

#### **NATURE OF THE CHURCH**

**C3.01.** All power in the Church belongs to our Lord Jesus Christ, its head. All actions of this congregation are to be carried out under his rule and authority.

**C3.02.** The Church exists both as an inclusive fellowship and as local congregations gathered for worship and Christian service. Congregations find their fulfillment in the universal community of the Church, and the universal Church exists in and through congregations. This church, therefore, derives its character and powers both from the sanction and representation of its congregations and from its inherent nature as an expression of the broader fellowship of the faithful. In length, it acknowledges itself to be in the historic continuity of the communion of saints; in breadth, it expresses the fellowship of believers and congregations in our day.

### **Chapter 4.**

#### **STATEMENT OF PURPOSE**

**C4.01.** The Church is a people created by God in Christ, empowered by the Holy Spirit, called and sent to bear witness to God's creative, redeeming, and sanctifying activity in the world.

**C4.02.** To participate in God's mission, this congregation as a part of the church shall proclaim and propagate the Christian faith through the Means of Grace, and cooperate in the work and service of Lutheran Congregations in Mission for Christ.

**C4.03.** To fulfill these purposes, this congregation shall:

- a. Provide services of worship at which the Word of God is preached and the sacraments are administered.
- b. Provide pastoral care and assist all members to participate in this ministry.
- c. Challenge, equip, and support all members in carrying out their calling in their daily lives and in this congregation.

- d. Teach the Word of God.
- e. Witness to the reconciling Word of God in Christ, reaching out to all people.
- f. Respond to human need, work for justice and peace, care for the sick and the suffering, and participate responsibly in society.
- g. Motivate its members to provide financial support for the congregation's ministry and the ministry of others around the world.
- h. Foster and participate in relationships with other congregations in LCMC.
- i. Foster and participate in ecumenical relationships consistent with LCMC policy.

**C4.04.** This congregation shall develop an organizational structure to be described in the bylaws. The Congregation Council shall prepare descriptions of the responsibilities of each committee, task force, or other organizational groups and shall review their actions. [Such description shall be contained in continuing resolutions of the Congregation Council.]

**C4.05.** This congregation shall, from time to time, adopt a mission statement which will provide specific direction for its programs.

## **Chapter 5.**

### **POWERS OF THE CONGREGATION**

**C5.01.** The powers of this congregation are those necessary to fulfill its purpose.

**C5.02.** The powers of this congregation are vested in the Congregation Meeting called and conducted as provided in this constitution and bylaws.

**C5.03** Only such authority as is delegated to the Congregation Council or other organizational units in the congregation's governing documents is recognized. All remaining authority is retained by the congregation. The congregation is authorized to:

- a. call a pastor who actively upholds and subscribes to the constitution of LCMC;
- b. terminate the call of a pastor;
- c. appoint or terminate the appointment of associates in ministry in conformity with the applicable policy of LCMC;
- d. approve the annual budget;
- e. acquire real and personal property by gift, devise, purchase, or other lawful means;
- f. hold title to and use its property for any and all activities consistent with its purpose;
- g. sell, mortgage, lease, transfer, or otherwise dispose of its property by any lawful means;
- h. elect its Congregation Council, and require them to carry out their duties in accordance with the constitution [and] bylaws, [and continuing resolutions];

- i. terminate its relationship with the Lutheran Congregations in Mission for Christ as provided in Chapter 6.

## **Chapter 6.**

### **CHURCH AFFILIATION**

**C6.01.** This congregation shall be a part of the Lutheran Congregations in Mission for Christ or its successor. This congregation is subject to the discipline of the Lutheran Congregations in Mission for Christ.

**C6.02.** This congregation accepts the Confession of Faith of the Lutheran Congregations in Mission for Christ and agrees to act in accordance with it.

**C6.03.** This congregation acknowledges its relationship with the Lutheran Congregations in Mission for Christ in which:

- a. This congregation agrees to be responsible for its life as a Christian community.
- b. This congregation pledges its financial support and participation in the life and mission of the Lutheran Congregations in Mission for Christ
- c. This congregation agrees to call pastoral leadership from the clergy roster of the Lutheran Congregations in Mission for Christ in accordance with its call procedures except in special circumstances.

**C6.04.** Affiliation with the Lutheran Congregations in Mission for Christ may be terminated as follows:

- a. This congregation takes action to dissolve.
- b. This congregation ceases to exist.
- c. This congregation is removed from membership in the Lutheran Congregations in Mission for Christ according to the procedures for discipline of the Lutheran Congregations in Mission for Christ.
- d. This congregation follows the procedures outlined in C6.05.

**C6.05.** This congregation may terminate its relationship with the Lutheran Congregations in Mission for Christ by the following procedure:

- a. A resolution indicating the desire of this congregation to terminate its relationship must be adopted at a legally called and conducted special meeting of this congregation by a two-thirds majority of the voting members present.
- b. The secretary of this congregation shall submit a copy of the resolution to the Lutheran Congregations in Mission for Christ and shall mail a copy of the resolution to voting members of the congregation. This notice shall be submitted within 10 days after the resolution has been adopted.

- c. There shall be a waiting period of at least 120 days for prayer, discussion, and discernment.
- d. If this congregation, after that time, still desires to terminate its relationship, such action may be taken at a legally called and conducted special meeting by a two-thirds majority of the voting members present. Notice of the meeting shall be mailed to all voting members at least 10 days in advance of the meeting.
- e. A certified copy of the resolution to terminate its relationship shall be sent to Lutheran Congregations in Mission for Christ, at which time the relationship between this congregation and the LCMC shall be terminated.

## **Chapter 7.**

### **PROPERTY OWNERSHIP**

**C7.01.** If this congregation ceases to exist, the property shall be sold.

**C7.02.** If this congregation is removed from membership in the Lutheran Congregations in Mission for Christ according to its procedure for discipline, title to property shall continue to reside in this congregation.

**C7.03.** If a two-thirds majority of the voting members of this congregation present at a regularly called and conducted special meeting of this congregation vote to transfer to another Lutheran church body, title to the property shall continue to reside in this congregation. Before this congregation takes action to transfer, it shall consult with Lutheran Congregations in Mission for Christ.

**C7.04.** If a two-thirds majority of the voting members of this congregation present at a regularly called and conducted special meeting of this congregation vote to become independent or relate to a non-Lutheran church body, title to the property of this congregation shall continue to reside in this congregation.

## **Chapter 8.**

### **MEMBERSHIP**

**C8.01.** Members of this congregation shall be those baptized persons on the roll of the congregation at the time that this constitution is adopted and those who are admitted thereafter and who have declared and maintain their membership in accordance with the provisions of this constitution and its bylaws.

**C8.02.** Members shall be classified as follows:

- a. **Baptized** members are those persons who have been received by the Sacrament of Holy Baptism in this congregation, or, having been previously baptized in the name of the Triune God, have been received by certificate of transfer from other congregations or by affirmation of faith.
- b. **Confirmed** members are baptized persons who have been confirmed in this congregation, those who have been received by adult baptism or by transfer as confirmed members from other Lutheran congregations, or baptized persons received by affirmation of faith.
- c. **Voting** members are confirmed members.
- d. **Associate** members are persons holding membership in other [Christian] congregations who wish to retain such membership but desire to participate in the life and mission of this congregation. They have all privileges and duties of membership except voting rights and eligibility for elected offices or membership on the Congregation Council of this congregation.

**C8.03.** All applications for confirmed membership shall be submitted to and shall require the approval of the Congregation Council.

**C8.04.** It shall be the privilege and duty of members of this congregation to:

- a. make regular use of the means of grace, both Word and Sacraments;
- b. live a Christian life in accordance with the Word of God and the teachings of the Lutheran church; and
- c. support the work of this congregation and of the Lutheran Congregations in Mission for Christ, through contributions of their time, abilities, prayers, and financial support as biblical stewards.

**C8.05.** Membership in this congregation shall be terminated by any of the following:

- a. death;
- b. resignation;
- c. transfer or release;
- d. disciplinary action by the Congregation Council; or
- e. removal from the roll due to inactivity as defined in the bylaws.

Such persons who have been removed from the roll of members due to inactivity shall remain persons for whom the church has a continuing pastoral concern.

## **Chapter 9.**

### **THE PASTOR**

**C9.01.** Authority to call a pastor shall be in this congregation by at least a two-thirds majority ballot vote of members present and voting at a meeting regularly called for that purpose. Before a call is issued, the officers, or a committee elected by this congregation to recommend the call, shall seek the advice from Lutheran Congregations in Mission for Christ.

**C9.02.** Only a member of the clergy roster of the Lutheran Congregations in Mission for Christ may be called as a pastor of this congregation.

**C9.03.** Consistent with the faith and practice of the Lutheran Congregations in Mission for Christ, every ordained minister shall preach the Word, administer the sacraments, conduct public worship, provide pastoral care, and shall speak: publicly to the world in solidarity with the poor and oppressed, calling for justice and proclaiming God's love for the world. Each ordained minister with a congregational call shall, within the congregation, offer instruction, confirm, marry, visit the sick and distressed, and bury the dead; supervise all schools and organizations of the congregations; shall install regularly elected members of the Congregation Council, and with the council administer discipline. Every pastor shall seek out and encourage qualified persons to prepare for the ministry of the Gospel and strive to extend the Kingdom of God in the community, in the nation, and abroad.

**C9.04.** The specific duties of the pastor, compensation, and other matters pertaining to the service of the pastor shall be included in a letter of call.

**C9.05.**

- a. The call of a congregation, when accepted by a pastor, shall constitute a continuing mutual relationship and commitment which, except in the case of the death of the pastor, shall be terminated only for the following reason:
  - 1) mutual agreement to terminate the call or the completion of a call for a specific term of years;
  - 2) resignation of the pastor;
  - 3) inability to conduct the pastoral office effectively in the congregation in view of local conditions, without reflection on the competence or the moral and spiritual character of the pastor;
  - 4) the physical or mental incapacity of the pastor;
  - 5) disqualification of the pastor through discipline on grounds of doctrine, morality, or continued neglect of duty; or
  - 6) the dissolution of the congregation.
- b. In the case of alleged physical or mental incapacity of the pastor or ineffective conduct of the pastoral office, when such difficulties have been brought to the attention of the Congregation Council by a petition signed by at least one-third of the voting members of the congregation, the Congregation Council along with two ordained ministers, shall be a committee to investigate the difficulties.
- c. In case of alleged physical or mental incapacity competent medical testimony shall be obtained. When such disability is evident, the committee shall declare the pastorate vacant. Upon the restoration of a disabled pastor to health, the Congregation Council shall take steps along with the Lutheran Congregations in Mission for Christ to enable the pastor to resume the ministry, either in the congregation last served or in another field of labor.
- d. In the case of the alleged local difficulties which imperil the effective functioning of the congregation, all concerned persons shall be heard, after which the committee described in C9.05.b. shall decide on the course of action to be recommended to the pastor and the congregation. If they agree to carry out such recommendations, no further action shall be taken. If either party fails to assent, the congregation may dismiss the pastor by a two-thirds majority vote of the voting members present at a regularly called meeting.
- e. The foregoing procedure shall never be invoked when questions of doctrine, morality, or continued neglect of duty are involved, all such cases being treated as disciplinary matters.
- f. If in the course of the proceedings, it should become apparent that the pastoral office cannot be conducted effectively in the congregation being served by the ordained minister due to local conditions, the Congregation Council shall consult with the Lutheran Congregations in Mission for Christ in deciding the best course of action for all.

**C9.06.** At a time of pastoral vacancy, an interim pastor may be appointed by the Congregation Council

**C9.07.** During the period of service, an interim pastor appointed by the Congregation Council, shall have the rights and duties of a regularly called pastor. The interim pastor and any ordained pastor providing assistance shall refrain from exerting influence in the selection of a pastor.

**C9.08.** This congregation shall make satisfactory settlement of all financial obligations to a former pastor before calling a successor. A pastor shall make satisfactory settlement of all financial obligations to this congregation.

**C9.09.** When a pastor is called to serve in company with another pastor or pastors, the privileges and responsibilities of each pastor shall be specified in documents to accompany the call to be drafted in consultation involving the pastors, the Congregation Council, and the Lutheran Congregations in Mission for Christ. As occasion requires, the documents may be revised through a similar consultation.

**C9.10.** The congregation may depart from C9.05.a. and call a pastor for a specific term of years. Details of such calls shall be in writing setting forth the purpose and conditions involved. Prior to the completion of a term, the Congregation Council shall meet with the pastor for a review of the call. Such call may also be terminated before its expiration in accordance with the provisions of C9.05.a.

**C9.11.** The pastor shall be responsible for keeping accurate record of membership and of his ministerial acts, on forms provided by the congregation and which shall remain the property of the congregation. He or she shall report these statistics to the congregation annual. Upon leaving the congregation, the pastor shall complete the records of his or her ministry up to the time of departure.

**C9.12.** If the pastor receives a call to another congregation, he or she shall consult with his or her present congregation, or at least with the Congregation Council, before coming to a decision.

## **Chapter 10.**

### **CONGREGATION MEETING**

**C10.01.** The annual meeting of this congregation shall be held at a time specified in the bylaws.

**C10.02.** A special Congregation Meeting may be called by the pastor, the Congregation Council, the president of this congregation or at the valid written request from confirmed members. To be valid, the request must be drafted by a member(s) of Peace Lutheran Church and signed by at least 10% of the confirmed members within a 30 day period. The call of each special meeting shall specify the purpose for which it is to be held and no other business shall be transacted.

**C10.03.** Notice of all meetings of this congregation shall be given at the services of worship on the preceding two consecutive Sundays or by mail to all members at least 10 days in advance of the date of the meeting. The posting of such notice in the regular mail, with the regular postage affixed or paid sent to the last known address of such members shall be sufficient.

**C10.04.** A quorum is needed to conduct business at an annual or special congregational meeting. 10% of the confirmed membership shall constitute a quorum.

**C10.05.** Voting by proxy or by absentee ballot shall not be permitted.

**C10.06.** All actions by the congregation shall be by majority vote except as otherwise provided in this constitution.



**C10.07.** Robert's Rules of Order, latest edition, shall govern parliamentary procedure of all meetings of this congregation.

**C10.08.** The pastor shall be notified of any special congregational meeting.

## **Chapter 11.**

### **OFFICERS**

**C11.01.** The officers of this congregation shall be a president, vice-president, secretary /treasurer.

- a. Duties of the officers shall be specified in the bylaws.
- b. The officers shall be confirmed members of the congregation.

**C11.02.** The Congregation shall elect its officers and they shall be the officers of the Congregation. The officers shall serve for three year terms or until their successors are elected. Their terms shall begin at the close of the annual meeting at which they are elected.

**C11.03.** No officers shall hold more than one office at a time.

## **Chapter 12.**

### **CONGREGATION COUNCIL**

**C12.01.** The voting membership of the Congregation Council shall consist of the pastor(s) and 9 members of the congregation. Any voting member of the congregation may be elected, subject only to the limitation on the length of continuous service permitted in that office. A member's place on the Congregation Council shall be declared vacant if the member a) ceases to be a voting member of this congregation or b) is absent from four successive regular meetings of the Congregation Council without cause.

**C12.02.** The members of the Congregation Council except the pastor(s) shall be elected by the congregation to serve for 3 years or until their successors are elected. Following the three year term, if there is a council vacancy due to health, death or injury reasons, an outgoing council member may be appointed to fulfill the remainder of the term by the current council. At the end of ANY term of duties, each council member shall abstain from a council position for the length of one calendar year to allow other and more members of the congregation to have the opportunity to serve our church.

**C12.03.** Should a member's place on the Congregation Council be declared vacant, the Congregation Council shall elect, by majority vote, a successor until the next annual meeting.

**C12.04.** The Congregation Council shall have general oversight of the life and activities of this congregation, and in particular its worship life, to the end that everything be done in accordance with the Word of God and the faith and practice of the Lutheran Congregations in Mission for Christ. The duties of the Congregation Council shall include the following:

- a. To lead this congregation in stating its mission, to do long-range planning, to set goals and priorities, and to evaluate its activities in light of its mission and goals.
- b. To seek to involve all members of this congregation in worship, learning, witness, service, and support.

- c. To oversee and provide for the administration of this congregation to enable it to fulfill its functions and perform its mission.
- d. To maintain supportive relationships with the pastor(s) and staff and to help them annually to evaluate the fulfillment of their calling, appointment, or employment.
- e. To be examples individually and corporately of the style of life and ministry expected of all baptized persons.
- f. To promote a congregational climate of peace and goodwill and, as differences and conflicts arise, to endeavor to foster mutual understanding.
- g. To arrange for pastoral service during the sickness or absence of the pastor.
- h. To emphasize partnership with Lutheran Congregations in Mission for Christ as well as cooperation with other congregations, both Lutheran and non-Lutheran, subject to established policies of the Lutheran Congregations in Mission for Christ.
- i. To recommend and encourage the use of resources produced or approved by Lutheran Congregations in Mission for Christ.

**C12.05.** The Congregation Council shall be responsible for the financial and property matters of this congregation.

- a. The Congregation Council shall be the board of [trustees] of this congregation, and as such shall be responsible for maintaining and protecting its property and the management of its business and fiscal affairs. It shall have the powers and be subject to the obligations that pertain to such boards under the laws of the State of North Dakota, except as otherwise provided herein.
- b. The Congregation Council shall not have the authority to buy, sell, or encumber real property unless specifically authorized to do so by a meeting of the congregation.
- c. The Congregation Council shall prepare an annual budget for adoption by this congregation and shall supervise the expenditure of funds in accordance therewith following its adoption. The budget shall include this congregation's support of the wider ministry being carried on in partnership with other organizations.
- d. The Congregation Council shall ascertain that the financial affairs of this congregation are being conducted efficiently, giving particular attention the prompt payment of all obligations and to the regular forwarding of benevolence monies.
- e. The Congregation Council shall be responsible for this congregation's investments and its total insurance program.

**C12.06.** The Congregation Council shall see that the provisions of the constitution [and] its bylaws [and the continuing resolutions] are carried out.

**C12.07.** The Congregation Council shall provide for an annual review of the membership roster.

**C12.08.** The Congregation Council shall be responsible for the appointment and supervision of the salaried lay workers of this congregation.

**C12.09.** The Congregation Council shall submit a comprehensive report to this congregation at the annual meeting.

**C12.10.** The Congregation Council shall normally meet once a month. Special meetings may be called by the pastor or the president, or shall be called at the request of at least one half of its members. Notice of each special meeting shall be given to all who are entitled to be present.

**C12.11.** A quorum for the transaction of business shall consist of a majority of the members of the Congregation Council, including the pastor or interim pastor, except when such person requests or consents to be absent and has given prior approval to an agenda of routine matters which shall be the only business of the meeting.

### **Chapter 13.**

#### **CONGREGATIONAL COMMITTEES**

**C13.01.** The officers of this congregation and the pastor shall constitute the **Executive Committee**.

**C13.02.** The **Nominating Committee** shall consist of the members of the church council whose terms will expire in the current year.

**C13.03.** An **Audit Committee** of three voting members shall be elected by the Congregation Council. Audit Committee members shall not be members of the Congregation Council. Terms of office will be three years, with one member elected each year. Members shall be eligible for reelection.

**C13.04.** When a pastoral vacancy occurs, a **Call Committee** of six voting members shall be appointed by the Congregation Council. Term of office will terminate at installation of the newly-called pastor. Call committee members should not be spouses or family members of congregational council.

**C13.05.** Other congregational committees may be formed as the need arises, by decision of the Congregation Council.

**C13.06.** Duties of congregational committees, shall be specified in the bylaws or continuing Resolutions.

### **Chapter 14.**

#### **ORGANIZATIONS WITHIN THE CONGREGATION**

**C14.01.** All organizations within this congregation, with Congregation Council approval shall exist to aid it in ministering to the members of this congregation and to all persons who can be reached with the Gospel of Christ. The organizations are subject to its oversight and direction of the congregational council. This organization at its meeting shall determine their policies, guide their activities, and receive reports concerning their membership, work, and finances.

**C14.02.** Special interest groups may be organized only after authorization has been given by the Congregation Council.

### **Chapter 15.**

#### **DISCIPLINE OF MEMBERS**

**C15.01.** Denial of the Christian faith as described in this constitution, conduct grossly unbecoming a member of the Church of Christ, or persistent trouble-making in this congregation is sufficient cause for discipline of a member. Prior to disciplinary action, reconciliation will be attempted following Matthew 18:15-17, proceeding through these successive steps:

- a. private admonition by the pastor,
- b. Admonition by the pastor in the presence of two or three witnesses, and
- c. citation to appear before the Congregation Council.

**C15.02.** A member charged with the offense shall appear before the Congregation Council having received a written notice, specifying the exact charges that have been made against the member, at least 10 days prior to the meeting.

**C15.03.** Should the allegations be sustained by a two-thirds majority vote of the Congregation Council, the council shall impose one of the following disciplinary actions:

- a. censure before the council or congregation;
- b. suspension from membership for a definite period of time; or
- c. exclusion from membership of this congregation. Disciplinary actions b. and c. shall be delivered to the member in writing.

**C15.04.** The member against whom disciplinary action has been taken by the Congregation Council shall have the right to appeal the decision. Disciplinary actions may be reconsidered and revoked by the Congregation Council upon receipt of

- a. evidence that injustice has been done or
- b. evidence of repentance and amendment.

## **Chapter 16.**

### **BYLAWS**

**C16.01.** This congregation may adopt bylaws. No bylaw may conflict with this constitution.

**C16.02.** Bylaws may be adopted or amended at any legally called meeting of this congregation with a quorum present by a majority vote of those voting members present and voting.

**C16.03.** Changes to the bylaws may be proposed by any voting member provided, however, that such additions or amendments be submitted in writing to the Congregation Council at least 60 days before a regular or special Congregation Meeting called for that purpose and that the Congregation Council notify the members of the proposal with its recommendations at least 30 days in advance of the Congregation meeting.

## **Chapter 17.**

### **AMENDMENTS**

**C17.01.** Amendments to this constitution may be proposed by at least 10% of the voting members or by the Congregation Council. Proposals must be filed in writing with the Congregation Council 60 days before formal consideration by this congregation at its regular or special meeting called for that purpose. The Congregation Council shall notify the members of the proposal with their recommendations at least 30 days in advance of the meeting.

**C17.02.** A proposed amendment to this constitution shall:

- a. be approved at a properly called meeting according to this constitution by a majority vote of those present and voting;
- b. be ratified without change at the next annual meeting by a two-thirds majority vote of those present and voting; and
- c. have the effective date included in the resolution and noted in the constitution.

**C17.03.** Any amendments to this constitution shall become effective within 120 days from the date of its approval.

#### **Chapter 18.**

#### **CONTINUING RESOLUTIONS**

**C18.01.** The Congregation Council may enact continuing resolutions which describe the function of the various committees or organizations of this congregation.

**C18.02.** Continuing resolutions shall be enacted or amended by a two-thirds vote of all voting members of the Congregation Council.

## **BYLAWS (Amended 12/20/2015)**

### **Bylaw 1. MEMBERSHIP**

#### **B1.01. Admission to Baptized Membership**

- a. Children, one or both of whose parents or guardians are member of this congregation, shall, upon receiving Christian Baptism, be received as baptized members of this congregation.
- b. Children neither of whose parents or guardians are members of this congregation shall, upon Christian Baptism duly recorded as a ministerial act performed under the auspices of this congregation, be received as baptized members of this congregation unless there is understanding that, for good reason, they will be enrolled as baptized members of another congregation, in which case notice of the Baptism shall be sent to the congregation in which the child is to be enrolled as a baptized member.
- c. Children baptized in other congregations shall be received as baptized members of this congregation upon admission of one or both parents or guardians to membership, or by consent of one or both parents or guardians, or by action of the Congregation Council.
- d. Unbaptized adults who have received instruction and have given evidence of having an adequate understanding and acceptance of the teachings of the Word of God as confessed by the Lutheran Church, shall, upon confession of faith and Christian Baptism duly recorded as a ministerial act performed under the auspices of this congregation, be received as baptized members of this congregation.

#### **B1.02. Admission to Confirmed Membership**

- a. Baptized adults, not previously members of the congregation, who have received instruction and have given evidence of having adequate understanding and acceptance of the teachings of the Word of God as confessed by the Lutheran Church, shall be admitted to confirmed membership through the rite of confirmation.
- b. However, adults received as baptized members according to the provisions of B1.01 Paragraph 4 of this part of the bylaws shall be recognized as confirmed members, whether or not, at the discretion of the pastor, they have participated in the rite of confirmation.
- c. Children who are baptized members of the congregation shall be admitted to confirmed membership through participation in the rite of confirmation.
- d. Applicants for membership presenting Letters of Transfer showing them to be confirmed members in good standing in other Lutheran congregations shall be admitted to confirmed membership upon acceptance of their Letters of Transfer by the Congregation Council and the report of their names to the congregation.
- e. Applicants for membership who present evidence of confirmation in a Lutheran congregation but do not have Letters of Transfer shall be admitted to confirmed membership when the Congregation Council has determined that they meet the standards of Christian faith and life indicated in the constitution and bylaws and when they have reaffirmed their faith before the congregation.

### **B1.03. Discontinuance of Membership**

- a. Members who move away shall be encouraged to transfer their membership. A confirmed member in good standing desiring to change his membership to another Lutheran congregation shall, upon request, receive a Letter of Transfer.
- b. A confirmed member who in the judgment of the Congregation Council shows no interest in being a member of Peace Lutheran Church of Linton, shall be removed from the membership roll of the congregation, and if possible be notified of this action. However, his name and record shall be kept in the files. Such a person shall be encouraged to take part in the congregational life, or to transfer elsewhere, as the situation may indicate to be advisable.
- c. Children, neither of whose parents or guardians are active members of the congregation, shall be dropped from the baptized membership roll if they fail to participate in the Christian education program of the congregation.
- d. Members who have been dismissed, or who have resigned; and members who have transferred to other Lutheran congregations; or who are definitely known to have become members of other congregations without transfer, have thereby terminated their membership in the congregation and have surrendered all membership rights.

### **Bylaw 2.**

#### **ANNUAL MEETING**

**B2.01.** The annual congregational meeting shall be held in January.

**B2.02.** The order of business at the annual meeting shall be: (a) Opening devotions; (b) Approval of the minutes of the previous meeting; (c) Reports of pastor, Congregation Council, Treasurer, Committees, and others; (d) Elections; (e) Approval of budget; (f) Unfinished business; (g) New business; (h) Closing Prayer.

**B2.03.** In the following cases voting shall be written ballot: (a) To elect the members of the Congregation Council; (b) To adopt or amend the articles of incorporation, constitution, or bylaws of the congregation; (c) To call a pastor or to request his resignation; (d) To excommunicate a member from the congregation or to remove a member from office in the congregation; (e) To sever membership in the Lutheran Congregations in Mission for Christ; (f) To dispose of, encumber, or purchase real property; (g) When requested by ten or more voting members present.

**B2.04.** In event of a tie vote, in an election, another ballot will be cast for the candidates who have tied.

### **Bylaw 3.**

#### **THE CONGREGATION COUNCIL**

**B3.01.** The Congregation Council shall be elected in such a manner that approximately one-third are elected each year.

**B3.02.** Immediately after the annual meeting of the congregation, the Congregation Council shall elect the officers.

**B3.03.** Meetings of the Congregation Council shall be held on the second Wednesday of the month, unless otherwise specified in the church bulletin.

**B3.04. Committees of the Congregation Council.**

- a. One (1) council member shall be in charge of the stewardship
- b. One (1) council member shall be in charge of evangelism committees of the congregation.
- c. Two (2) council member shall be in charge of property and its management.
- d. One (1) council member shall be in charge of parish education.
- e. Two (2) council member shall be in charge of worship.

**B3.05.** The Congregation Council shall have authority to appoint or elect additional congregational members who are not members of the Council as members on its regular committees.

**B3.06.** The Congregation Council shall at least once a year invite the full membership of its regular committees together with representatives chosen by the organizations of the congregation to review the entire program of the congregation.

**B3.07. Duties of the Officers and Committees of the Congregation Council.**

- a. The president shall preside over meetings of the Congregation Council and of the congregation unless the meeting decides otherwise.
- b. The vice-president shall preside in the absence of the president, unless the meeting decides otherwise, and shall help with the stewardship and evangelism of the congregation.
- c. The secretary-treasurer shall keep the minutes of the Council and of the congregation and shall preserve its archives.
- d. The secretary-treasurer shall be custodian of all funds of the congregation and shall disburse all such funds in accordance with the decisions of the congregation or the Congregation Council. He/she shall present an audited report to the annual congregational meeting and such other reports to the Congregation Council as may be required.
- e. The committee on evangelism and worship shall have special responsibility under the supervision of the pastor for the development of a sound program of evangelism, for matters pertaining to the congregation's worship, and for the general spiritual care of the congregation, and shall make recommendations thereon to the Congregation Council.
- f. The committee on stewardship shall have special responsibility under the supervision of the pastor for the congregation's development in accordance with the scriptural principles of stewardship and for the raising of funds, and shall make recommendations thereon to the Congregation Council.
- g. The committee on education shall have special responsibility under the supervision of the pastor to operate the Sunday School and other schools of the congregation, to promote adult education, and to develop the youth program in the congregation, and shall make recommendations therein to the Congregation Council.



### **B3.08. Other responsibilities of the Congregation Council.**

- a. The Congregation Council shall be empowered to secure such help as is needed to carry on the work of the congregation, such as organist, choir director, parish worker, pastor's secretary, office secretary, intern, custodian, etc., and shall fix their salaries.
- b. Adjustments in the salary of the pastor shall be the responsibility of the Congregation Council, subject to the congregation's approval of the budget.
- c. The auditing committee shall audit all financial records of the congregation proper, and shall present its report to the annual meeting in writing.

### **B3.09. Use of Property**

- a. The property of the congregation shall be for the use of the congregation in its normal functions as a Lutheran Church and shall not be used in any way not in harmony with the purpose of the congregation.
- b. Buildings which are the property of the congregation shall not be lent or rented to any group or individual not affiliated with the congregation or with Lutheran Congregations in Mission for Christ unless application for such use has been approved by the Congregation Council. REFER TO CHURCH USAGE PAMPHLET.

### **Bylaw 4.**

#### **CONGREGATIONAL COMMITTEES**

**B4.01.** The candidates of the nominating committee shall be made known to the congregation in conjunction with the announcements of the special or annual meeting at which the election is to take place.

**B4.02.** In addition to the candidates submitted by the nominating committee, additional nominations may be made from the floor.

### **Bylaw 5.**

#### **COMMUNION PARTICIPATION**

**B5.01.** Baptized individuals, who have sincere repentance, faith in Jesus Christ as Savior, an earnest desire to amend one's sinful life, as well as acceptance of the scriptural teaching regarding the real presence of Christ with his Body and Blood in the sacrament are worthy of participation. Participants shall have completed the fifth grade and have received communion instruction. Registration forms or oral announcements shall be so devised as to make prospective participants aware of these requirements.

**B5.02.** Record of participation in Holy Communion shall be entered upon the books of the congregation. If a member of another congregation communes, notice shall be sent to his or her pastor.

### **Bylaw 6.**

#### **ENDOWMENT FUND**

**B6.01.** Peace Lutheran Church shall have an Endowment Fund administered by an Endowment Fund Committee.

## **B6.02. Assets**

- a. All assets are to be held in the name of the Peace Lutheran Church Mission Endowment Fund and administered by the Peace Lutheran Church Endowment Fund Committee.
- b. The Fund can receive land, money, stocks, bonds, debentures, mortgages, note or other securities.
- c. Recommendations for managing the assets of the Fund are to be made by the Committee, for final approval by the Church Council, with subsequent execution by the delegated member of the Committee.

## **B6.03. The Endowment Fund Committee**

- a. The Committee shall consist of three members, all of whom shall be voting members of Peace Lutheran Church. The term of each member shall be three (3) years. No member shall serve more than two consecutive three (3) year terms. After a lapse of one (1) year, former Committee members may be re-elected. The pastor and the president of the Congregation Council shall be advisory members of the Committee. The Congregation Council of the congregation shall nominate for the Committee and report at the annual congregational meeting in the same manner as for other offices and Committees. In the event of a vacancy on the Committee, the Congregation Council shall appoint a member to fill the vacancy until the next annual meeting of the congregation, at which time the congregation shall elect a member to fulfill the term of the vacancy.
- b. No member of the Committee shall engage in any self-dealing or transactions with the Fund in which the member of the Committee has direct or indirect financial interest and shall at all times refrain from any conduct in which his/her personal interests would conflict with the interests of the Fund.
- c. The Committee shall meet at least quarterly, or more frequently as deemed by it in the best interest of the Fund.
- d. A quorum shall consist of two (2) members. When only two (2) members are present an unanimous vote shall be required to carry any motion or resolution.
- e. The Committee shall elect from its membership a chairperson, recording secretary and financial secretary. The chairperson, or member designated by the chairperson, shall preside at all Committee meetings.
- f. The recording secretary of the Committee shall maintain complete and accurate minutes of all meetings and supply a copy thereof to each member of the Committee and to the Congregation Council.
- g. The financial secretary of the Committee shall work with the congregation's bookkeeper in maintaining and coordinating complete and accurate accounts for the Fund and shall sign checks and all other necessary documents on behalf of the congregation in furtherance of the purposes of the Fund. The books shall be audited or reviewed by two (2) appropriate persons who are not members of the Committee.
- h. The Committee shall report on a quarterly basis to the Congregation Council and, at each annual meeting of the congregation and shall render a full and complete account of the administration of the Fund during the preceding year.

- i. The Committee shall promote giving to the Fund by developing and making available information and programs to educate the congregation of the existence and purpose of the Fund, by encouraging contributions to the Fund.
- j. The Committee may request other members of the congregation to serve as advisory members and, at the expense of Fund income, may provide for such professional counseling on investments or legal matters as it deems to be in the best interest of the Fund.
- k. Members of the Committee shall not be liable for any losses that may be incurred upon the investments of the assets of the Fund except to the extent such losses shall have been caused by bad faith or gross negligence. Each member shall be liable only for his/her own willful misconduct or omissions, and shall not be liable for the acts or omissions of any other members.

**B6.04. Distribution of Income**

- a. The Committee shall determine what is principal and income according to accepted accounting procedures.
- b. Gifts and bequests to the Fund shall accumulate until the principal amount of \$25,000 is achieved, after which the income generated from the investment of the principal shall be expended.
- c. Income from the Fund shall be distributed annually and at such other times as deemed necessary and/or feasible to accomplish the following purposes:
  - 1) A minimum of 20% for outreach into the community;
  - 2) A minimum of 20% for missions;
  - 3) A minimum of 20% for equipment, capital improvement, debt reduction, or a building program of Peace Lutheran Church;
  - 4) Up to 40% for anyone or all of the above designated areas in any proportion as determined by the Committee, or for causes and programs, which at the discretion of the Committee are consistent with the Fund purpose of enhancing the mission outreach of Peace Lutheran Church.
- d. Programs for support shall be recommended by the Committee and approved by the Congregation Council for funding according to the guidelines established by the congregation.
- e. Disbursement of income from the Fund need not occur annually if in the judgment of the Committee total annual disbursement of income is not recommended.

**B6.05. Distribution of Principal:** When, in the opinion of the Committee the future of the congregation is at stake, and that the only recourse seems to be the use of the Fund principal, the Committee may, upon a two-thirds majority vote, recommend such authorizing action to the congregation.

**B6.06. Disposition or Transfer of Fund:** In the event Peace Lutheran Church ceases to exist either through merger or dissolution, disposition or transfer of the Fund shall be at the discretion of the Congregation Council in conformity with the congregational constitution.

**Bylaw 7.**  
**On Christian Marriage**

We affirm the LCMC's Pastoral Admonition which states,

"We affirm that God created us male and female, and that it is God's will and intention that human sexual expression and fulfillment take place only within the boundaries of marriage between one man and one woman (Genesis 2:24-25; Matthew 19:4-6; and Mark 10:2-9). And, we confess as individuals and as congregations that we have not fulfilled God's will in our decisions, modeling and teaching."

This Congregation also affirms and holds as its own the faith statement on Marriage and Family as published by Lutheran Core which states;

"We believe and confess that the marriage of male and female is an institution created and blessed by God. From marriage, God forms families to serve as the building blocks of all human civilization and community. We teach and practice that sexual activity belongs exclusively within the biblical boundaries of a faithful marriage between one man and one woman."

Consistent with the above stated convictions regarding a Scriptural view of marriage, this Congregation;

- A)** Will only recognize, participate in, solemnize, and host weddings between one man and one woman.
- B)** Prohibits the use of its facilities for all weddings, unions, blessings of sexual relationships, and for receptions or celebrations of weddings or other unions in which the Congregation's called pastor(s) is not primarily and directly involved. Any usage of the facility should be consistent with the Congregation's stated beliefs.
- C)** Requires that its called pastor(s) conform to the Congregation's convictions as stated above when undertaking pastoral acts outside of the congregation.

## **Peace Lutheran Church Council Duties and Responsibilities**

### *Bylaw III, Section B 3.07 of the Constitution*

#### **President Responsibilities:**

##### **1. Conduction of Meetings**

- a. Follow Robert's Rules of Order
- b. Set up an agenda to guide the meeting so that business can be run efficiently
- c. Protect the individual rights of the members
  1. Orderly debate
  2. All members are allowed the opportunity to speak
  3. Clarify any confusion
- d. Promote harmony by being tactful and courteous
- e. Shall remain neutral unless a tie vote; then has the ability to vote and break the tie.

##### **2. Call Special Meetings as needed**

Question: Is it permissible to poll all council members and pastor via phone or in person to vote on a pressing matter of business? Having at least a majority consensus of 5 votes for approval or disapproval; yes. This passed on 9/20/2000.

##### **3. Sign legal papers or documents**

- a. Tax exempt status
- b. Insurance contracts approved by the council
- c. Work orders for repairs approved by council
- d. Financial documents as per bank requirements
- e. In the absence of the book keeper or treasurer, sign checks as second signature

##### **4. See that the council adheres to the Congregational Constitution**

##### **5. Notifications**

- a. Locate and hire substitute pastors in the event of absence
- b. Enact the phone tree for cancellations

##### **6. Present the annual financial report to the congregation at the annual church meeting.**

## **Vice- President Responsibilities:**

1. In the absence of the President, the vice president shall preside, unless the meeting members decide otherwise following the list below.
2. Conduction of Meetings
  - a. Follow Robert's Rules of Order
  - b. Set up an agenda to guide the meeting so that business can be run efficiently
  - c. Protect the individual rights of the members
    1. Orderly debate
    2. All members are allowed the opportunity to speak
    3. Clarify any confusion
  - d. Promote harmony by being tactful and courteous
  - e. Shall remain neutral unless a tie vote; then has the ability to vote and break the tie.
3. Call Special Meetings as needed

Question: Is it permissible to poll all council members and pastor via phone or in person to vote on a pressing matter of business? Having at least a majority consensus of 5 votes for approval or disapproval; yes. This passed on 9/20/2000.
4. Sign legal papers or documents
  - a. Tax exempt status
  - b. Insurance contracts approved by the council
  - c. Work orders for repairs approved by council
  - d. Financial documents as per bank requirements
5. See that the council adheres to the Congregational Constitution
6. Notifications
  - a. Locate and hire substitute pastors in the event of absence
  - b. Enact the phone tree for cancellations
7. Present the annual financial report to the congregation at the annual church meeting.
8. Work with the elected church council members to prepare a budget for the next year.



## **Secretary/ Treasurer Responsibilities:**

1. The secretary shall keep the minutes of the church council and of all congregational meeting and preserve it in the church archives.
2. Record all minutes for all regular, special church council and congregational meetings.
  - a. Type all meeting minutes in a legible format
  - b. Submit the minutes for approval at the next council meeting
  - c. Place a copy of the approved minutes in the three ring binders for safe keeping in the church archives.
3. Together with the book keeper be concerned with the safe deposit and recording of all funds, monthly remissions of offerings for missions, church agencies, and prompt payment of salaries and bills as authorized by the congregation and church council.
4. As treasurer, you must work closely with the book keeper and oversee the following his/ her itemized duties.
5. Co-sign checks with the church book keeper and make transfers at the bank when required. President of the church council may sign checks as a second signature in an emergency or if the treasurer and book keeper are unavailable.
6. Work with the elected church council members in preparing a budget for the next year.



### **Job Description: Peace Lutheran Church Secretary/ Bookkeeper**

#### **Qualifications:**

Must be at least 18 years of age

Must have confessed faith in the Lord, Jesus Christ

Lifestyle that is consistent with that of a follower of Christ, as communicated by the Holy Scripture.

Desire and willingness to show Christian love to all people

Ability to work cooperatively with other staff and volunteers

Flexibility to adapt to various situations and needs of the church

Responsible to:

Directly respond to Pastor and Church Council Secretary/ Treasurer

#### **Responsibilities:**

1. Be responsible for the accurate counting, recording and depositing of all receipts for the congregation.
2. Accounts payable; including paying salaries and monthly bills
3. Filing quarterly tax returns
4. Filing end of the year tax statements, W-2's and W-9's, etc.
5. Record all members offerings
6. Prepare and distribute annual contribution reports
7. Order and distribute offering envelopes
8. Reconcile checking and savings accounts
9. Prepare monthly treasurer's reports for the church council and year end fiscal reports
10. Cosign checks with the council secretary/treasurer OR the council President in the absence of the council secretary/treasurer.
11. Prepare weekly church bulletin with Pastor
12. Maintain church email correspondence with Pastor
13. Pick-up and deliver mail daily
  - Monthly newsletter
  - Communion records
  - Outside bulletin board & narthex bulletin board
  - Weekly schedule to the EC Record, monthly worship to access channel
  - Church materials and supplies- ie certificates, devotional books, etc.
  - Sale of cookbooks and centennial books
  - Order office supplies
  - Communicate baptism supply needs to PLCW
  - Membership lists and records to be used for "Connections", newsletters, mail bulletins to shut-ins

- Power point for Celebrate services
- Assist church with typing and copies as needed
- Send Thrivent Choice and contribution letters

**Responsibilities of Peace Lutheran Church**

Salary- \$8250.00/ year

Insurance:

Vacation:

Sick Days:

Travel Reimbursement:

Training:

## **Peace Lutheran Church**

### **Custodial Duties**

Salary: \$4750.00/ year; \$300.00 for waxing floors

Peace Lutheran Church Custodian shall report to the Property Committee on any concerns they may have.

1. Balcony
  - a. Clean thoroughly once a month
  - b. Dust organ weekly
  - c. Empty garbage as needed
2. Sanctuary
  - a. Vacuum, sweep, and dust weekly
3. Narthex
  - a. Vacuum, dust and clean doors and windows weekly
4. Office and Work Rooms
  - a. Sweep and vacuum weekly
  - b. Clean bathrooms weekly- floors, sink, mirrors or more often as needed
  - c. Garbage taken out weekly
5. Basement
  - a. Bathrooms cleaned weekly or more often if needed
  - b. Pews dusted weekly
  - c. Sweep all floors weekly
  - d. Empty all garbage containers weekly and when needed.
6. Removal and re- waxing of upper and lower level floors to be done annually will be compensated at a rate of \$300.00 in addition to the regular salary.
7. Weddings
  - a. Custodians are to receive \$75.00 for cleaning after each wedding.
  - b. Refer to Wedding Guidelines.

## **Peace Lutheran Church**

### **Lawn Care**

Salary as bid

Report to the Property Committee with any concerns

1. Lawn mowing with removal of grass clippings will begin May 1<sup>st</sup> and end October 15<sup>th</sup> of each year.
2. Cemeteries are to be mown four times a year; prior to Memorial Day, once in June, before the 4<sup>th</sup> of July and again before Labor Day.
3. Water plants, trees and shrubs weekly.



## **Peace Lutheran Church Snow Removal**

Salary- as bid

Report to the Property Committee

1. Person(s) responsible for removing snow from the parking lot, entryways, and sidewalks shall remove snow as soon as possible after it snows.

## **Worship Committee:**

The committee for worship shall have the responsibilities under the supervision of the Pastor for the development of a sound program for matters pertaining to the congregation's worship and the general spiritual care of the congregation, making any recommendations to the church council.

1. Staff, train and supervise the ushering and acolyte staff.
  - a. Complete an annual review of the readers, greeters, ushers and acolyte list adding any new members, make requested changes and remove any members who have transferred out of the church.
2. Assist the Pastor with communion distribution.
3. Set the time and schedule the number of communion services with the Pastor and church council.
4. Approve the new forms of worship, liturgies, and hymns with the Pastor for use in worship services.
5. Supervise the care, use and maintenance of the sacred vessels, altar furnishings and vestments.
6. Maintain a supply of expendable items such as communion cards, pencils, wine, wafers, baptismal napkins, candles, etc. in conjunction with the altar guild.
7. Work with the Pastor and church secretary in planning and publicize the services for the year.
8. Follow the below listed duties and procedures for Sunday services:

### Regular Services- 9:30 or 10:45 AM( summer & winter)

- a. Fold bulletins
- b. Turn on/off lights and PA system
- c. Make sure there are four ushers present
- d. Make sure there are one- two acolytes present
- e. Put hymn numbers on the board behind the pulpit
- f. Turn the fans on/ off
- g. Count the number of people in church and record the number in the black book in the office
- h. Make sure the money is counted after church ( offering plate, mission jar and any special offerings)

### Communion Sundays

1. In addition to the above listed duties complete the following:
  - a. Fill communion cups with wine
  - b. Fill wafer container
  - c. Set communion trays and wafer container on the altar
  - d. Put up the communion rail
  - e. Check the pews for communion cards
  - f. Make sure acolytes light all candles for communion Sundays
  - g. After the service return any unused wine to the bottle, wash all communion equipment and return to the locked cabinet.

### Ringin of the Bells

1. Ring bells 30 minutes before any service. Ring 7 times, then once more
2. Ring the bells 15 minutes before any service. Ring 7 times, then twice more.
3. Ring the bell at the start of the service. Ring 7 times, then 3 more times *slowly*.
4. Ring the bell 3 times when the Lord's Prayer is being spoken **OR** 3 times *after* the Lord's Prayer if it is sung.  
If spoken: ring at **OUR FATHER, DAILY BREAD, and AMEN**
5. Ring the bell at the end of the last hymn. Ring 7 times, then 3 more times *slowly*.

## **Property Committee:**

The property committee shall have special responsibilities under the supervision of the church council to maintain the properties under the ownership of the congregation and for the maintenance of these properties.

1. The committee will make annual inspection of the church properties including the church, cemeteries, parsonage, grounds, equipment and supplies and recommend any needed repairs, replacement and improvements to the council.
2. Conduct an annual inventory of all church properties, equipment and supplies.
3. Determine and hire with council approval adequate custodial, lawn care and snow removal help. The committee will also meet with each provider and discuss the care of the buildings, any needs or problems in these service areas.
4. Annually review and recommend salaries for all custodial, lawn care and snow removal.
5. Make and issue keys for church property and review the list annually of the keys issued.
6. Supervise and recommend adequate storage facilities for all church equipment, supplies and maintenance of them.
7. Annually check the adequacy of all insurances for the church properties and equipment, negotiate insurance contracts and review coverage to be recommended to council for any changes.
8. Check all property annually for fire hazards and check all fire extinguishers.
9. Enlist work crews and/ or committees for special repair improvements, cleaning, painting, decorating, landscaping, etc.
10. Arrange for the immediate and normal repairs for which budget funds have been allocated.
11. Negotiate service contracts for church equipment such as office machines, organ and elevator.
12. Be responsible for and administer to the affairs of the cemetery.
13. Be responsible for the underground sprinkler systems at the church and parsonage.
  - a. Check each station and outlets & check to be sure all heads are in good working order. Repair or replace any needed parts.
  - b. In the fall, unplug as needed, check the panel and release valves- should be turned open.



#### 14. Elevator Maintenance

- a. Responsible for the annual review of the service contract- we currently have a 2 year contract.
- b. Make sure maintenance for scheduled services are completed
- c. Contact the service company if any problems arise

#### 15. Furnace/ Air Conditioner Maintenance

- a. Maintenance will be done by Greg Humann, Humann Heating and Air as long as he is in business.

## **Education Committee:**

The education committee shall have the responsibility under the supervision of the Pastor to operate Sunday School, to promote adult education, develop the youth program and make recommendations to the church council.

1. Provide overall direction for all youth programs.
2. To help the congregation strengthen its youth ministry by helping the youth to know, love and share Jesus Christ.
3. To recommend programs and activities which are in harmony with the teachings of the Lutheran faith as confessed in the Lutheran Confession.
4. To recruit and oversee volunteer staff for the Sunday School Superintendent.
5. Support Pastor in maintaining education classes for youth, families, and adult members, etc.

### **Superintendent Responsibilities:**

1. Maintain a current school roster
2. Set dates for Sunday School and Vacation Bible School
3. Fill teacher positions for Sunday School, Vacation Bible School and Youth Group Leader
4. Review and Order all teaching materials
5. Schedule Teacher induction
6. Work with the music teacher for singing for church services and special events
7. Share the names of all 2<sup>nd</sup> graders with the PLCW to receive their Bibles and Catechisms.
8. Work with teachers on choosing memory work and attendance awards.

### **Youth Leader Responsibilities:**

1. Plan monthly scheduled meetings and activities
2. Plan fund raisers as needed
3. Encourage all youth to attend LYO events offered

### **Evangelism Committee:**

The committee on evangelism shall have the special responsibility under the supervision of the Pastor for the development of a sound program of evangelism, for matters pertaining to the congregations worship, the general spiritual care of the congregation and shall make recommendations to the church council.

1. Share with the Pastor 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. Foster a climate of witness that encourages congregation members informally and spontaneously to share Christ with one another, the inactive and those who are home bound.
4. Be concerned for any new persons or families moving into the community.
5. Work with the Pastor for the reception, orientation and integration of new members into the congregation.
6. Adopt suggestions by the evangelism department of the LCMC.
7. Investigate cases of severe financial need within and outside the congregation and make recommendations to the church council.

### **Stewardship Committee:**

The committee shall have special responsibility under the supervision of the Pastor for the congregation's development in accordance with the scriptural principles of stewardship and for the raising of funds, and shall make recommendations to the church council.

1. Utilize the time and talent sheets to contact and encourage new and existing members for service to the congregation for use in Christ's work.
2. Foster support for missions and charities through an ongoing program of mission education.
3. Be concerned with the safe deposit and recording of all mission offerings together with the Treasurer and Book Keeper.
4. Evaluate and make recommendations for gifts of memorials by individuals and the congregation as a whole.