

**THE  
CONSTITUTION OF  
ST. PAUL'S  
EVANGELICAL  
LUTHERAN  
CHURCH AND  
SCHOOL OF ENID,  
OKLAHOMA**

Congregational Approval on September 20, 2015

District Approval on February 6, 2016

Revised—4/23/2017

Revised—4/18/2021

Revised—8/4/2021

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THE CONSTITUTION OF  
ST. PAUL'S EVANGELICAL LUTHERAN CHURCH  
AND SCHOOL OF ENID, OKLAHOMA

ARTICLE 1.0            NAME

The name of this congregation is St. Paul's Lutheran Church Inc. of Enid, Garfield County, Oklahoma.

ARTICLE 2.0            MISSION

Our mission is to grow, by the power of the Spirit, into a deep-rooted faith in Christ, so we may have life in Hi, now and forever and grow daily in Christian love, witness and service. This objective will be achieved by the preaching of the Word of God, the administration of the Sacraments and the religious instruction of all its members according to the confessional standard of The Lutheran Church-Missouri Synod.

2.1    MISSION STATEMENT

Our Mission Statement is to preach and teach to all, comfort and support those in need.

## ARTICLE 3.0 CONFSSION

This congregation accepts without reservations:

3.1 The Scriptures of the Old and New Testament as the written Word of God and the only rule and norm of faith and of practice.

3.2 All the Symbolical Books of the Evangelical Lutheran Church as a true and unadulterated statement and exposition of the Word of God, to wit:

3.2.1 The three ecumenical creeds {The Apostles' Creed, the Nicene Creed, the Athanasian Creed},

3.2.2 The Unaltered Augsburg Confession,

3.2.3 The Apology of the Augsburg Confession,

3.2.4 The Smalcald Articles,

3.2.5 The Large Catechism of Luther,

3.2.6 The Small Catechism of Luther, and

3.2.7 The Formula of Concord.

## ARTICLE 4.0 MEMBERSHIP

The membership of this congregation includes the following:

### 4.1 Membership shall be determined:

4.1.1 *Baptized* members are all members, regardless of age, who have been baptized in the name of the Triune God and who are under the spiritual care of the Pastor of the congregation. All Baptized members should work towards communicant membership status at the appropriate time.

4.1.2 *Communicant* members are those Baptized members who have been instructed in the Lutheran faith, publicly accept the confessional standard of Article 3.0 of this constitution, and are familiar with the contents of Luther's Small Catechism, and are not members of organizations whose principles and conduct conflict with the Word of God.

4.1.3 *Voting* members are all communicant members.

### 4.2 Reception

Baptized and communicant members are received:

4.2.1 Through the Sacrament of Holy Baptism.

4.2.2 Through the consent of one or both parents or legal guardians in the case of children,

who have been baptized in another Christian congregation.

4.2.3 Through the rite of confirmation.

4.2.4 Through transfer from a sister LCMS congregation, or

4.2.5 Through profession of faith or reaffirmation of faith.

### 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 fraternal admonition as the need of such admonition becomes apparent, and be readily available in the service of the Kingdom of Christ within and beyond the congregation.

### 4.4 Termination

4.4.1 Membership shall be terminated:

4.4.1.1 By transfer to a sister LCMS congregation,

4.4.1.2 By death,

4.4.1.3 By joining a congregation outside the fellowship of the congregation,

4.4.1.4 By self-exclusion, or

#### 4.4.1.5 By excommunication.

4.4.2 In cases of excommunication, each case shall be presented individually to the Voter's Assembly for a decision. Communicant members who conduct themselves in an unusual Christian manner shall be admonished according to Matthew 18:15–20. If they remain impenitent after proper admonition, they shall be excommunicated. In all disciplinary cases, the congregation will follow its stated and adopted guidelines as determined by its Board of Elders as outlined in the By-laws of this constitution.



## ARTICLE 5.0

## THE OFFICE OF PASTOR/CALLED SERVANTS {Ordained And Commissioned Ministers}

5.1 This congregation has the exclusive right to call Ordained and Commissioned Ministers. The Pastoral office shall be conferred only on such a Pastor or candidate who professes and adheres to the confessional standard set forth in Article 3.0 of this constitution who is qualified for his work, who is rostered by The Lutheran Church–Missouri Synod. The same shall apply to all called servants and church workers rostered by The Lutheran Church–Missouri Synod.

5.2 In the absence of adequate cause for dismissal as defined in Article 7.3 of this Constitution, the tenure of office of a Called Servant shall be the remainder of his/her active life, or until the Lord calls him/her into another field of service.

5.3 In case of a vacancy of the office of an Ordained or Commissioned Minister, the congregation shall notify the President of the District so that he may assist in temporarily filling the vacancy and also give assistance in regard to the calling of a new Ordained or Commissioned Minister.

## ARTICLE 6.0

## AUTHORITY OF THE CONGREGATION

6.1 The Voter's 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 Voter's Assembly.

6.2 All matters shall be decided by a majority vote of the Voter's Assembly unless otherwise specified by this constitution or its By-laws. Matters of doctrine and conscience shall be decided only on the basis of the Word of God.

6.3 The right of calling Ordained or Commissioned Ministers shall be vested in the Voter's Assembly and shall not be delegated otherwise.

## ARTICLE 7.0

## OFFICERS, BOARDS AND TEAMS

The legal officers of this congregation {a non-profit corporation} shall be the Chairman, the Secretary and the Treasurer as elected by the Voter's Assembly and be at least twenty-one {21} years of age. The Chairman, the Secretary and the Treasurer shall be the Trustees of this corporation. As Trustees they shall have all the powers provided by law for Trustees of religious corporations, including all the powers to buy, sell, own, control and manage all chattel and real property of the corporation with consent and direction of the congregation under rules and regulations provided for in the Constitution and By-laws of the congregation. This corporation through its' officers and trustees when duly authorized by the congregation, may borrow money and issue notes, bonds and other evidence of indebtedness, and may secure the same, either by mortgage on any or all of its' properties, or by pledging portions of its' income, and may enter into trust agreements with trust or banking institutions, concerning the issuance, registrations, payment and handling of said notes, bonds or other evidence of indebtedness.

This congregation shall have the following elected officers in addition to any which the congregation shall authorize from time to time.

### 7.1 Officers:

7.1.1 A Chairman who shall conduct meetings of the Voter's Assembly,

7.1.2 A Chairmen-elect who shall fill the role in the Chairmen's absence or inability to act,

7.1.3 A Secretary, who shall keep the minutes of the Voter's Assembly and Church Council meetings,

7.1.4 A Treasurer who shall be responsible for the financial records of the congregation,

7.1.5 A Financial Secretary who shall oversee the receipt of all monies and deposit the same in a bank account in the name of the congregation. {This person is under the authority of the Treasurer},

7.1.6 Three {3} Members at Large who shall give voice to the congregation,

7.1.7 A Head Elder who shall be responsible for the care of Ordained and Commissioned Ministers as well as the spiritual growth of the congregation,

7.1.8 A Stewardship Chairman shall be responsible for the education of the congregation in stewardship giving as well as preparing the final budget and keeping the congregation aware of shortfalls to the budgets and/or special gifts being received,

7.1.9 An Outreach Chairman shall be responsible for any and all outreach programs within the congregation that takes place using the Word of God to reach people in and out of the congregation walls,

7.1.10 The Chairman of the Board of Education shall be responsible serving the school in

leadership and direction. This person will form a committee to help him/her keep the school effective and productive keeping the children we serve of utmost importance at all times,

7.1.11 The Chairman of the Properties Team shall be responsible for the upkeep and repair of all property owned by the congregation, and

7.1.12 Any additional officers who shall be elected as needed and outlined in the By-laws.

## 7.2 Boards

7.2.1 Church Council will consist of all Church Officers as defined in Article 7.1 of this constitution and its By-laws with voting privileges. Called and Commissioned Minister as well as the Chairmen of the Investment Team, as defined in the By-laws, will serve on Church Council as Advisory members.

7.2.2 A Board of Elders which shall assist the pastor in the Spiritual life of the congregation.

7.2.3 The Investment Team Chairman shall be appointed by the Chairman of the congregation. The Team Chairman then shall select his own team.  
{not yet approved}

## 7.3 Removal From Office

Any officer or board member may be removed from office by the Voter's Assembly with a two-thirds {2/3} majority ballot vote, in a 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.

#### ARTICLE 8.0 SYNODICAL MEMBERSHIP

This congregation shall be a member of the Lutheran Church–Missouri Synod as long as the Synod conforms to the congregation’s confessional standards set forth in this constitution and as determined by a two–thirds {2/3} majority vote of the congregation present at a meeting for that purpose.

## ARTICLE 9.0

## DIVISION

9.1 If at any time a division should take place, 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 the confessional standards set forth in this constitution, as determined by the dispute resolution process described by the By-laws of Synod.

9.2 In the event the congregation should dissolve, the properties and all rights connected therewith shall be transferred to that District of the Synod in which the congregation held membership at the time of dissolution.

## ARTICLE 10

## MEETINGS

Regular meetings of the Voter's Assembly shall be held as determined in the By-laws. These meetings of the Voter's Assembly shall be announced in any and all services of the two {2} previous Sundays. Special meetings require announcements in any and all services of the two {2} previous Sundays or notification by mail and/or electronic communication and announcements in the service of one {1} previous Sunday. Such special meetings may be called at the request of the Pastors, Officers, Church Council or ten {10} voting members.

## ARTICLE 11

## QUORUM

All voting members present at a properly called and announced meeting shall constitute a quorum.



## ARTICLE 12

## LIMITATIONS ON HOLDING OFFICE

12.1 All officers of the church shall be at least eighteen {18} years of age.

12.2 Communicant members who are women may hold voting membership in the congregation and serve as officers and as members of boards, committees and teams, 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} and as long as this service does not violate the order of creation {usurping authority over men}. Accordingly, they shall not serve as Pastor, Chairman or Chairman-elect, or as a member of the Board of Elders.

## ARTICLE 13      AMENDMENTS

13.1            Amendment to provisions of this constitution except Articles 3.0, 4.0, 5.0, 9.0 and 13.0, may be adopted at a regular Voter's Assembly, except as hereinafter provided:

13.1.1        That the proposed amendment has been submitted in writing at a previous meeting of the Voter's Assembly and published by posting in a conspicuous place in the church, or by mail and/or electronic communication to all the communicant members of the congregation prior to the meeting at which the proposed amendment will be acted upon, and

13.1.2        That an affirmative vote of two-thirds {2/3} majority of the voters present is secured.

13.2        In addition to the above requirements, proposals to amend Articles 3.0, 5.0, 9.0 and 13.0, shall require that previous notice of such amendment and discussion of the same shall be presented at two {2} regular meeting of the Voter's 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. Whether or not this has occurred shall be decided, if challenged, by a decision using the disputed resolution process described in the By-laws of the Synod.

# BY-LAWS

## ARTICLE 1.0 MEMBERSHIP

### 1.1 Admission Into Membership

#### 1.1.1 Baptized Membership

1.1.1.1 Any person who requests Baptism, either personally or through those responsible for him/her, shall be made a member through this Sacrament.

1.1.1.2 Any Baptized person seeking membership, or transfer of membership, as approved by the Board of Elders.

#### 1.1.2 Communicant Membership

1.1.2.1 By Confirmation: All who have received instruction in Christian and Lutheran Doctrine and have been admitted by the Rite of Confirmation.

1.1.2.2 By Transfer: Persons requesting transfer from another LCMS congregation as approved by the Board of Elders.

1.1.2.3 By Profession of Faith: Other persons requesting communicant membership shall meet with the Pastor. Upon recommendation by the Pastor and approved by the Board of Elders will be granted membership.

### 1.1.3 Voting Membership

All confirmed members shall be entitled to vote. It shall be the privilege and duty of the voting members of this congregation to:

1.1.3.1 Conscientiously and prayerfully exercise his/her right of suffrage in all measures that will advance the work of Christ's Kingdom both locally and in the Church-at-large.

1.1.3.2 After reaching the age of eighteen {18}, willingly serve in any office for which his/her talents and abilities equip him/her.

1.1.3.3 Faithfully attend all meetings of the voting assembly, and

1.1.3.4 Assist with wholehearted diligence in administering the temporal and spiritual affairs of the congregation.

## 1.2 Termination Of Confirmed Membership

1.2.1 Transfer to another congregation-- Members desiring to join another LCMS congregation shall make a request through the church office,

1.2.2 Joining other churches—In cases where members have joined a congregation outside the LCMS, they shall be considered as having terminated their membership and the Board of Elders shall remove their names from the membership list.

### 1.3 Self-Exclusion

When a member of St. Paul's Lutheran Church has not been a part of the worship community for one {1} year, he/she will be contacted by the Pastor or an Elder and shall be encouraged.

If such a member has not worshipped in two {2} years, the Pastor and an Elder shall contact him/her again with additional encouragement.

If then after three {3} years, the member has not responded to Christian admonition as outlined above, the members name shall be presented to the congregation by the Board of Elders at the next regular Voter's Assembly for recognition of self-exclusion.

The individual shall be notified of such action by registered mail and shall be declared to have excluded himself/herself from this Christian congregation.

Such self-exclusion releases the individual from all responsibilities to this congregation. Such a person, however, will at all times be cordially welcomed back by profession of faith.

Self-exclusion shall not apply to those who are in the military or health which requires a person to stay home. Other exceptions shall be determined by the Board of Elders.

## 1.4 Church Discipline

Church Discipline is to be applied to any member who conducts himself/herself in an unchristian manner: i.e., to one who openly adheres to false doctrine, gives evidence of an immoral and offensive life, or willfully despises the preaching of the Gospel and the Lord's Supper.

If the individual remains in a state of impenitence, the Board of Elders, having exercised their responsibilities according to Matthew 18:15–20, shall submit this person's name to the congregation at its next voters meeting for excommunication. This shall require a unanimous vote of those present. Self-exclusion and excommunication terminates membership, but does not deny the right to use the church facilities for worship. Persons who have been removed from membership by excommunication shall be restored joyfully with all privileges when they repent and ask for forgiveness through the Pastor. The act of restoration shall be published without disclosure of any pertinent facts.

## ARTICLE 2.0 MEETINGS

2.1 At least one {1} Voter's Assembly shall be conducted each year, in April {election of lay leaders to specific positions, and to approve the financial budget for the next fiscal year}, and to transact any pertinent business, and to receive reports from the Boards, Committees and Teams. So far as the meeting is concerned, the agenda, list of nominations and a comparative copy of current finances to budget shall be made available.

2.2 Regular scheduled Voter's Assembly shall with publications of known agenda items at a Sunday church service for two {2} consecutive weeks prior to the meeting. Special meeting of the Voter's Assembly must be called at the request of the Pastor, Church Council, or at the request of any ten {10} or more voting members. Announcements about such meetings shall be given in any and all services of the two {2} previous Sundays or notification by mail and/or electronic communication and announcement in the service of one {1} previous Sunday.

2.3 Whenever a meeting has been convened, those attending shall constitute a quorum for the transaction of business. However, the amending of the Articles of Incorporation, the Constitution, the By-laws, the planning of new buildings, the purchase or sale of property, the calling of a Pastor or Commissioned Minister, or the removal of a called worker or any member of office, a two-thirds {2/3} majority of eligible voting members present at the meeting shall be required for adoption of a resolution unless otherwise provided by state law.

2.4 All Boards, Committees and Teams are defined in 9.1.3 shall meet on call of the Chairman of that group to transact business at hand. Ordained and Commissioned Ministers, as well as the Chairman shall be ex-officio members of all Boards, Committees and Teams. A board procedure manual or handbook shall be maintained by the Chairman of each Board, Committee and Team, the purpose of which is to expand upon and specifically define the responsibilities and authority of the Board.



## ARTICLE 3.0 CALLING OF AN ORDAINED OR COMMISSIONED MINISTERS

### 3.1 Nominations

When calling an Ordained or Commission Minister for whatever reason, the Church Council shall appoint a minimum of five {5} and a maximum of nine {9} voting members whose duty it shall be to coordinate the call process. This group shall:

3.1.1 Be called the Call Nomination Task Force,

3.1.2 Have at least two {2} members who are elders,

3.1.3 Develop an operating code specific to the current call procedure to be approval by the Voter's Assembly at a properly called congregational meeting, the operating code will guide the specific call process,

3.1.4 Request a list of candidates from the District President or appropriate representatives and solicit names from the congregation. Those names shall be submitted to the District President for his input,

3.1.5 Inform Church Council and the congregation of activity and planned action,

3.1.6 Request Church Council arrange a properly call Voter's Assembly for the purpose of extending a Call, and

3.1.7 Provide a list of candidates, including candidate biographies to the congregation at least one {1} week prior to the Call Meeting.

### 3.2 Selection

The selection of an Ordained or Commissioned Minister from the list of candidates presented by the Call Nomination Task Force shall be by ballot, and follow all guidelines presented by the Oklahoma District and agreed upon in the approved operating code.

ARTICLE 4.0            SELECTION OF CONGREGATIONAL OFFICERS

4.1    Eligibility For Office

4.1.1        To be eligible to hold office, a voting member must be eighteen {18} years of age.

4.1.2        Women are eligible to serve as defined in Article 12.0 of the Constitution, and

4.1.3        Elected officers shall be permitted to hold the same office for two {2} consecutive years.

4.2    ELIGLILITY FOR BOARDS, COMMITTEES AND TEAMS

4.2.1        All voting members are eligible to serve on Boards, Committees and Teams,

4.2.2        Women are eligible to serve as defined in Article 12.0 of the Constitution.

4.2.3        Elected Board, Committee and Team members shall be permitted to hold the same office for two {2} consecutive terms only.

## ARTICLE 5.0 CHURCH COUNCIL

5.1 The Church Council of this congregation shall consist of the following officers:

5.1.1 Chairman,

5.1.2 Chairman Elect,

5.1.3 Secretary,

5.1.4 Three {3} Members At Large,

5.1.5 Board of Elders Chairman,

5.1.6 Properties Chairman,

5.1.7 School Board Chairman,

5.1.8 Stewardship Team Chairman

5.1.9 Outreach Team Chairman,

5.1.10 Finance Investment Chairman—Ex-officio {appointed by Chairman,

5.1.11 All Ordained and Commissioned Ministers shall serve in an ex-officio capacity, and

5.1.12 Any other duly elected Board, Committee or Team Chairman as established by the Voter's Assembly.

5.2 Boards, Committees and Teams include {additional Boards, Committees and Teams may be added as directed by the Voter's Assembly}:

5.2.1 Elders,

5.2.2 School Board

5.2.3 Properties,

5.2.4 Stewardship,

5.2.5 Outreach, and

5.2.6 Finance Investments.

5.3 Ordained and Commissioned Ministers, the Business Manager, and Finance Investment Chairman shall be ex-officio non-voting members of the Church Council.

5.4 The Church Council will meet at least every month to coordinate all matters pertaining to the general welfare of the congregation as presented by the various Board, Committee and Team Chairman's. In the month there is to be a Voter's Assembly it shall be decided by the Church Council if there is a need to meet before Voter's Assembly.

5.5 Church Council shall have the authority to adjust the approved budget for a specific Board, Committee or Team up to \$1,000 for a one-time expenditure without congregational approval.

ARTICLE 6.0

TERMS AND DUTIES OF OFFICERS

6.1 The election of officer shall be two {2} years. To provide for a certain number of experienced personnel on Church Council, the election for officers shall be conducted as follows:

6.1.1 The Chairman-Elect shall be elected every year by the Voter's Assembly in April, to begin serving in that capacity of July 1. The second year of his office, he will serve as Chairman of the congregation.

6.1.2 Treasurer, Head Elder, Two {2} Members-at-Large, School Board Chairman, and Properties Chairman shall be elected in the even number of years at the April Voter's Assembly to begin serving in their elected office July 1.

6.1.3 Secretary, One {1} Member-at-Large, Stewardship Chairman, Outreach Chairman, and Finance Chairman shall be elected in the odd number of years at the April Voter's Assembly to begin serving in their elected office July 1.

6.1.4 Any additional elected officers, as directed by the Voter's Assembly, shall be included as needed in the year that will balance out an experienced Church Council.

6.2 No person may be elected to serve in more than one {1} office or in an office and on a board simultaneously. Each elected person may succeed himself/herself for one {1} term of two {2} years.

6.3 All newly elected officers agree to be familiar with the Constitution and the By-laws of the congregation and to attend a transitional training session to acquaint them with meeting procedures as well as the directives of their particular office. Such training will be conducted by the Chairman-Elect in conjunction with the Pastor and outgoing officers and those other individuals as requested to participate by the Pastor or Church Council, July 1.

## ARTICLE 7.0 OFFICERS DUTIES AND RESPONSIBILITIES

### 7.1 Chairman

The Chairman shall:

7.1.1 Be the “Executive Director” of the congregation’s total program, encouraging all elected and appointed officers, board, committee and team members to carry out their respective duties,

7.1.2 Prepare an agenda for and preside over Voter’s Assembly meetings,

7.1.3 Be an ex-officio member of all boards, committees and teams, and may personally attend or designate the Chairman-elect to attend meetings as necessary or advisable,

7.1.4 Encourage and/or coordinate, together with the Chairman-elect and Pastor, opportunities for officer training through retreats, workshops, transitional training sessions, etc.,

7.1.5 Ensure that the Church Council and congregational meetings are conducted in accordance with the latest edition of *Robert’s Rules Of Order Newly Revised*,

7.1.6 Oversee the congregation’s adherence to the Constitution and By-Laws,



7.1.7 Appoint an auditing Committee to review the financial records after the close of the fiscal year, and

7.1.8 In the case of a vacancy in an elected office, the Chairman shall appoint a replacement to fill that position until the end of the current year of office. Such appointment is subject to approval of Church Council. The office shall then be open for nominations and election at the next regularly scheduled meeting for the election of officers.

## 7.2 Chairman–Elect

The Chairman–elect shall:

7.2.1 Preside over all Church Council meetings,

7.2.2 Assume the responsibilities of the Chairman in his absence,

7.2.3 Succeed to the office of the Chairman for the remainder of the term if vacated by the Chairman,

7.2.4 Serve as co–chairman with the Treasurer in the development of the congregation’s annual budget, and

7.2.5 Serve as Chairman of the Nominating Committee.

## 7.3 Financial Secretary

The Financial Secretary and Committee shall:

- 7.3.1 Receive, count and record on forms provided for this purpose, all congregational monies, including offerings, contributions, special collections, loans, subsidies, bequests, etc. and deposit them in the congregation's designated depository,
- 7.3.2 Submit a copy of the Deposit Report Form to the treasurer on a weekly basis,
- 7.3.3 Prepare a report for each meeting of the Church Council,
- 7.3.4 Establish and oversee a counter program to ensure that no funds are counted by less than two {2} people,
- 7.3.5 Be responsible for the issuance of regular statements to congregational members showing their offerings to date,
- 7.3.6 Be responsible for requisitioning and distributing offering envelopes,
- 7.3.7 Ensure that the Church Council maintains a liability policy for this position, and
- 7.3.8 Maintaining confidentiality of all members contributions furnish the Church Council needed information concerning the general giving habits of the congregation as it pertains to budget planning.

## 7.4 Treasurer

The Treasurer shall:

7.4.1 Be responsible for accurate recording of congregational receipts and disbursements, and budgeted and actual expenditures according to accounting approved by Voter's Assembly,

7.4.2 Suggest for congregational consideration any improved methods and systems for keeping financial records {as necessary},

7.4.3 Complete financial reports for the church and the Day School on a monthly basis,

7.4.4 Have available copies of written financial reports for meetings of the Voter's Assembly and Church Council,

7.4.5 Submit permanent financial reports for the annual financial review,

7.4.6 Be responsible for monthly remission of offerings for missions and church agencies, and for prompt payment of salaries and bills authorized by the congregation or the Boards, Committees and Teams of Church Council,

7.4.7 Ensure that the Church Council maintains a liability policy for this position,

7.4.8 Coordinate the flow of monies from the treasury to the various boards in such a way that an adequate balance is retained for the payment of salaries and other regular recurring expenses,

7.4.9 Receive from the Financial Secretary a report of all monies received through worship services, special offerings or any other source and duly record it,

7.4.10 Have available for all boards, committees, and teams a current record of their accrued disbursements and budgetary allotments,

7.4.11 Annually update the tax program used by the church and complete tax information for the church and Day School, preparing and distributing W2s to all employees in a timely manner,

7.4.12 Maintain all records of finance from previous years in accordance with IRS regulations {currently seven {7} years}, and

7.4.13 Work with the Chairman–Elect, Church Council and Stewardship Team in the development of the congregation's annual budget.

## 7.5 Secretary

The Secretary shall:

7.5.1 Keep accurate minutes of the meetings of the Voter's Assembly as well as the Church council,

7.5.2 Be the official correspondent on behalf of the congregation,

7.5.3 Maintain an accurate record of voting membership, and

7.5.4 Maintain an easy access record of motions, pass or fail that may need to be recalled at some point, in the back of this authorized Constitution book under the proper headings of responsibility. {not yet approved}

ARTICLE 8.0 BOARD, COMMITTEE AND TEAM DUTIES AND RESPONSIBILITIES

8.1 Board of Elders

8.1.1 {GOAL}: Provide for the spiritual welfare of the Ordained and Commissioned Ministers, congregational members, individually and corporately, and supervise everything pertaining to congregational worship,

8.1.2 {Objective(s)}: Serve as the logical extension of the pastoral office, and

8.1.3 Directives:

8.1.3.1 Be concerned about the spiritual, emotional, and physical health and welfare of the Ordained and Commissioned Ministers, church secretary{ies}, worship staff, Business Manager and their families to include adequate compensation, housing, education, free time, vacation, assistance in times of illness and specifically review these items annually,

8.1.3.2 Assist the Pastor {s} in counseling with difficult cases and in finding peaceful and God-pleasing solutions to personal problems within the congregation,

8.1.3.3 Maintain discipline within the congregation according to Scripture, the Lutheran Confessions, and Article 3.0 of this Constitution,

8.1.3.4 Take spiritual charge and oversight of the member groupings assigned to them in liaison with the Pastor {s}and other concerned boards, committees and teams of this congregation,

8.1.3.5 Investigate cases of severe financial need of individuals or families within the congregation and community, and make specific recommendations to the Pastor {s},

8.1.3.6 Ensure that the congregation function in accordance with established doctrine of the church as listed in Article 3.0 of this Constitution,

8.1.3.7 Determine eligibility for membership of all individual and families applying for membership in this congregation according to Article 4.0 of this Constitution and Article 1.0 of the By-laws,

8.1.3.8 Encourage the prompt transfer of all members who move away and of new Lutheran families moving into the community,

8.1.3.9 Be responsible for members assimilation in conjunction with all other boards, committees and teams,

8.1.3.10 Engage in continual review of communion and church attendance of all members, making calls on delinquents, and following up on all newborn children in the congregation until they are Baptized,



8.1.3.11 Appoint and oversee members of the Altar Committee {presently that is the LWML Chancel Circle} in the cares, use, and maintenance of the Sacred Vessels, the Altar, the Altar Furnishings and the Vestments, maintaining an adequate supply of expendable items for worship such as communion cards, pencils, communion wine, wafers, Baptismal napkins, candles, etc.,

8.1.3.12 Maintain and supervise adequate nursery facilities {presently being done by LWML Service Circle} and personnel,

8.1.3.13 Supervise the acolytes, and

8.1.3.14 Submit an annual budget request in the form and at the time requested by the Stewardship Team and the Church Council.

## 8.2 Properties Team

8.2.1 Goal: To protect the congregation from the loss of church property due to damage and to ensure that the same is safe and maintained in a reasonable manner, and

8.2.2 Directives are:

8.2.2.1 All decisions made by the Voter's Assembly concerning property will be referred to the Properties Team.

8.2.2.2 Appropriate repairs, improvements, painting, landscaping, and any other projects will be initiated through Properties Team. Major purchases, repairs, etc. in excess of \$5,000 requires that three {3} bids be solicited. The work should be awarded to the vendor who represents qualified references, is bonded, and submits a competitive charge. In cases of extreme emergency that would affect health, welfare and/or safety, the bid process will be waived,

8.2.2.3 The type and extent of custodial service will be determined by the Properties Team. Custodial services shall be evaluated regularly,

8.2.2.4 The Properties Team will make regular inspections of the Church and equipment, The Properties Team will take non-budgeted items of \$5,000 or more to the Church Council and Voter's Assembly for approval,

8.2.2.5 The Properties Team governs all church property. The fees assessed for usage of facilities and property will be set by the Properties Team and approved by Church Council. The use of church property, equipment, and supplies will be coordinated through the Properties Team,

8.2.2.6 All activities involving the use of church property will be recorded on the church calendar by the church office secretary. A record of the event {s} will be documented and the custodians will be advised of changes to and additions of activities.

8.2.2.7 The Properties Team will make and issue keys for all church property, and review and verify annually the holders of the keys issued,

8.2.2.8 The Properties Team will supervise control, and recommend adequate storage space for all church property,

8.2.2.9 On an annual basis, the Properties Team will arrange to have an insurance coverage for the church evaluated by an insurance professional. Any changes or alterations in the policy will be brought to the Church Council for review and changes in excess of \$1,000 annually must be approved by the Voter's Assembly, and

8.2.2.10 Submit an annual budget request in the form and at the time requested by the Stewardship Team and Church Council.

8.3 St Paul's Board of Education  
{Day School Committee}

8.3.1 Goal: Providing a loving Christian foundation, help children develop physically, emotionally, intellectually and spiritually,

8.3.2 Objectives: Aid, support, and counsel the Principal in the administrative responsibilities and the development of the Day School by implementing the following directives.

8.3.3 Directives are:

8.3.3.1 The Day School Committee shall consist of at least, but not limited to, five{5} members,

8.3.3.2 Be responsible for the provision of Christian nurturing of the children in the Day School,

8.3.3.3 Provide for active expressions of Christian love and concern as an integral part of the Day School program,

8.3.3.4 Establish objectives, set policies and supervise the educational program of the Day School, as well as the expectations of the teachers,

8.3.3.5 Consider and approve/disapprove the hiring of new staff or the termination of existing staff,

8.3.3.6    Oversee disciplinary process of any teachers, the directors or the employees of the Day School,

8.3.3.7    Recommend to Church Council the pay rate of staff and the provision of raises,

8.3.3.8    Review the financial standing of the Day School on a monthly basis,

8.3.3.9    Complete an annual examination of the school facilities and equipment, making recommendations to the Properties Team as to upkeep, repair and replacement of the existing building and its equipment,

8.3.3.10   Be available to the Principal in handling concerns or complaints brought forward by parents, and

8.3.3.11   Submit an annual budget request in the form and at the time requested by the Stewardship Team and the Church Council.

## 8.4 Outreach Team

8.4.1 Goal: Lead and enable the congregation to share the Good News of Jesus Christ with those who do not yet have a personal relationship to Him.

8.4.2 Objective {s} bring the Gospel to the un-churched and enlist all of God's people in the work of spreading the Gospel.

8.4.3 Directives are:

8.4.3.1 Foster a climate of outreach that encouraged congregation members to witness Christ {informally and spontaneously} to one another and to those who have not yet come to a personal relationship with Jesus Christ.

8.4.3.2 Emphasize outreach through education programs, e.g. Outreach Sundays, Witness Workshops, outreach training sessions and those tools that help people to build a saving relationship,

8.4.3.3 Encourage prayer in church and home for sincere outreach concern toward all people inside and outside the church, encouraging members of the congregation to participate in the "Prayer Chain" toward the accomplishment of this ministry,

8.4.3.4 Encourage all members to invite friends and neighbors to worship with them,

8.4.3.5    Oversee the public relations and be responsible for identifying the congregation with the Gospel of Jesus Christ through media programs such as St. Paul's Web Site, Newspaper advertising, Yellow Page advertising, Social Media and other special programs.

8.4.3.6    Maintain a Sunday morning greeter ministry,

8.4.3.7    Encourage and offer support to various other boards, committees and teams in their outreach programs,

8.4.3.8    Review and implement as appropriate outreach suggestions received from Synod and District offices,

8.4.3.9    Submit an annual budget request in the form and at the time requested for the Stewardship Team and Church Council, and

8.4.3.10    To assist the Board of Elders making visits with those who have visited our congregation in worship and non-member visitors of the school.



## 8.5 Stewardship Team

8.5.1 Goal: Initiate programs for the development of sound stewardship attitudes in the members of this congregation regarding time, talents and treasures.

8.5.2 Objective {s}: Provide for the training and utilization of members of this congregation for the work of Christ's Kingdom; promote the financial stability of this congregation through a program of dedicated, proportionate first fruits giving.

8.5.3 Directives are:

8.5.3.1 Study the Scriptural principles regarding stewardship and share these insights with the members of the congregation,

8.5.3.2 Maintain a program to discover and enlist the talents God has given members of the congregation; maintain an ongoing file listing members' talents; and share this information with all the other boards. Ensure that new members are provided a time/talent survey during their orientation,

8.5.3.3 Provide opportunities for the development of talents through training courses and workshops as needed. With that in mind the Stewardship Team will develop a yearly "Partners In Ministry" Sunday to be held in early fall,

8.5.3.4 Conduct an annual stewardship program to approach every member of the Congregation regarding first fruits tithing,

8.5.3.5 In co-operation with the Chairman-Elect and the Treasurer, receive budget requests from all boards, committees and teams of anticipated receipts and proposed expenses. Present the annual budget to the Voter's Assembly for approval,

8.5.3.6 Develop processes to handle endowments, bequests and the like and suggest ways of implementation to the Church Council and Voter's Assembly {see 8.6—[Investment Monitoring Team of these By-Laws of this Constitution](#)},

8.5.3.7 In cooperation with the Financial Secretary and Treasurer, evaluate the total of offerings of the congregation regularly, sharing these evaluations with the congregation,

8.5.3.8 Encourage the young people of the congregation to contribute parish service hours to the church,

8.5.3.9 Encourage sound stewardship principles and programs within the congregation,

8.5.3.10 Submit an annual budget request in the form and at the time requested that you, the Stewardship Team, has established with the Church Council, and

8.5.3.11 Be the driving force behind the budget being prepared and approved by Church Council and then present that to Voter's Assembly for their approval.

## 8.6 Investment Monitoring Team

8.6.1 Goals: Initiate programs for the development of sound investments for the use of church and school within the congregation,

8.6.1.1 The Chairman for this team is appointed by the Chairman of the congregation. They shall have no vote on Church Council but shall be an ex-officio member,

8.6.1.2 The Chairman for this team shall find at least three {3} other members that can serve as advisory, and

8.6.1.3 The Chairman and its' advisory team shall be well versed in investments by profession or experience.

8.6.2 Objective {s}: Provide for the information of the congregation how these investments in God's Kingdom are being used.

8.6.3 Directives are:

8.6.3.1 Study the Scriptural principles regarding investments and share these insights with the members of the congregation,

8.6.3.2 Maintain a program to discover and enlist the gifts God has given members of the congregation: maintain an ongoing file listing of these members,

8.6.3.3 Provide opportunities for the development of gifts through training courses and workshops as needed, and

8.6.3.4 With Stewardship Team, develop a process to handle endowments, remembrances, bequests and the like and suggest ways of implementation to the Church Council and Voter's Assembly {see 8.6—Investment Monitoring Team of these By-Laws of this Constitution}.