

CONSTITUTION
OF
IMMANUEL LUTHERAN CHURCH
WATERLOO, ILLINOIS

May 3, 2015



TO GOD ALONE BE THE GLORY!

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PREAMBLE

Since the New Testament puts divine approval on the establishment of Christian churches, and since the Christian congregation is to conform to the Word of God in doctrine and practice (Ps. 119:105; Gal. 1:6-8; 2 Tim. 4:1-5) and since all things are to be done decently and in order (1 Cor. 14:40) we, the members of Immanuel, being aware of our spiritual needs and mindful of our Christian duties, stand united as a Christian congregation and herewith publish the laws and bylaws by which the purpose of this congregation is to be accomplished and the administration of congregational affairs is to be effected.

ARTICLE I – NAME

The name of this congregation shall be Immanuel Lutheran Church of Waterloo, Illinois, Incorporated.

ARTICLE II – PURPOSE

The purpose of this congregation shall be to spread and strengthen the Kingdom of God by nourishing its members through the preaching of the Word and administration of the Sacraments; training all members for mature, fruitful Christian living; encouraging Christian fellowship and sharing among the members; reaching out to members of the surrounding community and to the entire world with the message of the Gospel; and by contributing

to the total welfare of the community through the influence and activity of individual members and by speaking and acting corporately where feasible and appropriate.

ARTICLE III – CONFESSION OF FAITH

This congregation accepts and acknowledges all the canonical books of the Old and New Testaments as the revealed Word of God, verbally inspired, and acknowledges and accepts all the symbolical books of the Evangelical Lutheran Church contained in the Book of Concord of 1580, to be the true and genuine exposition of Christian doctrine taken from and in full agreement with the Holy Scriptures. In our church no doctrine shall be taught or tolerated which is at variance with the Sacred Scriptures of the Old and New Testaments and with the Symbols of the Evangelical Lutheran Church. Those symbols are the three ecumenical creeds (the Apostolic, Nicene, and Athanasian), the unaltered Augsburg Confession, Apology of the same, Smalcald Articles, Luther’s Large Catechism, Luther’s Small Catechism and the Formula of Concord. According to this standard of sound Christian doctrine, all doctrinal controversies in our midst are to be judged and decided.

ARTICLE IV – SYNODICAL AFFILIATION

This congregation shall be affiliated with The Lutheran Church-Missouri Synod.

ARTICLE V – MEMBERSHIP

The membership of this congregation includes the following:

A. Baptized Membership

Baptized members are all persons who have been baptized and are under the spiritual care of this congregation.

B. Communicant Membership

Communicant members are those who:

1. Are baptized in the name of God the Father, Son and Holy Spirit.
2. Accept all the canonical books of the Old and New Testaments as the only divine rule and standard of faith and life.
3. Are familiar at least with Luther's Small Catechism and declare their acceptance of it.
4. Have been received into communicant membership through confirmation, transfer, or profession of faith.

As such they should:

1. Attend divine services faithfully.
2. Lead Christian lives and should not live in manifest works of the flesh (Gal. 5:19-21).
3. Partake of the Lord's Supper frequently after their confirmation.
4. Contribute regularly and faithfully, as God has prospered them, toward the building of Christ's kingdom in the congregation and throughout the world.
5. Devote their time and talents to the extension of the kingdom of God.
6. Permit themselves to be fraternally admonished and corrected when they have erred.

C. Voting Membership

All communicant members who have reached the age of eighteen shall be eligible to vote in the Congregational Assembly.

ARTICLE VI – THE OFFICE OF PASTOR

The pastoral office of this congregation shall be conferred only upon such ministers and candidates for the ministry as profess and

adhere to the confessional standard set forth in Article III of this constitution and are well qualified for their work. Pastors shall, in the call extended to and accepted by them, be pledged to this confessional standard.

ARTICLE VII – POWERS OF THE CONGREGATION

A. General

The congregation as a body, through the Congregational Assembly, shall have supreme power to administer and manage all its external and internal affairs. Normally the administration of these affairs shall be performed by the Church Council. The establishment and conduct of all institutions, societies, and organizations within the congregation, such as schools, youth groups, ladies' organizations, choirs, etc., shall at all times be subject to approval and supervision of the Congregational Assembly. The Congregational Assembly, however, shall not be empowered to decide anything contrary to the Word of God and the Confessions of the Lutheran Church (Article III), and any such decision shall be null and void.

B. Right of Calling

The right of calling pastors shall ever be vested in the congregation, through the Congregational Assembly, and shall never be delegated to a smaller body of members or to an individual.

C. Decisions

Matters of doctrine and conscience shall be decided by the Word of God; other matters shall be decided by the Congregational Assembly by a majority vote unless otherwise specified by the Constitution or Bylaws.

D. Powers of Officers

Congregational officers, boards and committees shall have no authority beyond that which has been conferred upon them, and whatever power has been delegated to them may at any time be altered or revoked.

E. Removal from Office

Any officer, pastor, or teacher may be removed from office by the Congregational Assembly, by ballot, in Christian and lawful order, for one of the following causes: persistent adherence to false doctrine, scandalous life, inability to perform his/her official duties or willful neglect of them.

ARTICLE VIII – OFFICERS

This congregation shall elect or appoint officers, boards, and committees as the bylaws of this Congregation prescribe.

ARTICLE IX – PROPERTY RIGHTS

This congregation may receive, acquire, hold title to and manage such real estate and other property as it may need to accomplish its purpose (Article II). On the other hand, it may sell or dispose of its real estate and other property or any part thereof. This congregation shall be free to make use of all rights and privileges that are granted to religious organizations by the federal, state, and local governments. The property of the congregation shall be controlled by the Church Council to the extent of the power granted them by the congregation. If at any time a separation shall take place on account of doctrine, the property of the congregation and all benefits therewith connected shall remain with those members who, in confession and practice, continue to adhere to Article III of this constitution. In the event the congregation should totally disband, the property and all rights connected

therewith shall be transferred to the Southern Illinois District of The Lutheran Church-Missouri Synod.

ARTICLE X – DOCTRINAL LITERATURE

Only such hymns, prayers and liturgies as conform to the confessional standard of Article III shall be used in the public service of the congregation and in all ministerial acts. Likewise, in all classes for instruction in Christian doctrine only such books as conform to this standard shall be used.

ARTICLE XI – BYLAWS

This congregation may adopt such bylaws as may be required for the accomplishment of its purpose (Article II).

ARTICLE XII – CHANGING THE CONSTITUTION

A. Unalterable Articles

The following articles of this constitution or sections thereof shall be unalterable and unrepealable: III, VI, and X. (Although the method of expressing the ideas presented in Articles III, VI, and X may change from generation to generation, the word “unalterable” is applied to these three paragraphs to indicate that the content, the ideas and the intent of these paragraphs may not change. To change the confession of faith or the qualifications of our pastors or the character of our hymns, liturgies and books of instruction would destroy either the Scriptural or Lutheran character of our congregation).

B. Amendments

Amendments to this constitution and bylaws may be adopted at a properly called meeting of the Congregational Assembly, provided that:

1. They do not conflict with the provisions laid down in Article III or with any section of any other article that pertains to Scriptural doctrine and practice and
2. The proposed amendment has been distributed in writing to each family in the congregation at least two weeks prior to such meeting.

The affirmative vote of two-thirds of the voters present at the meeting of the Congregational Assembly shall be required for the adoption of an amendment.

BYLAWS

ARTICLE I – MEMBERSHIP

A. Baptized Membership

A person becomes a baptized member of this congregation when baptized in the Name of the Triune God by the authority of the congregation, or, if properly baptized elsewhere, the person comes under the spiritual care of this congregation with the permission of those responsible.

B. Communicant Membership

1. **By Confirmation** – Confirmation itself being a granting of the right to exercise the privilege of partaking of Communion, all who are received by this rite, following instruction in the fundamentals of Christian doctrine as interpreted by The Lutheran Church-Missouri Synod and having been examined publicly or privately as to their knowledge of those teachings, become communicant members.
2. **By Transfer** – Persons coming with a communicant letter of transfer from a congregation in church fellowship, provided they conform in all respects to the requirements of membership in this congregation, shall be received by

the administrative pastor, whose action shall be ratified by the Church Council.

3. **By Profession of Faith** – Other persons shall submit their request for membership to the administrative pastor, and having given satisfactory evidence of qualifications for communicant membership to the pastor, shall be received as communicant members, such action to be ratified by the Church Council.

C. Termination of Communicant Membership

1. **Transfer to Another Congregation** – Communicant membership may be terminated by transfer to another congregation in fellowship with this congregation. Such transfer shall be accomplished by request submitted to the administrative pastor or Church Council, to whom authorization is hereby granted to issue such transfers. Such transfers shall always be to a specific congregation and shall be issued in such manner that the original thereof shall be furnished the new congregation. Any such transfer shall be ratified by the Church Council in a subsequent meeting.
2. **Moving Out of Locality** – Members who move to another locality and who do not, within one year, request transfer to another congregation in church fellowship, thereby cause their membership here to become subject to termination. Therefore, such members shall be informed of this fact, in writing, sent to their last known address. If there is no response, their membership shall be declared terminated by proper action of the Church Council.
3. **Whereabouts Unknown** – The names of members whose whereabouts are unknown and cannot be established shall be removed from membership by the Church Council.
4. **Joining Other Churches** – In cases where communicant members joined a congregation outside of our own fellowship, and this fact has been duly established, such members shall be deemed to have terminated their

membership, and their names shall be removed from the membership list by the Church Council.

5. **Self-Exclusion** – Whenever a member displays persistent neglect or disregard for public worship, for hearing the Word of God, and for receiving the Sacrament of Holy Communion, that person shall be admonished and encouraged by the pastor(s) and/or the Board of Spiritual Ministry according to the principle described in Matt. 18:15-20. When such patient, personal, loving, church discipline proves unfruitful, the Church Council shall, upon the recommendation of the Board of Spiritual Ministry, declare, by unanimous vote, such a willfully delinquent member to have excluded him/herself from our fellowship, and his/her membership shall be therewith terminated. Any self-excluded person shall be reinstated into membership when (s)he indicates willingness to utilize the privileges and assume the responsibilities of church membership.
6. **Excommunication** – Any member in whose case there has been fruitless admonition in the various grades prescribed by the Word of God (Matt. 18:15-20) and who willfully persists in false doctrine or displays an unrepentant attitude toward his/her sin, shall, upon the recommendation of the Board of Spiritual Ministry, be excommunicated by the unanimous vote of the Congregational Assembly, and such person's membership shall be thereby terminated. As soon as such a person renounces his/her false doctrine and gives evidence of penitence, (s)he shall be reinstated into church membership.
7. **Status** – A person whose communicant membership is terminated for any of the above reasons forfeits all rights and privileges of membership and all claims upon this congregation's property.

ARTICLE II – MEETINGS

A. Congregational Assembly

1. **Calling of Meetings and Quorum** – The Congregational Assembly shall hold at least two meetings annually – one in May when officers are elected and one in November when the budget is approved. These meetings shall be held on or about the first Sunday of the month, the time to be designated by the President. Special meetings of the Congregation shall be called when deemed necessary by the Church Council, or upon the written request of at least ten eligible voting members of the congregation. Every meeting of the Congregational Assembly and its purpose shall be announced in writing and orally at all services the weekend preceding the meeting. Whenever a meeting has been thus announced and at least fifty (50) of the eligible voting members of the congregation (a Quorum) are in attendance, it shall be considered a properly convened and legal meeting capable of transacting business.
2. **Powers and Duties** – The Congregational Assembly shall have the power to elect officers, approve the annual budget and approve any expenditures greater than \$5,000.00 in excess of a budgeted line item.

It shall also have the power to amend the Constitution and the Bylaws, decide on the erection of buildings, decide on the purchase of property, and make the decision to remove from office a pastor or an elected official. All such issues shall require a two-thirds vote of the voting members present.

B. Church Council

The Church Council shall meet monthly at a time designated by that body. Special meetings may be called at any time by the President of the Congregation in consultation with the administrative pastor, or upon the written request of at least

four members of the Church council. Meetings shall be considered properly convened and legally capable of transacting business whenever one-half of the members of the Council are present. Regular Church Council meetings will be open meetings. Special Council meetings will be closed unless declared open by the Council or by the President of the Congregation. The Church Council may approve expenditures not greater than \$5,000.00 in excess of a budgeted line item.

C. Boards and Committees

Regular meetings of the working boards and committees established in these bylaws shall be held monthly or as often as deemed necessary, at a time specified by the respective directors. Each board or committee shall submit to the Church Council reports based on the minutes of each of its meetings.

D. Voting

In all meetings any voting member has the privilege of requesting a vote by ballot on any issue. In case of a tie vote the chairman of the meeting may cast the deciding vote, if he wishes to do so.

ARTICLE III – CALLING OF PASTORS

A. Nomination

The Church Council shall serve as a nominating committee. They shall secure a list of candidates with all available information concerning them from the District President. Any member of the congregation may submit the name of a candidate through any member of the Church Council. The Church Council shall then secure all information possible concerning the additional nominees through accepted Synodical channels. From all the candidates nominated, the Council will prepare the official call list.

B. Election

The election of a pastor from the list of candidates chosen by the Church Council shall be by ballot in a special meeting of the Congregational Assembly called by the President. The candidate receiving a majority of all votes cast shall be considered elected. The election shall, if possible, be made unanimous by a rising vote, and the call shall be sent to the pastor-elect.

ARTICLE IV – ELECTION OF CONGREGATIONAL OFFICERS

A. General

Elections shall be held in the May meeting of the Congregational Assembly. A simple majority of all votes cast shall be necessary for election. The officers-elect shall assume their respective duties on June 1. In event of a vacancy in any office, the Church Council shall appoint a successor to serve until the next annual election.

B. Eligibility and Terms of Office

All congregational officers shall have been communicant members of Immanuel for at least the past twelve months and shall have reached the age of twenty-one years; each shall serve a two-year term. In addition, the President and Vice President shall be male. Approximately one-half of the officers shall be elected each year according to the following pattern: The President, Treasurer, Director of the Board of Stewardship, Director of the Board of Christian Education, and Director of the Board of Church Properties shall be elected in the same year; the Vice-President (Director of the Board of Spiritual Ministry), Secretary, Financial Secretary, Director of the Board of Evangelism, Director of the Board of

Youth Ministry, and Director of the Board of Social Ministry shall be elected in alternate years.

C. Nominations

The President shall annually appoint a nominating committee of at least four voting members. Church Council members may comprise no more than half of this committee. The Committee shall prepare a slate with at least one name for each office to be filled that year. All nominees shall be contacted as to their willingness to serve. This slate shall be presented to the congregation at least one week prior to the election meeting. Any voting member may make further nominations from the floor at the election meeting.

ARTICLE V – CHURCH COUNCIL

A. Membership

The Church Council shall be composed of 12 voting members: one pastor and the 11 elected officers (President, Vice-President [Director of the Board of Spiritual Ministry], Secretary, Treasurer, Financial Secretary, Director of the Board of Christian Education, Director of the Board of Church Properties, Director of the Board of Evangelism, Director of the Board of Social Ministry, Director of the Board of Stewardship, and Director of the Board of Youth Ministry). If more than one of the congregation's pastors is present, the decision as to which will vote will be made among themselves.

B. Duties and Powers

1. As a Group

It shall be the duty of the Church Council, under the authority received from the Congregational Assembly, to administer the affairs of the congregation; to review all

procedures, progress, and problems in connection therewith; and to give direction to its individual members. It shall be specifically concerned with the administration of the budget as approved by the Congregational Assembly. Each individual member of the Council shall have the authority to make all decisions necessary to discharge the responsibilities of his/her position as outlined under Article VI below; however, the Council as a group shall retain the right to exercise, as it may deem necessary, final authority over all matters with which it is empowered. The Council shall be responsible for the preparation of the annual budget and the parish program to be presented to the Congregational Assembly.

2. Corporate Officers

The corporate officers, namely, the President, Vice President, Secretary, Treasurer, and Financial Secretary, shall be empowered to execute, on behalf of the congregation, any deeds, mortgages, bonds, notes, contracts, or other instruments that the congregation has authorized.

3. As Individuals

As individual members of the Church Council, each person is responsible and accountable for the duties prescribed to his/her position. Directors of boards shall appoint at least two additional members to make up their boards and shall report such appointments to the Church Council for approval. Unless stated elsewhere in these bylaws, any communicant member may be a board member; directors are encouraged to recruit a youth member to his/her board as is deemed appropriate. (Note the exception to this procedure for the Board of Spiritual Ministry under Bylaws, Article VI. G.) Other officers may form temporary committees to assist and advise them in the performance of their duties. At all times the members shall disburse the congregational moneys with

the utmost prudence. The Treasurer, Financial Secretary and all directors of boards shall submit monthly written reports to the Church Council.

ARTICLE VI – DUTIES OF OFFICERS AND BOARDS

A. Pastor(s)

The administrative pastor should act as the chief enabling minister and the spiritual leader of the congregation. He, together with any other pastor(s), should:

1. Officiate at worship services, teach the Word of God, and administer the sacraments.
2. Express the ministry of the congregation to the community by participating in community affairs to the extent permitted by church doctrine.
3. Serve as advisory member(s) of groups such as the Sunday School, the Ladies' Aid, the youth groups, Bible Classes, etc., and visit their meeting occasionally.
4. Minister to individual members such as admonishing the erring and visiting the sick.
5. Keep a record of all official acts in a book provided for that purpose which shall remain the property of the congregation.

B. President

It shall be the duty of the President to:

1. Preside at all meetings of the Congregational Assembly and be an advisory member of all committees of the congregation;
2. See that parliamentary rules are enforced in all meetings presided over by him and be fair toward all motions and discussions;
3. Sign all checks in the absence of the treasurer;

4. Appoint any special committees or delegates as may be needed, unless otherwise provided for in this constitution;
5. Admonish members of the Church Council who are neglecting the duties of their position or who have failed to share in the support of congregational endeavors;
6. Supervise all activities of the congregation by receiving regular reports from officers and directors of the various boards and committees;
7. Prepare an agenda for each Church Council meeting;
8. Be responsible for titles, policies, and other papers in the custody of the congregation. (These documents will be kept in the church safety deposit box.)

C. Vice President

It shall be the duty of the Vice President to:

1. Perform the duties of the President in his absence, his disability, or at his request;
2. Succeed to the presidency in the case of the death, resignation, or expulsion of the President;
3. Assist the President in such duties as the President may assign to him;
4. Perform the duties of Director of the Board of Spiritual Ministry.

D. Secretary

It shall be the duty of the Secretary to:

1. Record all transactions of all meetings of the Congregational Assembly and the Church Council in a book provided for the purpose and submit such transactions at the subsequent meetings for correction and/or approval;
2. Register all persons attending Church Council meetings;
3. Record all amendments that are adopted by the congregation on a master copy of this Constitution;

4. May submit in writing the major actions of the Church Council to the congregation.

E. Treasurer

It shall be the duty of the Treasurer to:

1. Disburse the funds of the congregation in accordance with the budget set by the Congregational Assembly and Church Council;
2. Keep an accurate account of all moneys in a set of books provided by the congregation for that purpose;
3. Prepare and submit to the Church Council a statement of receipts and disbursements of the preceding month;
4. Submit the books together with all receipts and other papers pertaining to the office for auditing at the close of the year and assist in making a complete audit of said books and papers.

F. Financial Secretary

It shall be the duty of the Financial Secretary to:

1. Receive and properly record all contributions to the congregation in a set of books provided for that purpose;
2. Provide envelopes to members;
3. Prepare semiannual statements to be submitted to each member;
4. Upon request, provide the Director of Stewardship with a list of members who have become negligent in their contributions.

G. Board of Spiritual Ministry

It shall be the duty of this board to:

1. Be responsible (with the pastor[s]) for all matters pertaining to the spiritual life of the congregation and the spiritual welfare of its individual members;

2. Personally and patiently admonish (with the pastor[s]) those who neglect the Word of God and the sacrament of Holy Communion, or who err in Christian doctrine or in Christian conduct;
3. Recommend (with the administrative pastor) to the Church Council the appropriate action regarding admission into communicant membership or the termination of communicant membership as such cases arise;
4. Be concerned about the temporal welfare of the pastor(s) and other salaried workers, and make recommendations to the Church Council regarding salaries and other material considerations;
5. In consultation with the administrative pastor, hire, supervise, and outline the duties of the office staff;
6. See (with the pastor[s]) that orderly worship services are conducted.

To this end the board shall:

- a) Assist the pastor(s) in arranging for special services, special music, and guest speakers;
- b) Supervise an efficient usher program;
- c) Be responsible (with the pastor[s]) for all music used in the worship services;
- d) Appoint and employ organists, choir directors, and other musical talent deemed advisable, and make recommendations to the Church Council regarding remuneration, if any, for such persons;
- e) See that an accurate roster of names and addresses of communicant members of the congregation is kept.

Members appointed to the Board of Spiritual Ministry shall be male communicants who are at least 21 years of age. Their appointments shall take precedence over those of other boards and shall be subject to approval of the Church Council.

I. Board of Christian Education

Generally, the duties of the board shall be to concern itself with the promotion of Christian Education for all age levels, planning a general Christian education program for the whole parish.

Specifically, the Board of Christian Education shall:

1. Be responsible for all matters pertaining to the operation of all schools that come under its care. To this end it shall:
 - a. Appoint the superintendents, teachers and other officials of the schools, subject to the approval of the Council;
 - b. Consider all matters pertaining to courses of study and texts and to promotion and maintenance of the church library, including audio-visual aids;
 - c. Investigate and endeavor to reconcile any conflict that may occur between teachers and parents or guardians, which seemingly cannot be settled without its counsel;
 - d. Prepare reports for the Church Council on enrollments, attendance, expansion, and any other pertinent matters;
 - e. Make expenditures not exceeding \$100 when such expenditures are deemed necessary.

2. Be responsible for all matters pertaining to teenage, adult, and family education. To this end it shall:
 - a. Plan, promote, and supervise the education of young people through Junior Bible classes, organizations within the congregation, and other agencies;

- b. Plan, promote, and organize the education of adults through Adult Bible classes, organizations within the congregation and other agencies;
- c. Supervise a program for family life education with a view toward equipping parents of the congregation to educate and train their children in Christian doctrine and Christian living.

To deliberate on, and carry out, these duties and responsibilities, the Board of Christian Education shall meet monthly. A secretary shall be selected by the board, and accurate records of all proceedings shall be kept in a book provided for that purpose.

K. Board of Youth Ministry

It shall be the duty of this board to:

1. Call the congregation's attention to the needs and achievements of young people.
2. Integrate and engage the youth in the total life of the congregation and encourage their membership on official boards and committees;
3. Direct and supervise youth groups of all ages within the congregation;
4. Enlist and train adult leaders and sponsors for all congregational youth organizations;
5. Keep informed of and promote use of resources for youth ministry;
6. Cooperate with the Board of Christian Education in planning and promoting meaningful and appealing classes and discussion groups for youth;
7. Seek ways of promoting communication and understanding between adults and youth of the congregation;

8. Keep in touch with youth in college and in military service;
9. Cooperate with circuit youth council and district youth committee to give youth of the congregation opportunity for wide Christian service and involvement;
10. Appoint youth counselors;
11. Recommend to Church Council allocations in annual budget for youth activities and program;
12. Attempt to maintain an equal number of youth and adults on this board at all times.

L. Board of Evangelism

It shall be the duty of this board to:

- a. Arrange programs for reaching all unchurched people within the sphere of influence of this congregation;
- b. Hold community canvasses when deemed advisable;
- c. Welcome visitors to church services and other functions;
- d. Keep a list of prospects for membership;
- e. Encourage and enlist as many members of the congregation as possible to assist in making frequent visits and other contact with all prospects for membership;
- f. Encourage evangelism activity and an awareness of evangelism opportunities in all board and organizations of the congregation;
- g. Endeavor to publicize the Gospel and the activities of the congregation by the various modern avenues available;
- h. Promote congregational fellowship activities.

M. Board of Social Ministry

It shall be the duty of this board to:

- a. Educate the congregation as to the importance of the social aspect of the church's mission and ministry;
- b. Acquaint the congregation with the great social problems and human needs of our time;
- c. Study and research the social needs of the community through available means;
- d. Identify community welfare agencies and resources and cooperate with them in meeting community social needs;
- e. Discover social needs of individuals in the congregation and endeavor to respond to these needs directly or by referring people needing help to the appropriate agency or institution;
- f. Recommend appropriate financial support by the congregation for various educational and welfare agencies of the church;
- g. Act as liaison with other churches of the community and explore ways of cooperating with them in meeting the social needs of the community in a responsible manner without violation of our fellowship principles.

N. Board of Church Properties

It shall be the duty of this board to:

- a. Be responsible for the administration of all church properties;
- b. See to it that the physical plant is in good repair;
- c. See to it that the insurance program of the church is properly maintained;
- d. See to the proper use and upkeep of equipment and that such equipment and all supplies are in sufficient quantity;

- e. Select and supervise all janitorial and maintenance staff;
- f. Promote and supervise volunteer work on church property;
- g. Periodically review compliance with all fire, safety, and sanitary ordinances;
- h. Make an inventory of all church property and report to the Church Council at the meeting prior to the budget meeting;
- i. File tax exemption forms for all church properties at the beginning of each year;
- j. Make expenditures not exceeding \$500 when such expenditure is found necessary during the interim between regular meetings of the Church Council.

O. Board of Stewardship

It shall be the duty of this board to:

1. Maintain an up-to-date file on the talents, interests, and past church work of all members;
2. Cooperate with other boards in enlisting the time and talents of all members in meaningful Christian services, either within or outside the congregational program;
3. Educate the congregation regarding the worldwide mission of the church as it takes place on the congregational, district, and synodical levels;
4. Encourage liberal financial support of worldwide opportunities for Gospel outreach;
5. Instruct and encourage members in the grace of proportionate giving to the Lord's work;
6. Contact members who have become inactive in contributing to the financial welfare of the church;
7. Supervise the fundraising within the congregation;
8. Prepare the annual proposed budget for submission to the Church Council;
9. Integrate new members into the life and work of the church.

**ARTICLE VII – DIRECTOR OF CHRISTIAN EDUCATION
AND OTHER STAFF**

As the congregation deems necessary, it may call a Director of Christian Education and/or other called workers, whose job descriptions shall be adopted by resolution of the congregational assembly.