

Grace Lutheran Church

VOTERS - OFFICERS - BOARDS

Voting Membership

All communicant members who have read and agree to abide by this *Constitution* by affixing their signatures thereto and are in good standing, who have reached their eighteenth year, and have been accepted by the Voters' Assembly shall be entitled to vote. It shall be the duty and privilege of every voting member to attend meetings of the Voters' Assembly.

POWERS OF THE CONGREGATION

The congregation as a body, through the Voters' Assembly shall have supreme power to administer and manage all its external and internal affairs. The establishment and conduct of all institutions and societies within the congregation shall at all times be subject to the approval and supervision of the Assembly. The Assembly shall not be empowered to decide any matters contrary to the Word of God and the Confessions of the Lutheran Church (Article III), and any such decisions shall be null and void.

RIGHT OF CALLING

The right of calling pastors or teachers shall be vested in the Voters' Assembly and shall never be delegated to a smaller body or an individual.

DECISIONS

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

POWERS OF OFFICERS

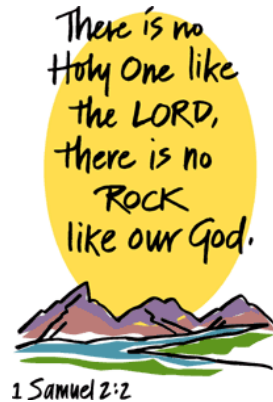
Congregational officers or committees, whether elected or appointed, shall have no authority beyond that which has been conferred upon them, and whatever power may have been delegated to them may at any time be altered or revoked by the Voters' Assembly.

CHRISTIAN EDUCATION

Our constitution states: "It shall be the responsibility of the congregation to provide for the Christian education and training of its children, and since the congregation regards the Christian Day School as the best agency for Christian training and instruction, it shall be the duty and privilege of every member to support and maintain this nursery of the church, and for parents to entrust their children to this agency if at all possible, as well as using the other agencies such as the Sunday School, Confirmation Instruction, and Bible classes for growth in Christian knowledge."

ELECTION OF CONGREGATIONAL OFFICERS AND BOARD MEMBERS

Nominations for congregational officers and board members are done in the spring. All elected officers and board members hold only one office at a time, and may serve no more than two consecutive 3 year terms, but may be reelected to the same office after a one year hiatus.



Church Council

The Church Council consists of the Pastor, President, Vice-President, Principal, Secretary, Treasurer, Financial Secretary, and the Chairman or representative of the Boards of School Education, Parish Education, Elders, Evangelism, Finance, Stewardship, and Church Properties.

The Church Council meets once a month to consider, discuss, and officially act on all matters pertaining to the general welfare of the congregation as presented by the various Boards and Officers.

Responsibilities:

- ▶ Coordinating activities between the boards.
- ▶ Developing general goals for the congregation.
- ▶ Establishing the annual budget.

CHURCH BOARDS AND RESPONSIBILITIES

Board of Elders

Board of School Education

Board of Evangelism

Board of Stewardship

Board of Finance

BOARD RESPONSIBILITIES

Board of Elders:

This Board consists of up to eighteen members. Up to six members are elected each year. This Board meets monthly.

Responsibilities:

- ▶ Assist the Pastor in all matters pertaining to the spiritual welfare of the congregation.
- ▶ Make sure that all services are conducted decently and in order.
- ▶ Appoint and supervise the Head usher and his staff on a yearly basis.
- ▶ Set an example of Christian conduct and conversation.
- ▶ Assist Pastor in arranging for pulpit assistance, special services and guest speakers, especially during vacancies.
- ▶ Visit all new communicant members and acquaint them with the congregation program, privileges and duties of membership.
- ▶ Consider concerns and grievances of members of the congregation.
- ▶ Communicate with members who have been negligent in church attendance, Voter's Assembly attendance, use of the Sacrament, and financial support of the church or in other ways have been delinquent members.
- ▶ Prepare and submit an annual budget request to the Board of Finance and Church Council.

Board of Education:

This Board consists of nine members. Three members will be elected each year. The Christian Day School Principal shall be an advisory member of this Board. This Board meets monthly.

Responsibilities:

- ▶ Have authority and responsibility for the growth of the day school's ongoing educational activities and makes recommendations for improvement.
- ▶ Establishes all policies for all day school related educational activities.
- ▶ Provide oversight for the following groups and their ministries:
 - ▶ Day school staff, represented by the Principal
 - ▶ Early Childhood Center, represented by the ECC director and the ECC committee.
 - ▶ PTLs, Sports Boosters and all other auxiliary agencies.
- ▶ Make regular reports to the Church Council and Voter's Assembly and recommendations for improvement of the congregation's day school ministry.
- ▶ Negotiate contracts with non-tenured teachers, and present them to the Voters Assembly for approval.
- ▶ Approve curriculum and text books
- ▶ Understand the programs and goals of the day school. This may require periodic visits to all the day school classes.
- ▶ Encourage the congregation to faithfully attend the day school.
- ▶ Set a good example by their own and their families' participation in the day school to the extent that this is possible.
- ▶ Assist the Principal and Pastor to assure that a staff of capable teachers is available.
- ▶ Prepare and submit an annual budget request to the Board of Finance and Church Council.
- ▶ Maintain contact with the Board of Parish Education in order to ensure that the day school ministry remains consistent with the overall Christian education programs established by the congregation.

Board of Evangelism:

This Board consists of six members. Two members are elected each year. They hold regular monthly meetings.

Responsibilities:

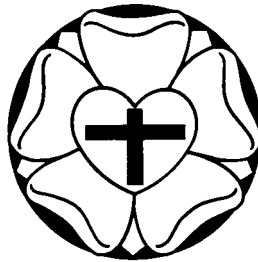
- ▶ Cooperates with the Pastor in making possible for an effective outreach toward the unchurched souls in the community.
- ▶ Keep the congregation concerned with their community.
- ▶ Alert congregation to opportunities of service the congregation has in the field of social welfare in the community.
- ▶ Concern themselves with the integration of new members into the life and work of the Church.
- ▶ Constantly evaluate the congregation as a mission force and seek to find ways to stimulate and activate the entire flock into a mighty witnessing force.
- ▶ Arrange for the maintenance of record files in order to keep an evangelism program active.
- ▶ Prepare and submit an annual budget request to the Board of Finance and Church Council.

Board of Stewardship:

This Board consists of nine members. Three members are elected each year. They hold regular monthly meetings.

Responsibilities:

- ▶ Discover the talents of the membership, encouraging these talents to be used in the church's various programs.
- ▶ Sponsor stewardship and mission talks, Bible Studies, Discussions and conferences in the congregation.
- ▶ Work in cooperation with the stewardship efforts of the church at large.
- ▶ Give the congregation a clear vision of the world's need for stewardship and how they can supply that need.
- ▶ Instruct the people in the grace of proportionate giving as it pertains to their own parish and in the world at large.
- ▶ Consider the use of Every Member Visitation and other appropriate methods to inform and inspire the congregation concerning the giving of the time, talents and treasures and to solicit pledges for the ensuing year.
- ▶ Make periodic analysis of the contributions of the membership and make their report to the Church council
- ▶ Prepare and submit an annual budget request to the Board of Finance and Church Council.



Board of Finance:

This board consists of three members. One member is elected each year. The board meets at least bimonthly, more often as needed, to conduct audits and to review procedures for auditing.

Responsibilities:

- ▶ Audit the financial status and system of documentation of groups on a yearly basis. This includes the church, school, ECC and any other groups deemed appropriate. Audits may be done more frequently as needed.
- ▶ Report to the council any financial difficulties or discrepancies of bookkeeping found from each audit.
- ▶ Recommend to the audited group any improvements, if needed, in record keeping and/or budgeting.
- ▶ Review, at least yearly, the method of counting, recording and depositing of offerings.

Board of Church Properties:

This Board consists of nine members. Three members are elected each year. They hold regular monthly meetings.

Responsibilities:

- ▶ Maintain the church and school buildings and properties in excellent physical, functional order.
- ▶ Oversee janitorial services.
- ▶ See to it that the church property is protected against loss and damage.
- ▶ Provide annual review of insurance policies of the church.
- ▶ Establish and administer rules for the use of church equipment and premises.
- ▶ Prepare and present annual report to congregation on the property value, condition of property and any recommendations for major repairs.
- ▶ Prepare and submit an annual budget request to the Board of Finance and Church Council.