

**Constituti
on and
By-Laws
of
Saint Paul's Evangelical Lutheran
Congregation Troy, Illinois
Adopted**

CONSTITUTION AND BY-LAWS OF
SAINT PAUL'S EVANGELICAL LUTHERAN CONGREGATION

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CONSTITUTION AND BY-LAWS OF

SAINT PAUL'S EVANGELICAL LUTHERAN CONGREGATION

OF TROY, ILLINOIS

PREFACE

THIS CONSTITUTION WAS ADOPTED ON 10-19-2025. IT SUPERSEDES ALL DOCUMENTS OF SIMILAR NATURE ADOPTED PREVIOUS TO THIS DATE.

PREAMBLE

It is the will of our Lord Jesus Christ that His disciples should preach the Gospel to the whole world (Mark 16:15, Matthew 28:18-20, Acts 1:8), that Christ's mission for His church might be carried out according to His will. He has commanded that Christians unite in worship (Hebrews 10:24-25), practice fellowship with one another (Acts 2:42), join in witness to all men (Acts 1:8, Matthew 28:18-20) and serve the needs of all men in Christian love (Ephesians 4:7-16, Mark 10:42-44, John 13:35, Galatians 6:10). Christians are also to administer the Office of the Keys as His church (John 20:21, Matthew 18:15-20) and to maintain decency and order (1 Corinthians 14:40) in the church. Therefore, we, a number of Lutheran Christians living in and near Troy, 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.

CONSTITUTION

1.0 Name Our congregation shall bear the name: Saint Paul's Evangelical Lutheran Congregation of the Unaltered Augsburg Confession, of Troy, Madison County, Illinois.

2.0 Mission This congregation is to be a blessing to others by being an instrument of God in carrying out Christ's great commission (Matthew 18:18-20 and Col. 3:16-17) through a ministry of worship, service, stewardship, fellowship and the edification of one another in Christian faith and love. We are dedicated to the task of witnessing our faith in Jesus Christ to each other, the community in which we live and to the nation and the world; offering service to all by acts of mercy and concern; practicing stewardship by the prudent use of God's gifts to us; celebrating fellowship with one another so that a spirit of unity and joy exists in the congregation; and growing in grace and knowledge of Jesus Christ by the education of all ages through study and mutual sharing of God's word.

3.0 Confessional Standard This congregation acknowledges and accepts all the canonical books of the Old and New Testaments as the revealed Word of God, verbally inspired, and acknowledges and accepts all the Confessional Writings of the Evangelical Lutheran Church contained in the book of Concord of the year 1580, to be the true and genuine exposition of the doctrines of the Bible. These Confessional Writings are the three Ecumenical Creeds (Apostles, Nicene and Athanasian), the Unaltered Augsburg Confession, the Apology of the Augsburg Confession, the Smalcald Articles, Luther's Large and Small Catechisms, and the Formula of Concord.

This congregation shall be affiliated with the Lutheran Church Missouri Synod as long as the confessions and constitution of said Synod are in accord with the confession and constitution of this congregation as laid down in this article.

This congregation shall to the best of its ability, collaborate with said synod and assist it in effecting all sound measures intended for the building up of the Kingdom of God. It shall send its Pastor(s), Called Teacher(s)/ and Lay Delegates to the District and Synod Conventions of the Synod and participate in other synodical programs that are appropriate.

4.0 Membership

4.1 Membership

The membership of this congregation includes the following:

4.1.1 Baptized members are all who have been baptized in the name of the Triune God and who are members of this congregation.

4.1.2 Communicant members are those baptized members who have been instructed and are familiar with the contents of Luther's Small Catechism, have been confirmed in the Lutheran Faith, and accept the confessional standard of Section 3 of this Constitution and are not members of organizations whose principles and conduct conflict with the Word of God.

4.1.3 Voting members are communicant members who have reached the age of 18 years. All current communicant members who have reached the age of 18 as of the adoption date of this constitution are voting members.

4.2 Reception

Baptized and communicant members are received through transfer from another Lutheran Church Missouri Synod congregation. Baptized members are received through the Sacrament of Holy Baptism. Children who have been baptized in another Christian denomination, whose baptism we recognize, may become Baptized members through the consent of one or both member parents, with the approval of the Board of Elders. Communicant members are also received through the rite of confirmation, the profession of faith or the reaffirmation of faith. Receptions will be reported by the Board of Elders to the Voters assembly at the quarterly Voters meetings.

4.3 Duties

Members of the congregation shall conform their entire lives to the rule of God's Word, and to that end make diligent use of the means of grace, exercise faithful stewardship of God's many gifts and talents, impart and accept *Christian* admonition as the need of such admonition becomes apparent, and be readily available for service in the kingdom of Christ within and beyond the congregation.

4.4 Termination

4.4.1 Membership shall be terminated by transfer to a sister congregation, by death, by joining a congregation outside the fellowship of this congregation, by excommunication, or by self-exclusion.

4.4.2 Communicant members who conduct themselves in an unchristian manner shall be admonished according to Matthew 18:15-20; if they remain impenitent after proper admonition, they shall be excommunicated. Communicant members who conduct themselves in an unchristian manner shall be admonished according to Matthew 18:15-20; if they remain impenitent after proper admonition, they shall be excommunicated. Each case shall be presented individually by the Board of Elders to the Voters' assembly for a decision on excommunication. Such members shall be invited at least 3 weeks in advance to attend the Voters' Assembly meeting at which their case is to be discussed. If the member cannot attend, they shall be allowed to provide a written statement to be read aloud to members by the head elder or his designee. The vote on excommunication will take place with or without their presence. A secret ballot vote of a majority 75% of the Voters present shall be required to excommunicate the member.

4.5 Membership lists

The Board of Elders, through an administrative assistant, shall keep a membership file containing the names and addresses of all members within a church database. In any case where membership has terminated such fact shall be recorded in the file together with the date on which the membership ceased.

5.0 Pastors and Teachers

5.1 This congregation shall maintain the pastoral office, which shall be conferred only on such a pastor or candidate who professes and adheres to the confessional standard set forth in Section 3 of this constitution, who is qualified for his work, who has been endorsed by the Synod and who is a member of the Synod. The same shall apply to called Employees in the ECC

5.2 The congregation may request the resignation of any pastor, called employee, or officer from his/her position in the congregation in the case of prolonged incapacity or general incompetence by a two thirds vote at a voter's meeting. This request, to include documentations of justification, must be presented to the Board of Elders for review and escalation to the Voter's Assembly to be voted upon for removal and following the provisions of 5.4. The pastor, called teacher, or officer can be suspended or receive discipline, not including termination/removal, by their respective board or the church council if documented reason is presented by the respective board.

5.3 Any pastor, called employee or officer may be removed from office by the Voters' Assembly by a two-thirds majority ballot vote, in Christian and lawful order, for one of the following reasons: persistent adherence to false doctrine, scandalous life, willful neglect, or inability to perform the duties of the office.

5.4 The Circuit Counselor and the District President shall have full knowledge of removal procedures when they are preferred against a called employee or pastor, and all such actions shall be taken in full consultation with said officials.

6.0 Authority of the Voters' Assembly

6.1 The Voters' Assembly shall be the governing body of this congregation and shall be empowered to administer and manage all its affairs. The establishment and conduct of all organizations and societies within the congregation or related directly to it shall be subject to the approval and supervision of the Voters' Assembly.

6.2 All matters before the voter's assembly shall be decided by a majority vote of the Voters' Assembly unless otherwise specified by this constitution or bylaws. Matters of doctrine and conscience shall be decided only on the basis of the Word of God..

6.3 The right of calling pastors or employees shall be vested in the Voters' Assembly and shall not be delegated otherwise.

7.0 Officers and Boards This congregation shall have the following officers and boards in addition to any which the congregation shall authorize from time to time.

7.1 Officers

7.1.1 A Chairman, who shall conduct the meetings of the Voters' Assembly and Church Council

7.1.2 A Vice-Chairman, who is to fill the role in the Chairman's absence or inability to act

7.1.3 A Secretary, who shall keep the minutes of the Voters' and Church Council meetings

7.1.4 A Financial Secretary who shall be responsible for the recording of all receipts and deposits of all monies.

7.2 Boards

7.2.1 A Board of Elders, authorized to assist the pastor with the spiritual life of the congregation.

7.2.2 A Board of Trustees, authorized to manage the physical properties of the congregation

7.2.3 A Board of Early Childhood Center (ECC) authorized to manage the Early Childhood Center

7.2.4 A Board of Christian Education, authorized to administer the total Christian Education of the congregation with the exception of the ECC and Confirmation

7.2.5 A Board of Stewardship and Finance, authorized to manage and oversee congregational finances and other stewardship matters

7.2.6 A Board of Evangelism, authorized to lead the members of the congregation in outreach to others in the community.

8.0 Public Worship Services of the Congregation and Instruction in School.

8.1 In the public services, only such hymns and forms as conform to the confessional standard of Article III shall be used.

8.2 In the ECC, besides the Holy Scriptures and Luther's Small Catechism, only such books as conform to Section 3 shall be used for instruction in Christian doctrine. All books and materials used in the school shall be befitting of a Christian school and aid in the academic pursuit of excellence..

8.3 Parents who are members of the congregation shall be encouraged to send their children to our ECC or otherwise provide for their instruction in the pure doctrine.

9.0 Division

9.1 If at any time a division of the congregation should take place on account of doctrine or for any other reason, the property of the congregation and all benefits connected therewith shall remain with those communicant members who continue to adhere in confession and practice to Section 3 of this constitution.

9.2 In the event that the congregation dissolves, all property shall be disposed of by the final voters assembly for the payment of debts and all just claims against the congregation, and any and all surplus and all rights connected therewith shall be conveyed to and become the property of the Southern Illinois District of the Lutheran Church Missouri Synod.

10.0 Voters' Meetings

10.1 Regular meetings of the Voters' Assembly shall be held as determined in the bylaws.

10.2 Special meetings require announcement in all weekend services for two consecutive weekends prior to the meeting or notification by mail and/or e-mail and announcement in all services the weekend of the meeting. Special meetings will be called by the Chairman at the request of the pastor, chairman, church council, or ten (10) voting members.

10.3 All voting members present at a validly called meeting shall constitute a quorum.

11.0 Limitations on holding office

11.1 Women who have reached the age of 18 may hold voting membership in the congregation and serve as officers and as members of boards and committees as long as these positions are not directly involved in the specific functions of the pastoral office (preaching, the public administration of the sacraments, church discipline)

Accordingly, they shall not serve as pastor or a member of the Board of Elders.

11.2 No member of the congregation shall be elected or appointed to more than one office or Board at the same time.

12.0 Amendments

12.1 Amendments to provisions of this constitution' except Section 2.0, 3.0, and 5.0 may be adopted at a regular voters' meeting except as hereinafter otherwise provided:

1. The proposed amendment has been submitted in writing at a previous meeting of the Voters' Assembly and published by posting in a conspicuous place in the church or by mail and/or e-mail prior to the meeting at which the proposed amendment will be acted upon; and

2. An affirmative vote of a two-thirds majority of the voters present is secured.

12.2 In addition to the above requirements, proposals to amend Sections 2.0, 3.0, 5.0 and 13.0 shall require that previous notice of such amendment and discussion of the same shall be presented at two regular meetings of the Voters' Assembly before the meeting at which the proposed amendment is to receive action. Due notice of the fact that a vote will be taken shall be given to all voting members of the congregation. Any changes in these articles shall not destroy the essential meaning of the same. The only exception is if the proposed change is to verbiage only and has no substantiative influence to the meaning or intent of the section being changed. Minor verbiage changes can be submitted in writing to any voter's meeting and an affirmative vote of two-thirds majority shall be required.

12.3 The revised constitution shall, as a condition of continued membership in The Lutheran Church – Missouri Synod, be submitted to the president of the district for review by the district's constitution committee and favorable action by the district's board of directors before being implemented by the congregation

BY-LAWS

13.0 These **By-Laws** provide the essential structure, organization, and policies by which the congregation will accomplish its stated mission. Procedural details are reserved for the judgment of the administrative bodies and are not invoked by these By-Laws.

13.1 The congregation's mission is:

- 13.1.1 To rejoice with one another over God the Father's gift of Jesus Christ in our lives, to gather around His gifts of word and sacraments, and to offer praise to God for His goodness - TO WORSHIP

- 13.1.2 To tell others of God's Love in Christ - TO WITNESS

- 13.1.3 To keep each other strong in the faith - TO NURTURE

- 13.1.4 To manage, both as individuals and as a group, our lives and resources in such a way that we serve God's purpose for us - TO BE GOOD STEWARDS

- 13.1.5 To serve others as Christ has served us - TO BE OF SERVICE

- 13.1.6 To care for and serve one another as we share our gifts - TO BE IN FELLOWSHIP ONE WITH ANOTHER.

14.0 Voters' Assembly Meetings

14.1 Four regular meetings and one budget approval meeting are held each calendar year. Special meetings are called by the Chairman in response to requests from the Church Council, pastor, chairman or ten(10) voting members and are restricted to the announced agenda items. Regular meetings will normally be held in January, April, July and October of each year. The next regular meeting (date, time & place) is announced as an item of business at all meetings. A Voters' meeting to approve the budget will be held no later than June of each year.

14.2 Meetings are conducted in accordance with parliamentary usage (CF. Robert's Rules of Order). A secret ballot may be requested by one or more voting members. The following agenda is provided as a guide for regular meetings:

- Devotional opening
- Signatures of all voting members present
- Reading and approval of past meeting minutes
- Reports:
 - Board of Elders & Pastor
 - ECC
 - Board of Trustees
 - Board of Christian Education
 - Board of Evangelism
 - Board of Stewardship & Finance
 - Financial Secretary Committee Reports
- Old Business
- New Business
- Announcements
- Devotional closing

15.0 Procedures for calling Ministers of Religion**

15.1 When a pastor or commissioned minister is to be called, every member of the congregation shall be provided opportunity to suggest one or more names for consideration. The congregation, through the appropriate Board, shall also seek the counsel of the President of the synodical District for candidate recommendations.

15.2 In the case of a pastoral call the Board of Elders shall serve as the screening committee, and in the case of the calling of an ECC Employee, the Board of ECC shall perform that function. In the calling of any other position, the Voters will determine the applicable screening committee.

15.3 In the screening process the respective board shall submit all names to the respective District President for information and evaluation. The committee shall then present to the congregation by public announcement, following Special Meeting procedure identified in Section 10.2, its proposed list of candidates and their biographical sketches.

15.4 At the special voters' meeting, called for the purpose of calling a new pastor or commissioned ministers, additional candidates may be added to the list of candidates presented by the call committee with the approval of a two-thirds vote of those present... Information regarding the additional candidate(s) shall be provided by the district president and/or his representative at the meeting. If not available, meeting will be adjourned and board/committee will screen and provide information on approved candidate(s) at a future date.

15.5 Ballot voting shall continue until a majority vote determines the candidate to be called.

15.6 The call document shall be reviewed and approved by the Board of Stewardship and Finance for fiscal accuracy, signed by the appropriate board chairman or their representative, and the congregation Chairman.

**Ordained and commissioned ministers are defined by the Bylaws of The Lutheran Church—Missouri Synod.

16.0 Church Council (Board of Directors)

16.1 Membership The Church Council shall be the Board of Directors and shall consist of the Chairman, the Vice-Chairman, the Congregational Recording Secretary, the Financial Secretary of the congregation, the chairmen or appointed representatives of the Board of Elders, the Board of Trustees, The Board of ECC, the Board of Christian Education, the Board of Stewardship and Finance and the Board of Evangelism. The Pastor is an advisory member of all Boards and Committees. The Chairman and Congregational Recording Secretary shall serve as Chairman and Secretary of the Church Council.

16.2 Meetings The Church Council shall meet monthly. The Chairman of the Church Council may call special meetings by contacting each member at least 24 hours in advance. A majority of the voting members of the council shall constitute a quorum.

16.3 Duties . The principal duty of the Church Council shall be to coordinate the program and activities of the various departments of the Congregation. It shall also have the power to act on behalf of the Congregation between meetings of the Voters Assembly within limitations established by the Voters Assembly, which actions shall be reported to the next meeting of the Voters Assembly

16.3.1 - **Planning** – An annual planning meeting with the Church Council and all members of each board should be held in September of each year to plan short term and long term goals of the Congregation.

16.3.2 - **Budget** - The Council shall require the Board of Stewardship and Finance to prepare the procedure and timetable for developing the annual Church Budget. This procedure will be reviewed annually by the Church Council.

16.4 Minutes Council meeting minutes shall be published. Approved minutes shall be published for congregational review.

17.0 Nominations and Elections

17.1 A nominating committee will be established each year, The committee will consist of the following members:

Chairman of the Nominating Committee – Vice Chairman of the Congregation

Even Year – One member of each of the following boards:

Board of Christian Day School and ECC

Board of Evangelism

Board of Finance and Stewardship

One at large member of the congregation

Odd Year – One member of each of the following boards:

Board of Elders

Board of Christian Education

Board of Trustees

One at large member of the congregation

This committee shall present a slate of candidates for all elected offices. The slate shall normally consist of two names for each position. Additional nominations may be made from the floor. No person shall be nominated without their consent.

17.2 All positions shall be elected by a majority ballot vote of the Voters' Assembly and voting shall continue until a clear majority has been established after candidates receiving the lowest number of votes have been eliminated in each succeeding ballot.

17.3 The offices of Chairman, Vice-Chairman, Congregational Recording Secretary and Financial Secretary are elected, and shall serve for a term as noted in Official Duties.

17.4 The members of the Board of Elders, Board of Trustees, Board of ECC, Board of Christian Education, Board of Stewardship and Finance and Board of Evangelism are elected and shall serve for a term as noted in Official Duties.

17.5 Officers and board members will be elected based on a fiscal year - July 1 - June 30.

17.6 Officers and board members shall be installed into office in a public service of the congregation.

17.7 In case of a vacancy in an elective position, other than the Congregational Chairman, the Church Council shall appoint a successor to fill the term.

18.0 Terms and Official Duties

18.1 **Chairman** The Congregational Chairman will be elected in odd numbered years to a term of two years and can serve two consecutive terms. The duties of the office are:

18.1.1 Plan for and preside at the Voters' Assembly, Church Council, and annual congregational planning meetings

18.1.2 Consult regularly with the Pastor and Vice-Chairman regarding temporal church matters

18.1.3 Establish task forces to meet temporary needs of the congregation with the approval of the church council.

18.1.4 Delegate Chairman functions to be performed by the Vice Chairman

18.1.5 18.1.5 Serve as an ex- officio, non-voting member of all the boards, committees, and established task forces

18.1.6 Coordinate with the church secretary or designee to notify congregation of the date, time, and location of all voter's meetings.

18.2 **Vice Chairman** The Vice Chairman will be elected in even numbered years to a term of two years and can serve two consecutive terms. The duties of the office are:

18.2.1 Assist the Chairman

18.2.2 Act for the Chairman in his absence

18.2.3 Perform specified Chairman functions when directed by the Chairman

18.2.4 Assume the office of Chairman should the elected Chairman vacate the office

18.2.5 Act as Chairman of the Nominating Committee

18.3 Congregational Recording Secretary The Congregational Recording Secretary will be elected in odd numbered years to a term of two years and can serve two consecutive terms. The duties of the office are:

18.3.1 Record and distribute the approved minutes of the Voters' Assembly and Church Council meetings

18.3.2 Distribute minutes as directed by the Council

18.3.3 18.3.3 Conduct authorized correspondence for the Voters' Assembly and Church Council

18.3.4 Maintain two sets of all official files of the Voters' Assembly and Church Council. One set of documentation will be kept with the Congregational Recording Secretary via a digital storage medium, and the second set will be provided to the Church Secretary for permanent file.

18.3.5 Keep a list of attendance at all meetings

18.3.6 18.3.7 Supply all voting members with a copy of the approved Church Constitution including all addendums/amendments

18.4 Financial Secretary The Financial Secretary will be elected in odd numbered years to a term of two years and can serve for two consecutive terms. The duties of the office are:

18.4.1 Supervise the recording of all receipts and deposits of all monies

18.4.2 Keep records of all contributions

18.4.3 Submit a report of all receipts to the Bookkeeper and Church Office on a weekly basis, to the Church Council on a monthly basis and to the Voters' Assembly on a quarterly basis

18.4.4 Prepare a complete income report of the congregation at the end of the fiscal year. This report will be presented to the Church Council and Voters Assembly.

18.4.5 Serve as an advisory member of the Board of Stewardship and Finance

18.4.6 Recommend members for and be assisted by the Counting Committee

18.4.7 Supply communicant members with annual contribution statements based on calendar year.

18.4.8 Financial Secretary will be bonded

18.4.9 Submit an annual budget request in the form and at the time requested by the Board of Stewardship and Finance

18.5 Board of Elders The Board of Elders shall consist of one member for every *75 Communicant members*. They will be elected to a term of three years. They shall be elected as terms expire. The Board shall elect one of their number as Chairman, one as Vice Chairman, and one as Secretary. The duties of the Elders are:

18.5.1 An Elder is expected to live a strong, mature spiritual life. He is to be regular in worship, prayer and group and private Bible study. He is to support the mission of the congregation with his prayers

and financial gifts. He is to be an example of Christian conduct and conversation for everyone connected with the congregation.

18.5.2 Each Elder is to pray for the total spiritual nature and direction of the church and the ECC. With respect to Pastor(s), Congregational staff members and other spiritual leaders in the Elder area of responsibility, he is to affirm and encourage their work by word and action. This may include providing loving guidance, advice and admonition where it is needed.

18.5.3 The Elders as a Board are to take a special interest in the spiritual, emotional and physical welfare of the Pastor(s) and other congregational staff and their families. This includes being concerned with issues such as adequate compensation, housing, free time, vacation and assistance in times of illness.

18.5.4 The Board will conduct an annual review of duties for all Congregational called and contracted employees in the Elder area of responsibility.

18.5.5 The Elders as a Board are to work with the Pastor (s) and other congregational staff to achieve the visions, goals, and priorities set at the annual planning meeting for the spiritual ministry of the Congregation.

18.5.6 The Elders as a Board will adopt policies to help further the congregation's visions, goals and priorities, especially those assigned to it by the Church Constitution and by-laws. Examples of these policies include weddings, funerals, and Lutheran elementary/Lutheran school tuition assistance. The policies will be communicated to the Church Council, Voters Assembly, and Congregation.

18.5.7 The Elders as a Board will acquaint themselves with persons desiring to become members of the congregation, and report their names to the Voters' Assembly for membership. , The Board of Elders may approve any transfer request to or from an LCMS congregation for a member in good standing. This action shall then be reported to the Church Council and the following quarterly Voters' meeting. They will oversee all Confirmation and membership instruction.

18.5.8 The Elders will encourage all members to make faithful use of the blessing which God offers through the congregation. They will pay special attention to members who are neglecting worship attendance and the use of the Sacraments. If they find that any member is conducting themselves in an unchristian manner, they shall determine as a Board whether to initiate Article 4.4.2 in this constitution. In doing this, they will carefully observe, and ask that all members of the congregation observe - the Eighth Commandment, the Lord's commands in Matthew 18 and other scriptures which explain how Christians are to treat one another.

18.5.9 The Elders shall see to it that all worship services are conducted in a God-pleasing manner that fosters an attitude conducive to worship. They shall act as an advisor to the Ushers' committee, Altar Guild and Acolytes to help accomplish this.

18.5.10 Submit an annual budget request in the form and at the time requested by the Board of Stewardship and Finance.

18.5.11 Work with Board of Stewardship and Finance to plan ways and means for obtaining the necessary funds specified in the budget.

18.5.12 The Board of Elders has the authority in cases that permit no delay to temporarily suspend the Pastor and/or other church congregational called employees. The Board shall convey their actions, to the Church Council, Voters' Assembly and Congregation. The Board will immediately recover all property of the congregation/ECC remaining in their care . When dealing with a called worker, the Board shall follow the policies of the Lutheran Church Missouri Synod.

18.5.13 The Board of Elders has the responsibility to hire all contracted staff including Administrative Assistant. All hiring will be in accordance with the Personnel Manual. Personnel files will be permanently maintained in the Church Office.

18.5.14 The Board of Elders will recommend a Head Usher to be appointed by the Church Council. The Head Usher shall be responsible to select, train and supervise the entire ushering staff and maintain a list of usher duties.

18.6 Board of Trustees The Board of Trustees shall consist of four members, one being elected each year for a term of four years. The Board shall elect one of their number as Chairman, one as Secretary, and one as Advisory member of the Cemetery Committee. The duties of the Trustees are:

18.6.1 Periodically survey the facilities of the congregation to determine condition

18.6.2 Submit recommendations to the Church Council for repairs and alterations to be accomplished. All recommendations requiring bids will have a minimum of three bids submitted.

18.6.3 Will submit requests in accordance with the purchasing policy established by the Board of Stewardship and Finance. Maintenance issues of an exigent nature can be approved by the Chairman and reported to the church council and voters..

18.6.4 Expend monies in conformity with the budget for property maintenance and alterations

18.6.5 The Trustees as a Board are to work with the Pastor(s) and other congregational staff to achieve the visions, goals, and priorities set at the annual planning meeting for the spiritual ministry of the Congregation.

18.6.6 Submit an annual budget request in the form and at the time requested by the Board of Stewardship and Finance

18.6.7 Work with Board of Stewardship and Finance to plan ways and means for obtaining the necessary funds specified in the budget

18.6.8 Make and issue keys for church property

18.6.9 Set all policies and fees for rental, use and lending of church property and facilities. The policies will be communicated to the Church Council, Voters Assembly, and Congregation.

18.6.10 The Board of Trustees will have the responsibility for signing legal documents relating to properties and facilities. These documents will include deeds, loans, insurance, and required state regulations.

18.6.11 Annually the trustees will:

18.6.11A - Perform an inventory of all property and facilities

18.6.11B - Review insurance coverage and make recommendations for any changes

18.6.11C - Review Current list of all key holders

18.6.11D - Conduct an annual review for all contracted staff in the Trustee area of responsibility.

18.6.12 Hire and supervise the duties of the contract custodian(s) and maintenance personnel. All hiring will be in accordance with the Personnel Manual. Personnel files will be permanently maintained in the Church Office (if reopened).

18.7 Board of Early Childhood Center The Board of E.C.C. shall consist of five members. They will be elected for a term of three years The Board shall elect a Chairman, Vice-Chairman, and Secretary.

The duties of the Board are:

18.7.1 A Board Member is expected to live a strong, mature spiritual life. He/she is strongly encouraged to be a regular at worship, prayer and group and private Bible study. They are to support the mission of the congregation with their prayers and financial gifts. They are to be an example of Christian conduct and conversation for everyone connected with the congregation.

18.7.2 Each Board Member is to pray for the Pastor(s), , staff members and other spiritual leaders of the congregation. Each is to affirm and encourage the Pastor(s), and other staff members in their work by word and action. This may include providing loving guidance, support, advice and admonition where it is needed.

18.7.3 The Board Early Childhood Center shall take a special interest in the spiritual, emotional and physical welfare of the children attending the E.C.C. as well as their families. This includes being concerned with issues such as tuition, lunches, illnesses and any complaints that may be brought before the Board by students or their parents.

18.7.4 The Board Early Childhood Center shall also take special interest in the spiritual, emotional and physical welfare of the ECC staff. This includes adequate compensation, free time, vacation and assistance in times of illness.

18.7.5 The Board of Early Childhood Center is to work with the Pastor (s) , Director, and other congregational staff to achieve the visions, goals, and priorities set at the annual planning meeting for the spiritual ministry of the Congregation.

18.7.6 The Board of Early Childhood Center will adopt policies to help further the congregation's visions, goals and priorities especially those assigned to it by the Church Constitution and Bylaws. Examples of these policies are the personnel manual, dress code, and other written directives. The policies will be communicated to the Church Council, Voters Assembly, and Congregation.

18.7.7 The Board Early Childhood Center, with recommendations of the Director, will review all applications of children desiring to join our Day School to determine whether St. Paul's Lutheran School is qualified to meet the needs of each applicant. The Board will have final authority to accept or deny admission.

18.7.8 The Board of Early Childhood Center shall see to it that all classes and activities are conducted in a God-pleasing manner, which fosters an attitude conducive to a Christian School.

18.7.9 The Board of Early Childhood Center shall ensure the school and daycare programs are meeting State guidelines where appropriate and that we are educating and caring for children to the best of the organization's abilities and for the students' welfare.

18.7.10 The Board of Early Childhood Center shall recommend necessary repairs to the Trustees to keep the school and daycare property and equipment in good condition.

18.7.11 The Board of Early Childhood Center will submit to the Board of Stewardship and Finance in the appropriate form and at the time requested a budget request for the coming fiscal year's work.

18.7.12 Work with Board of Stewardship and Finance to plan ways and means for obtaining the necessary funds specified in the budget.

18.7.13 The Board of Early Childhood Center has the authority in cases that permit no delay to investigate, suspend and remove the Director, and other ECC staff that are not called positions, per the personnel manual. The Board shall convey their actions to the Church Council, Voters' Assembly and Congregation. The Board will immediately recover all property of the congregation/school

remaining in the worker(s) possession. When dealing with a called worker, the Board shall follow the policies of the Lutheran Church Missouri Synod.

18.7.14 The Board of Early Childhood Center has the authority to suspend and/or expel students.

18.7.15 The Board of Early Childhood Center has the responsibility to hire all contracted staff including Principal, Teachers, Secretary, ECC Staff, and Cook. This hiring may come on the recommendation of designated persons as assigned by the Board of Christian Day School and Early Childhood Center.

18.7.16 The Board will conduct an annual review of duties for all congregational called and contracted staff in the Early Childhood Center area of responsibility.

18.8 Board of Christian Education The Board of Christian Education shall consist of four members elected one per year for a term of four years. The Board shall elect one of their number as Chairman and one as Secretary. The duties of the Board are:

18.8.1 Establish and direct all educational ministries of the congregation with the exception of the Early Childhood Center. Examples of educational ministries include Sunday School, Bible Study, Youth Ministries, and Vacation Bible School.

18.8.2 Sponsor various learning and training programs, seminars, etc., which are aimed at the current needs of the membership.

18.8.3 Support the educational ministries by recruiting personnel and by providing training, space, equipment, materials and funds.

18.8.4 The Board of Christian Education as a Board are to work with the Pastor (s), ECC staff, and other congregational staff to achieve the visions, goals, and priorities set at the annual planning meeting for the spiritual ministry of the Congregation.

18.8.5. Assist families of the congregation in the areas of Christian Education, i.e., family devotions, cradle roll

18.8.6 Submit an annual budget request in the form and at the time requested by the Board of Stewardship and Finance

18.8.7 Work with Board of Stewardship and Finance to plan ways and means for obtaining the necessary funds specified in the budget.

18.8.8 The Board of Christian Education will be responsible for maintaining and encouraging the use of the church library.

18.9 Board of Stewardship and Finance The Board of Stewardship and Finance shall consist of five elected members for a term of three years. The Board shall elect one of its members as Chairman and one as Secretary. The current Bookkeeper and Financial Secretary will be advisory members to the Board. The duties of the Board are:

18.9.1 Carry out the stewardship ministry by helping members of the congregation discover, develop and use their God given gifts within their personal lives, congregation and community.

18.9.2 Develop and implement an on-going program to encourage Gospel-motivated, joyous, proportionate, first fruits giving for the work of the Lord by all members.

18.9.3 Encourage and promote Congregational stewardship consciousness to further the mission of the church through spiritual, financial and physical aid to the community, District and Synod.

18.9.4 Supervise the overall finances of the congregation, which is accomplished by the budget process, monitoring of expenditures, tracking income and communicating fiscal information on income

and expenses to the Church Council, Congregation, and Voters' Assembly.

18.9.5 The Board of Stewardship and Finance as a Board are to work with the Pastor(s), ECC Director, and other congregational staff to achieve the visions, goals, and priorities set at the annual planning meeting for the spiritual ministry of the congregation.

18.9.6 Establish budget by

18.10.6.1 Receiving budget requests from all Board and Committees by April 1

18.10.6.2 Submit proposed budget to Church Council in May

18.10.6.3 Submit proposed budget to Voters' Assembly no later than June

18.9.7 Work with all other Boards to plan ways and means for obtaining the necessary funds specified in the budget

18.9.8 The Board will establish the policy for utilization of memorials and will provide a list of congregation needs for memorials to all donors. Any requests for gifts other than those specified must be approved by the Board and submitted to the council for approval. All memorials must be approved by the Board of Stewardship and Finance prior to purchase.

18.9.9 Update Memorial Book as required.

18.9.10 Can establish a Counting Committee (reports to the Chairman of the Board of Stewardship and Finance) The counting Committee will consist of four members recommended by the Chairman of the Board of Stewardship and Finance and appointed by the Church Council. Their term will run concurrent with the Financial Secretary. The committee will assist the Financial Secretary in the accounting of all received funds

18.10 Board of Evangelism The Board of Evangelism shall consist of four elected members for a term of four years. The Board shall elect one of their number as Chairman and one as Secretary. The duties of the Board are:

18.10.1 Emphasize evangelism through comprehensive member education programs. Examples include prayer, workshops, church publications, Bible classes, worship services and projects/programs for organizations and societies.

18.10.2 Plan and supervise a constant and diverse program of witness to the community

18.10.3 Maintain an up-to-date visitor/prospect file.

18.10.4 Recruit, train and coordinate congregational volunteers to call on visitors and prospective members.

18.10.5 Coordinate with all Boards the reception, orientation and integration of new members into the congregation.

18.10.6 Encourage and promote an atmosphere of friendliness in the congregation and suggest ways and means of improvement.

18.10.7 The Board of Evangelism as a Board are to work with the Pastor(s), ECC Director, and other congregational staff to achieve the visions, goals, and priorities set at the annual planning meeting for the spiritual ministry of the Congregation.

18.10.8 Submit an annual budget request in the form and at the time requested by the Board of

Stewardship and Finance.

18.10.9 Work with Board of Stewardship and Finance to plan ways and means for obtaining the necessary funds specified in the budget.

18.11 .

18.12 **The Archivist Committee (reports to Vice Chairman)** will consist of up to two members, one being appointed to serve as long as they feel called. The appointment shall be by recommendation of the Vice Chairman and the approval of the Church Council. The duties of the Archivist Committee are:

18.12.1 Compile and file all important records and historical items of the congregation and its organizations

18.12.2 Follow the instructions of the Church Council and preserve the records/items of the congregation 18.12.3 Supply information as needed by Boards and Committees.

18.13 **Cemetery Committee (reports to Trustees)** The Cemetery Committee will consist of one member of the Board of Trustees and four appointed members one being recommended by the Board of Trustees each year for a term of four years. The appointments will be approved by the Church Council. The cemetery Committee will elect a Chairman, Secretary, and Treasurer. . The duty of this Committee is to maintain the cemetery in compliance with the rules and regulations established by the congregation's permanent care plan and state/local regulations.

