

ARTICLE I. NAME

The name of this corporation and its congregation shall be: THE EVANGELICAL LUTHERAN CHURCH OF OUR SAVIOR OF ST. PETERSBURG, FLORIDA, INC., (a Florida corporation Not For Profit).

ARTICLE II. CONFESSION

This Congregation accepts the doctrinal position outlined in the Preamble. No doctrine or practice in conflict or inconsistent with the above norms of our faith and life shall be taught or tolerated in this Congregation. This confessional provision may never be altered.

ARTICLE III. SYNODICAL AFFILIATION

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 Confessions and ~~constitution~~ by-laws of this Congregation as set forth in ARTICLE II.

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.

ARTICLE IV. MEMBERSHIP

Membership ~~is~~ in this Congregation is bestowed by the Sacrament of Holy Baptism in the Name of the Triune God, by Confession of faith in Jesus Christ as Lord and Savior (the Rite of Confirmation or its equivalent), and by congregating about the word and Sacraments in the worship life and ministry of the Congregation. Membership is maintained by faithful reconfession of faith in Jesus Christ as Lord and Savior which expresses itself in the ministry of worship, growth, witness, service and Christian life. Confession of faith is understood to be in accordance with the witness to that faith expressed in the New Testament and Article II of this ~~Constitution~~ by-laws.

ARTICLE V. ORGANIZATION

A. Voting Membership

This Congregation administers all its affairs through the Voting Assembly. Only confirmed members who have qualified according to membership provisions of the By-Laws shall be received as a Voting member of this Congregation.

B. Officers of the Corporation

The Officers of the Corporation shall be a President, Vice-President, Secretary and Treasurer, elected by the Voting Assembly in accordance with the By-laws.

C. The Voting Assembly

The Voting Assembly, in accordance with the By-Laws, may provide for a Church Council, Boards, Commissions, and Committees, and auxiliary organizations to be responsible for the daily administration of congregational affairs.

ARTICLE VI. PROPERTY RIGHTS

A. If schism, separation, or division should occur within the Congregation, advice from the officers of the Florida-Georgia District of the Lutheran Church-Missouri Synod will be sought. If despite all efforts to heal differences, a division remains; the property of the Congregation and all benefits therewith connected shall remain with those members who continue to adhere in confession and practice to the Preamble, Articles II and IV of this Constitution by-laws.

B. Since the Lutheran Church-Missouri Synod is, by definition, a non-hierarchical body, neither the Lutheran Church-Missouri Synod or the Florida-Georgia District of the Lutheran Church-Missouri Synod has any voting, veto, or property rights within this congregation.

ARTICLE VII. AMENDMENTS

A. This ~~Constitution~~ by-laws may be amended, with the exception of the ARTICLES listed below, by a three-fourth (3/4) majority of the votes cast in a regular meeting of the Voting Assembly.

B. Notice of intention to amend the ~~Constitution~~ by-laws and the amendments proposed shall be by a publication in the Sunday bulletin of a general statement of the nature of the amendment for two (2) Sundays preceding the meeting of the Voting Assembly. ~~and- This shall include at a minimum, the Sunday services preceding and the Sunday services of the meeting date.~~ Copies of said amendment shall be distributed for those in attendance at said services and thereafter in the Church office during business hours. The notice as presented in the Sunday bulletin shall also be published in the Newsletter preceding the Voters meeting.

C. ARTICLES II. and IV of this charter are irrevocable.

ARTICLE VIII. DISSOLUTION

In the event of the dissolution of the corporation, no member, director, or officer shall be entitled to or receive any distribution or division of its remaining property or its proceeds, and the balance of all money and other property received by the corporation from any source, after the payment of all debts and obligations of the corporation, shall be used or distributed exclusively for the charitable, religious or educational purposes with the intendment of Section 501(c)(3) of the Internal Revenue Code as the same now exists or as it may be amended from time to time.

ARTICLE IX. SOCIETIES

~~Societies may be organized within the Congregation with the express approval of the Voting Assembly. All societies are under the supervision of the Pastor(s) and the appropriate Administrative Board under whose jurisdiction they function. Only communicant members shall~~

~~be officers of such societies.~~

THE BY-LAWS OF THE CONSTITUTION

ARTICLE I: COMMUNICANT MEMBERSHIP

Section 1. Application for Membership Procedure

Applicants are eligible for communicant membership in this Congregation in accordance with ARTICLE IV of ~~this Constitution~~ **the Articles of Incorporation**. Applicants not familiar with the Confessions of the Evangelical Lutheran Church shall attend a course of instruction and make profession of their faith.

Applicants from Lutheran Churches shall submit a letter of transfer. At the discretion of the Pastor they may be required to attend a course of instruction. Upon recommendation of the Pastor, the Board of Elders shall act on behalf of the Voting Assembly.

Section 2. Privileges and Duties of Confirmed Members.

Members of this Congregation are to: grow in Christian faith and life through faithful use of the means of grace; search the Scriptures at home and in fellowship with other members of the Congregation; partake of Holy Communion frequently; live a Christ-centered life; provide for the proper Christian training of their children; contribute toward the ministry of the Congregation as God prospers and enables them; pledge their God-given talents and abilities to serve the Congregation.

ARTICLE II. VOTING MEMBERSHIP

Section 1. Eligibility

Confirmed members who are at least 16 years of age are eligible for Voting membership. Application shall be made at a Voters' Assembly meeting.

Section 2. Privileges and Duties of Voting Members.

Voting members are to: conscientiously and prayerfully advance the work of Jesus Christ in our midst and through our Synod; willingly serve the Congregation with their talents and abilities; faithfully attend **worship services and** meetings of the Voting Assembly; and encourage eligible confirmed members to become members of the Voting Assembly.

Section 3. Responsibility and Tasks of the Voting Assembly

As set forth in the Constitution, the Congregation "Administers all its affairs through the Voting Assembly." In discharging this basic responsibility, the Voting Assembly has six basic tasks which it performs through its regular and special meetings. 1) accord with the doctrinal and confessional professions set forth in the Constitution; 2) determine policy; 3) approve program budgets and in that process decide the overall scope of each ministry and identify areas for emphasis; 4) review and evaluate program progress; 5) elect the principal lay leaders; and 6) issue calls.

ARTICLE III. DISCIPLINE IN THE CONGREGATION

- #### **Section 1.**
1. Membership in the Holy Christian Church is a gift of God. The Holy Spirit calls us by the Gospel to confess Jesus Christ as Lord.
 2. God's people are alive in Christ through the in-dwelling of the Holy Spirit. They live for Christ, serve Him, and do all in His name (Colossians 3:17).

3. Membership in this Christian congregation is a confession of Christian commitment (Acts 2:42; Colossians 3:16).
4. Membership in this Christian congregation is in accordance with the express will of God. At the same time it is the Christian's personal choice (Confirmation, Affirmation of Faith).
5. The purposes of the Congregation are clearly spelled out in its accepted Constitution.

Section 2. Communicant Membership - Termination

1. By Transfer. Members desiring to transfer to a Lutheran congregation shall apply to the Board of Elders which shall report all transfers to the next regular meeting of the Voting Assembly.
2. By Release. When communicant members of this Congregation join non-Lutheran congregations, they shall, upon decision of the Board of Elders, be released from membership in this Congregation. Members whose whereabouts cannot be established within a period of ~~six months~~ **one year** may be removed from **active** membership in the Congregation.
3. By Self-Exclusion.
 - A. Members not active in our ministry of worship will be visited by the Board of Elders who will discuss with them the meaning of: 1) commitment to Jesus Christ as Lord; 2) membership in this Congregation.
 - B. In the event of: 1) a desire to terminate membership; 2) refusal to receive fraternal encouragement; 3) refusal to heed admonition; 4) no sincere desire to participate in the ministry of Our Savior, the privilege of membership will be forfeited.
 - C. Attempts will be made to maintain spiritual contact with dismissed members: SUCH PERSONS ARE AT ALL TIMES WELCOME TO ATTEND ALL DIVINE SERVICES IN OUR CHURCH.
 - D. By Excommunication. Excommunication is applied to members who openly adhere to false doctrine, give evidence of immoral and offensive life, or willfully despise the preaching of the Gospel and the Sacraments. The Board of Elders shall administer church discipline on behalf of the Congregation. Persons who have been removed from membership shall be restored when they repent and seek Christ's forgiveness through the Pastor(s) and the Board of Elders. Acts of excommunication and restoration are ultimately the decision of the Congregation.

Section 3. Provisions Pertaining to Church Officers.

Officers of the Congregation who willfully neglect the duties of their office may be removed by a two-thirds vote of the voting members present in a meeting of the Voting Assembly. The Board of Elders shall initiate such disciplinary action.

Section 4. Provisions Pertaining to Pastors **and Called Workers**.

Sufficient grounds for removing a Pastor from office shall be: persistent

adherence to false doctrine; scandalous life; willful neglect of official duties; protracted incapacity to perform the functions of the sacred office.

Charges on any of these counts shall be carefully investigated by the Board of Elders. If charges are substantiated by clear evidence, the Pastor shall first be given an opportunity to resign his position. If such opportunity is declined, the Board of Elders shall, after consultation with the appropriate officers of the Florida-Georgia District, the Lutheran Church-Missouri Synod, notify the voting membership of the situation and shall recommend his removal from office at a special meeting of that body. A three-fourths vote of the voting members present shall be required for removal. This special meeting shall be announced by the Board of Elders at regular divine services on the two Sundays preceding. Voting members shall also be notified by mail at least two (2) weeks in advance.

ARTICLE IV. MEETINGS OF THE VOTING ASSEMBLY

Section 1. Regular Meetings

Regular meetings of the Voting Assembly shall be held ~~five (5) times during each calendar year, on or about the second Thursday of January, April, June, August and November.~~ **two times per year in the months of June and November.** Dates and times of all meetings shall be set by the ~~Parish~~ **Ministry** Council. The ~~November~~ **June** meeting shall include the acceptance of the budget for the following year **and elections.**

All confirmed members of the Congregation may attend meetings of the Voting Assembly. They may, with the consent of the Assembly, submit recommendations and participate in discussion of business. Every meeting of the Voting Assembly shall be announced at the worship services of the Sunday preceding the date of the meeting.

Section 2. Special Meetings:

Special meetings of the Voting Assembly may be called by the Board of Elders, the Pastor(s), President, or at the request of ten (10) voting members of the Congregation presented to the President. Notice of date and time of such a meeting and the nature of business to be transacted shall be given at the Sunday worship services immediately preceding the meeting.

Section 3. Order of Business at Regular Meetings

1. Opening devotion.
2. Reception of new voting members.
3. Minutes of previous meetings, including special meetings.
4. Treasurer's report
5. Council resolutions
- ~~6. Board reports~~
- ~~7. Committee reports~~
8. Pastors' reports
9. Old business
10. New business
11. Adjournment
12. Closing devotion

For purposes of order, Robert's Rules of Order shall prevail.

Section 4. Restriction Pertaining to Voting Assembly Meetings

Voting members attending a meeting of the Voting Assembly shall constitute a quorum, except as otherwise provided in ~~this~~ **the Articles of Incorporation Constitution** and By-Laws. In cases of tie votes, the President shall cast the deciding vote. Voting by proxy is not permitted.

ARTICLE V. OFFICE OF THE CALLED WORKER

~~Pastors~~ **Called Workers** are gifts of the ascended Lord Jesus Christ to His Church. They are given by the Lord of the Church to prepare and to equip the believers for their own ministry to build each other up, and to mature in faith, knowledge, witness, life and service. Our ~~Pastors~~ **Called Workers** are to equip and to prepare us, the people of God, so that we stand firmly in the truth of Jesus Christ, speak that truth in love, grow together in Christ, serve according to the gifts which the Holy Spirit has given us, and live lives worthy of our calling in Christ. **The pastoral office of OSLC as well as other called positions shall be conferred only on those who profess and adhere to the confessional standard set forth in Preamble of our Articles of Incorporation and who are qualified and rostered by LCMS for their work. Pastors and other called persons shall be pledged to this confessional standard.** ~~Pastors~~ **Called Workers** who are qualified for the work for which they are being called shall be elected by the Voting Assembly. ~~The list of pastoral candidates shall be announced to the Congregation on two successive Sundays before the meeting at which the call is to be extended.~~

Voters may make additional nominations at the time nominees are presented to the Voting Assembly. If this is done, persons making such nominations must be ready to present in writing pertinent data regarding the candidate's ministry and ability to serve. Election shall be by ballot. A three-fifths majority of all ballots is required to elect. The election shall, if possible, be made unanimous.

Our Pastors are called to preach and to teach the pure doctrine of the sacred Scriptures in accordance with the Confessions of the Evangelical Lutheran Church. Accordingly, only such Pastors shall be called by our Congregation whose ordination vow has included loyalty to the Scriptures and the Confessions. We hold that no one should publicly teach or preach **or administer the sacraments** who does not profess a loyalty to the Scriptures and Confessions as set forth in the ~~Preamble of the Constitution~~ **the Articles of Incorporation of this Congregation.**

In giving themselves to the ministry of the Word, our Pastors will not only preach and teach the word of God to us; they will counsel, strengthen, comfort, admonish and care for us in spiritual concern for the welfare of our Congregation.

~~The Board of Elders serves as the nominating committee. Members of the Congregation may propose names to the Board of Elders.~~

ARTICLE VI: ELECTION OF OFFICERS AND ADMINISTRATIVE BOARDS

Section 1. Nomination Procedure

~~The Nominating Committee shall be (appointed by the Church Council for 1997-1998) (elected by the Voters' Assembly at the June meeting thereafter). The Nominating Committee shall consist of at least six members and a Chairman. The Chairman by virtue of office shall be a member of the Church Council. Members may be members of other Boards.~~

The Ministry Council in consultation with the boards (Board of Elders, Finance Board, Building and Grounds Board, and School Board), sets the number of members of each board.

member slots are voted on annually. Once so constructed, the process of voting on 1/3 of each board's membership shall continue until these by-laws are amended.

~~As soon after~~ At the April Ministry Council meeting ~~as possible~~ the Nomination Committee shall ~~prepare~~ present a list of candidates drawn from the communicant members of the Congregation who are at least 48 ~~16~~ years of age. This list shall be made available to members of the Congregation at least four weeks prior to the June meeting.

~~The Vice Chairman~~ President of the Ministry Council shall annually appoint a Nominating Committee whose responsibility will be to develop a slate of candidates for officers and Ministry Council members to be elected each year.

The committee shall contain a majority of members who are not on the Ministry Council, shall function for one year only and shall report their nominations to the annual Voters' Assembly. The Senior Pastor shall be an ex officio member of the Nomination Committee.

All nominees shall be noted for their Christian knowledge, zeal, and experience in the spiritual work in the Kingdom. Officers may not receive compensation from the congregation. Specific criteria for elected officers shall be outlined by the Nominating Committee prior to accepting any nominations. In addition to the Nominating Committee's slate of candidates, any voting member may nominate candidates. Every attempt will be made to offer the Voters' Assembly more than one nominee for each available position.

Following the publication of the Nominating Committee's list, any communicant member of the Congregation may submit to the Committee additional names for nomination by the Committee. Such names shall be submitted by May 31 to the Nominations Committee, at least 15 days before the date of the June meeting of the Voting Assembly. The Nominating Committee, through consultation with the Pastors and the Board of Elders, shall have investigated the status of the proposed candidates and found them spiritually eligible for office and willing to serve.

~~The Nominating Committee shall acquire receive a list of new members from the Board of Elders each month. The Committee, after consultation with the new members, shall:~~

~~A. Offer each new member over the age of eighteen the opportunity to immediately serve on one of the Boards of the congregation;~~

~~Advise the new members of the organizations within the congregation which they might join and the service for which their talents are needed.~~

Section 2.

Election

Procedure

From the list of candidates for each elective office submitted by the Nomination Committee, the voting membership shall, at its June meeting, elect individuals by ballot and simple majority, the following officers and boards in the order herein indicated:

1. President
2. Vice-President
3. Secretary

4. Treasurer

5. Members of the following boards:
Elders, Outreach, Christian Education, Youth, Stewardship,
Finance, Music Ministry, Human Care, Buildings & Grounds,
School Board, Family Life, and Senior Services.

~~Determination of the number of members required for each Board shall be made annually by the Parish Council on or before its March meeting. Candidates defeated for an office may be placed in nomination by the voting membership at the election meeting for an office not yet filled.~~

Section 3. Each Board shall elect its Chairman and vice chair (at the first meeting following July 1) of each year. Names of the chair and vice chair and their contact information shall be reported to the church office immediately after the first meeting.

Section 4. Installation of Officers and Board Members ~~Term of Office~~
Newly elected Ministry Council officers and Board members shall be installed on the last Sunday in June. They shall assume their duties of office as of July 1. ~~All terms of office are for two years. Half of each Board shall be elected each year to maintain staggered terms.~~

Section 5. Terms of Office
Each officer shall serve for a term of two years and shall serve no more than three full successive terms in that position without a break of at least one year. The term for each board position shall be 3 years. Individual members may be elected for no more than two consecutive terms.

Section 6. Ministries
Members of the Congregation may volunteer for ministries at any time throughout the year. Procedures for volunteering may change, but will include contacting the church secretary for the contact information of the current Ministry chair or contacting the chair directly.

ARTICLE VII: DUTIES OF OFFICERS, MINISTRY COUNCIL AND ADMINISTRATIVE BOARDS

Section 1. Duties of Officers

The President of the Congregation presides at all meetings of the Voting Assembly. The President along with the Secretary are the legal representatives of the Congregation. ~~He~~The President enforces the Constitution Articles of Incorporation and By-Laws of the Congregation and carries out resolutions adopted by the Voting Assembly. All Boards, Ministries, committees, auxiliaries, groups, etc. in the Congregation are responsible to the President. (~~He~~ The President or his representative is welcome at the meetings of such groups.) ~~He~~ The President calls and presides over meetings of the Parish Ministry Council. ~~He~~ The President coordinates the functions, plans and activities of the Congregation for the furtherance of the ministry of Christ in our midst. The President is the legal authority of the Congregation and as such is responsible to sign all legal documents along with the secretary as necessary. ~~He~~ The President performs all other duties normally pertaining to his office and such additional duties as the Voting Assembly may delegate to him. The President does not vote unless there is a necessity of breaking a tie vote. ~~He~~ The President sees that the Vice President is kept informed so that ~~he~~ the Vice President can assume office at any time.

The Vice President of the Congregation

The Vice President assumes the duties of the President whenever the President is unable to perform the specific duties of the office and other additional duties which may be directed by the Voter's Assembly or by the President from time to time. The Vice President also will chair and appoint the Nominating Committee.

The Secretary of the Congregation records all proceedings of the Voting Assembly, safely secures all important documents in a fire proof cabinet or in some other secure method with appropriate backup records saved offsite, registers members attending the meeting, keeps the list of all voting members up to date, and submits the minutes for adoption at the following regular meeting. The Secretary is custodian of all church records and delivers them to the successor. The Secretary maintains the official copy of the Articles of Incorporation of the Church Constitution and By-Laws and affixes approved amendments, additions or deletions to the official copy. The Secretary is responsible for the safe keeping of the official seal of the church. The Secretary shall receive all minutes from boards and distributes them at least 72 hours before the Ministry Council meeting. The Secretary performs such other duties as may be delegated to make available a copy of the Constitution Articles of Incorporation and By-Laws to every new member of the Voting Assembly.

The Treasurer of the Congregation: *

Verifies recording of congregational receipts and disbursements, and budgeted and actual expenditures. ~~as done through the church computer programs.~~ Presents financial reports at meetings of Voting Assembly and Parish Council and at other times as requested. Submits permanent financial records for annual audit. Is responsible for monthly remission of offering for missions and church agencies and for prompt payment of salaries and bills duly authorized by the congregation or its boards. Coordinates the flow of monies from the treasury in such a way that an adequate balance is retained for payment of salaries and other expenses. Along with the President, Vice President, Principal, Pastor, and Parish Administrator, signs all checks authorized by the congregation or boards. Except payroll checks, all checks over \$1,000 must be signed by two people. ~~Is responsible for reconciling bank accounts and statements monthly.~~ Keeps and preserves accurate records of all receipts and disbursements, and submits a written report at all regular meetings of the Voters' Assembly. Assures accuracy and propriety of all financial transactions of the congregation. Reports to Board of Finance and attends monthly meetings of Board. Maintains files containing all financial information of the congregation. Prepares ~~Is responsible for the preparation of~~ quarterly and annual tax reports as required by the Internal Revenue Service and the state of Florida, from information provided by the Computer Financial Administrator. Is responsible for placing ~~Furnishes the congregation a~~ surety bond in the sum designated by the Board of Finance for all check signers, with such bond to be procured and paid for by the congregation.

Section 2. The Ministry Council

The Parish Ministry Council consists of the President, Vice President, Secretary, Treasurer, Chairs of the Administrative Boards, and Pastor(s). The Parish Ministry Council:

1. Serves as liaison between Pastors, Officers, and Boards in planning the total ministry of the congregation;
2. Settles jurisdictional disputes ~~between Administrative Boards;~~
3. Presents to the Voting Assembly resolutions adopted by the Parish Ministry Council;
4. Prepares the agenda for meetings of the Voting Assembly;
5. ~~Fills unexpired terms of the Council by appointment.~~

5. Shall create a Call Committee after authorization is received for a call from the Voter's Assembly. At least half of the Call Committee members shall not be members of the Ministry Council. The Call Committee shall include the Congregation President and the chair of the Board of Elders. The Call Committee shall consult with those in the affected board and ministry and the district office to secure names of potential candidates. The Call Committee shall make a request to the congregation for names as well as a request for prayers for God's guidance for the committee and the congregation as a whole. The Call Committee will present a final list of candidates to the Voter's Assembly along with their recommendations for an issuance of a call.
6. Authorizes the filling of any vacancy of full time and professional staff positions. After authorization is received, the responsibility of filling the vacancy with any non-called person shall be that of the appropriate board.
7. **Audit** An audit of any scope may be called for at any time by a majority vote of the congregation.

Each year, during the month of January ~~July~~, the President ~~Ministry Council~~ of the congregation will appoint an Audit Committee. The responsibilities of the committee will include reviewing the previous year's books and account balances and making recommendations to the Council regarding any conditions they see that might be a problem. They will also make recommendations regarding the timing of an outside audit or review. In no case will the congregation go any longer than 3 years between outside audits or reviews. It will consist of no fewer than three members including the chairperson. ~~The members of the committee, preferably should not have been involved in the Church's financial affairs during the past year.~~

~~The Audit Committee shall meet promptly and ascertain the scope of their work and perform the actual audit. The results of the audit should be reported to the Parish Council no later than its April meeting.~~

~~If the Parish Council accepts the Audit Committee's report, they will recommend acceptance by the congregation at the next Voting Assembly meeting. If, in the opinion of the Parish Council, there is reason for further investigation of the Church's finances, then it will be brought to the attention of the Voting members of the congregation in a timely manner.~~

- 6.8 Fills unexpired terms of the President, Vice President, Secretary, and Treasurer.

The Ministry Council shall have the power to develop policies as required to execute the goals of the congregation approved by the Voter's Assembly. ~~The Parish Ministry Council, in pursuit of its responsibility as defined in Article V, paragraph B, of the Constitution, shall, on behalf of the Voting Assembly, implement the policies and administer the programs as determined by the Voting Assembly. It shall review, evaluate, coordinate and integrate the activities of the Church, Administrative Boards and Ministries. The Parish Ministry Council normally meets each month. Additional meetings may be called by the President of the Congregation and/or the Pastor(s). The Council keeps a permanent set of minutes of each meeting. The Council shall have no authority beyond that which is conferred upon it by the Constitution Articles of Incorporation, Bylaws and Voter's Assembly.~~

Any officer of the congregation who is unable or willfully neglectful in the performance the official duties of the office may be removed from office by 2 two-thirds majority by a secret ballot of the Voter's Assembly. Any chair of a board or ministry who is unable or willfully neglectful in the performance of the official duties of their office may be removed by the specific board or ministry.

Section 3. Administrative Boards

A. General Duties and Powers

Each Board reports its activities ~~to meetings of the Voting Assembly~~ to the Ministry Council in writing seven days before the Council Meeting. All recommendations requiring voter's approval are brought to the Parish Ministry Council for its recommendation and may be ratified for presentation to the Voter's Assembly.

Each Board initiates and carries out such activities as enable it to effectively perform its duties.

Each Board administers funds set aside for its work by budget appropriation or by special resolution of the Voting Assembly. The ~~Assembly~~ Ministry Council may, at its discretion, restrict such expenditures to conform with the actual financial condition of the Congregation at any time. ~~(All Administrative Board members actively participating in approving expenditures known to be not authorized by budget or special resolution of the Congregation, shall be jointly liable for such expenditures.)~~

Each Administrative Board keeps a permanent set of minutes of each meeting, and sends them to the Council secretary at least 7 days in advance of the Ministry Council meeting. Each Administrative Board appoints additional members as needed.

B. Organization and Meetings of Administrative Boards.

Each Board is under the direct supervision of its Chairman.

Following the election, members of the board shall elect a Chairman and a Vice Chair. Chair assignments are then reported to the Ministry Council. ~~members of each Board,~~ The Chairman then assigns responsibility ~~(within two weeks)~~ at the first meeting for the various phases of its work. The Chair or representative is responsible for attendance at all Council meetings. Notification of such assignments is given to the President of the Congregation.

Time and frequency of Board meetings are at the discretion of the Board. The President of the Congregation or the Pastor(s) may call special meetings of the Board at any time. Each member shall be notified of date, time and purpose of meeting.

Section 4.—Audit ~~Moved to Section 2 Number 7~~

Section 5. Administrative Boards

Administrative boards oversee the entire work of OSLC. Their work, in concert, is to be organized by the Church Ministry Council. Boards are to elect a chair and vice chair, and report those names along with the names of the chairs of the church ministries to the Ministry Council. The boards are to submit budgets as directed by the Board of Finance. Boards are to provide written reports to the Ministry Council in a timely manner.

G. A. THE BOARD OF ELDERS

Only those noted for their Christian knowledge and experience in the spiritual work of the Kingdom of Christ shall be elected to membership. The Board consists of at least twelve members, including the elected Chairman of the Board. Basic objective of this Board is the spiritual welfare of the Pastor(s) and Congregation.

In accordance with its objective, this Board:

1. ~~Prays for the Pastor(s) and other spiritual leaders.~~
2. (1) Is concerned about the spiritual, emotional, physical health and material welfare of the Pastor(s), and prays for the whole ministry.
- 3.(2) Gathers lists for the calling of Pastors and other called church staff, and makes a recommendation to the Voters Assembly. (see Article III)
- 5.(3) Maintains spiritual discipline within the Congregation according to Scripture, the Lutheran Confessions and Constitution and By-Laws of this Congregation.
- 6.(4) Is responsible for the Takes spiritual oversight of the Sector-Plan congregation.
- 7.(5) Determines eligibility for membership in this Congregation according to the Constitution and By-Laws, and
8. Ensures Sees to the prompt transfer of and release of members.
9. ~~Engages in discipleship training in conjunction with the Board of Evangelism and the Board of Christian Education.~~
- 10.(6) Engages in continual review of communion and church attendance of members, and ensures personal contact attending to the individual spiritual needs. ~~calls on delinquents, and follows up on all newborn children in the Congregation until they are baptized.~~
- 11.(7) Provides for Trains and supervises a Visitation Committee and engages in visitation of the sick, hospitalized, aged, and shut-ins of the Congregation.
12. ~~Investigates cases of severe financial need within the Congregation and makes specific recommendations to the Pastors and the Board of Social Ministry.~~
13. ~~Supervises thorough instruction of youth and adults for Confirmation and church membership.~~
14. (8) Is responsible for orientation assimilation and integration of new members. ~~in conjunction with the Board of Christian Stewardship.~~

15. ~~Is present for periodic training as determined by the Pastor(s) and this Board.~~

- 16.(9) Submits an annual budget as requested by the Board of Finance.
- 17.(10) Provides for assistants, substitute Pastors, and guest speakers as needed.
- 18.(11) Provides for the scheduling and training of Trains and supervises the ushering staff, lay lectors and liturgists, acolytes, Altar Guild, and nursery personnel.
- 19.(12) Assists the Pastor(s) in public worship as required (e.g., distribution of Holy Communion).
- ~~20. — Appoints lay lectors and lay liturgists.~~
- ~~21. — Is responsible for training, supervision and scheduling of the acolytes.~~
- 22.(13) Provides for and oversees Approves new all forms of worship, liturgies, and hymns music for use in public worship.
- ~~23. — Supervises the Altar Guild.~~
- ~~24. — Maintains adequate nursery facilities and personnel.~~
14. The Board of Elders will give support to the following Ministries: Christian Education, Youth, Outreach, Human Care, and Family Life, and report their activities to the Church Ministry Council in a timely manner.

on the priorities of ministry as provided by the Boards of the Congregation. The Board seeks to increase the awareness of the Congregation to its financial needs.

The Board consists of at least six elected members, including the elected chairman. To carry out its objectives the Board:

1. Supervises the financial affairs of the Congregation, including the gathering, counting and banking of all monies.
2. Establishes a budget on the basis of priorities for ministry and presents it for to the Congregation's **in May for** approval at the ~~November~~ **June** meeting of the Voting Assembly.
3. ~~Cooperates with the Board of Christian Stewardship in encouraging members to grow in the Christian grace of giving.~~
- 4.(3) Appoints an Assistant Treasurer to act in the absence or incapacity of the Treasurer and assists the Treasurer in his duties.
- 5.(4) **Selects** ~~Appoints and supervises the work of the Financial Secretary, whose term is determined by the Board.~~
6. ~~Appoints and supervises the work of the Computer Financial Administrator whose term is determined by the Board.~~
7. (5) **Ensures that data is backed up daily, weekly, and weekly off site.**
6. Assists the annual Audit Committee.
7. **Supervises and supports the Stewardship Ministry.**

Amended
6/25/89
6/10/90
6/21/98

I. C. BOARD OF BUILDINGS & GROUNDS

The basic objectives of this Board are the proper maintenance, protection, and repair of all

Church property.

The Board of Buildings and Grounds consists of at least six elected members including its elected chairman. The Board:

1. Supervises and maintains all Church properties.
2. Conducts an annual inventory of all church properties and equipment, and reviews values for insurance purposes.
3. ~~Instructs~~ Oversees the custodian(s) Director of Properties as to his duties and recommends his salary to the Board of Finance.
4. ~~Prepares for the custodian a detailed list of the required daily, weekly, monthly, and an~~ annual maintenance schedule of the facilities and equipment of the Congregation.
5. Acts as custodian of all keys for church property.
6. Checks annually the adequacy of insurance for Church property and equipment, and adjusts values, and negotiates insurance contracts.
7. Enlists work crews for special repair, improvement, cleaning, painting, decorating, landscaping, and other projects.
8. Sets all policies and fees for rental and use of Church properties. Initiates rental contracts, hold harmless agreements and ensures the Church is named as an additional insured unless approved by the Ministry Council. Members' personal rental of Church properties does not require naming the Church as additional insured.
9. ~~Makes an annual inventory of official documents of the Congregation.~~

L. D. OUR SAVIOR LUTHERAN SCHOOL BOARD

The School Board administers the Preschool, Elementary School, and Middle School of the Congregation. The Board will oversee a program of education and principles so the School will reflect the highest level of Christian instruction and practice. The Board will provide the necessary facilities and means for the School to function and will direct the program of the School. The

Board consists of at least six (6) members, including the elected chairman of the Board. The Board shall:

1. Establishes minimum admission standards for all preschool, elementary and middle grades.
2. Establishes minimum qualifications and set salaries for all staff, including the Principal, of OSLC elementary teachers, teachers' aides, and all other school employees.
3. Establishes and maintains a continuing education program for all OSLC staff.
4. Establishes and maintains policies for membership/non-membership tuition, including annual or monthly rates to be charged for each grade level.
5. Establishes and maintains policies for awarding financial assistance to students through the OSLC Scholarship Fund.
6. Establishes and maintains policies for the collection of tuition on a regular schedule, including delinquent accounts.
7. Regularly Monthly reviews operating statements of OSLC, and any non-budgeted expenditure exceeding \$1000.
8. ~~Review and approve all single expenditures by OSLC which are in excess of Three Hundred Dollars (\$300).~~
9. Prepares and submits an annual budget as request by the Board of Finance.
10. ~~Employ a Director of of OSLC to regularly administer the policies, programs, and plans outlined by the Board.~~
Establishes policies and plans, and oversees the principal who administers the policies and plans.
11. Gathers lists for the calling of the principal and other called school staff, and makes a recommendation to the Voters Assembly.

Section 6. Ministries

Ministries are the way OSLC expresses our love in Christ to members of our congregation, the community and God's world. Each ministry is designed to spread the Gospel and to allow OSLC members many avenues of service to Christ Jesus. Each ministry is to elect a chair and vice chair and report those chosen to the Board of Elders. Printed minutes of meetings should be provided

to the Elders regularly so the Elders can provide them to the Church Ministry Council in advance of the Council meeting. Ministries are also expected to submit an annual budget to the Board of Elders as requested by the Board of Finance.

D. A. BOARD OF OUTREACH MINISTRY

Outreach is the work of spreading the Gospel to those within the Church as well as to those outside it.

The Board of Outreach consists of at least six members, including its elected Chairman.

Basic objectives of this Board are: bringing of the Gospel to the unchurched and the enlistment of God's people in spreading the Gospel.

That these objectives may be carried out, the Board:

- ~~4. Elects a chair who reports to the Board of Elders~~
1. Fosters a climate of evangelism that encourages members to share Christ with each other, the lapsed, and the unsaved.
- ~~2. Supervises the Evangelism Explosion ministry of Our Savior Congregation.~~
3. 2. Supervises the Prayer Chain.
- ~~4. Emphasizes evangelism through an intensive every-member education program.~~
- ~~5.~~ 3. Is responsible for a program of community relations that identifies the Congregation with the Gospel of Christ.
- ~~6. Utilizes the evangelism potential of the Lutheran Hour, This is the Life, and other Synodical or Christian programs.~~
- ~~7. Encourages evangelism programs in and through the societies and auxiliary organizations of the Congregation.~~
8. 4. Emphasizes, in conjunction with the Board of Christian Education, child and youth evangelism.
9. 5. Is responsible for maintenance and follow-up of a prospect file **guest records**.
- ~~10. Periodically sponsors open houses.~~
- ~~11. Supervises the work of the Lutheran Layman's League.~~
- ~~12. Maintains an every-member Name Tag Program.~~
- ~~13.~~ 6. Is responsible for greeters at worship services.

E. B. THE BOARD OF CHRISTIAN STEWARDSHIP MINISTRY

A "Steward" is one who manages property belonging to another. God has entrusted to us our life, talents, time, money, and other property. Good stewardship is managing these things in a manner pleasing to God, accomplishing those things He wants done through the members of our

Congregation.

The basic objective of the ~~Board~~ of Christian Stewardship **Ministry** is to initiate programs to develop good stewardship attitudes in the members of the Congregation with regard to sharing their time, talents, and treasure, thereby ensuring the financial stability of the Congregation and its work.

~~The Board consists of at least six elected members, including the elected chairman.~~ To carry out its objective the ~~Board~~, **Ministry** either corporately or through specifically designated agents:

1. Encourages members to use their time, treasure and talents to the glory of God.
2. Discusses stewardship literature in promoting a strong stewardship consciousness in the Congregation.
3. Conducts ~~an annual~~ programs **s** to enlist the time, treasure and talents of our members to support the ministry of this Congregation.
4. Sponsors programs for the various organizations within our Congregation to educate our members in stewardship consciousness.
5. Secures participation, service, and financial support from new members while assisting in their welcome, orientation and integration into the Congregation in conjunction with the Board of Elders.
- ~~6. Coordinates the work of the auxiliary organizations of the Congregation.~~
- ~~7. Evaluates and makes recommendations for use of gifts of love received from individuals, auxiliaries, and members of the Congregation.~~
- ~~8. Submits an annual budget as requested by the Board of Finance.~~

Amended 6/25/89

G. C. ~~BOARD OF~~ YOUTH MINISTRY

Youth ~~Board~~ **Ministry** members express their commitment by sharing a genuine love and concern for youth along with a dedicated interest in providing and carrying out the opportunity for youth to grow spiritually, intellectually and socially. To achieve this, the **Ministry**, which consists of at least

six elected members including its elected chair:

1. Plans and carries out a year-round program for the youth of the Congregation.
2. Trains both youth and adult **and screens** leaders for supervising the activities of all youth organizations in the Congregation.
3. **Encourages** Recruits, together with the ~~Board of~~ Christian Education **Ministry**, young people for full-time service in the church as pastors, teachers, etc.
4. ~~Submits an annual budget as requested by the Board of Finance.~~

~~In addition Youth Board members:~~

1. ~~Set aside time for the regular Board meetings and any emergency Board meeting deemed necessary by the Chairman or Pastoral Advisor.~~
2. ~~Are willing to supervise one youth activity per month and provide the coordination necessary to make the activity run smoothly and be beneficial to our youth.~~
3. ~~Make a sincere effort to attend Council or other Congregational meetings when the Board is invited as a group or when requested to do so by the Chairman.~~

~~In addition Youth Counselors:~~

1. ~~Are dedicated to the spiritual, intellectual and social growth of our youth.~~
2. ~~Make a sincere effort to help as a driver, supervisor, or counselor at any youth meeting or activity when asked by the Board.~~
3. ~~Attend monthly Board meetings when possible and Youth Counselor training meetings scheduled by the Board or Board of Christian Education.~~

H. D. BOARD FOR HUMAN CARE MINISTRY

The basic objectives of this ~~Board~~ Ministry are to reach out to the community with love and a helping hand that reflects our faith in Jesus Christ through our help to others.

The ~~Board~~ **Ministry** consists of at least six members, including the elected chairman.

To carry out this objective the Board, either corporately or through specifically designated agents:

1. Supervises all efforts to provide ~~physical and financial~~ assistance to members of Our Savior Congregation who are in need and to needy people in our community.
2. ~~Assists the Pastor(s) in the administration of the Emergency Relief Fund.~~
- 3.4. Publicizes ~~to the Congregation~~ and promotes the work of ~~Lutheran~~ social service agencies ~~in the Congregation.~~
- 4.5. Encourages all members to show their faith through works of love for their fellow man.
5. ~~Submits an annual budget to the as requested by the Board of Finance.~~
6. ~~Supervises the gathering and distribution of food for the "Food Kitchen Pantry."~~

J. E. BOARD OF CHRISTIAN EDUCATION **MINISTRY**

This ministry plans and administers the total educational program of the Congregation ~~to~~ by recommending ~~determine~~ policies, ~~to select personnel~~ **recruiting volunteers** for the various ~~agencies~~ programs, ~~to~~ providing the necessary means and facilities for ~~the agencies~~ programs, and ~~to~~ directing and supervising the entire educational ~~program~~ ministry of the Congregation.

The ~~Board~~ Ministry consists of at least six ~~elected~~ members, including the elected Chairman ~~of the Board~~. The ~~Board~~ Ministry:

1. Is responsible for the Christian nurture of children, youth, and adults in the Congregation.

2. Establishes **Recommends** policies to the **Board of Elders** and supervises the total education program ~~for each education agency in the Congregation.~~
3. Continually reviews ~~existing agencies~~ **Ministry** to determine whether all age groups are being served. ~~and recommends revisions and additions as deemed advisable.~~
4. Appoints the Sunday School Superintendent and assists in providing adequate staff, proper facilities and equipment, and theologically and educationally sound lesson materials.
5. Encourages Christian educational programs in ~~all societies of~~ the Congregation.
6. Maintains, improves, and cultivates the use of the Church library.
7. ~~Establishes and maintains a permanent file of all children and youth of the Congregation.~~
8. ~~Maintains a list of all children attending accepted Lutheran schools other than our own and proposes policies of assistance to them.~~
9. ~~Submits an annual budget as requested by the Board of Finance.~~
10. **7. Supervises thorough instruction of youth and adults for Confirmation and church membership.**

M. F. BOARD OF FAMILY LIFE MINISTRY

The objective of the Board of Family Life Ministry is to initiate, coordinate, and support ministries specifically directed to the families of Our Savior Lutheran Church and the surrounding community. ~~Families are defined as follows: primary caring and nurturing units of people living together by choice or by birth in a committed relationship to each other.~~

The ~~Board of~~ Family Life Ministry shall consist of at least six ~~elected~~ members including the elected Chair.

That the objectives of this Board shall be carried out, the Board, either corporately or through specifically designated individuals, shall:

1. Encourages families to live together according to God's Word.
2. Promotes a strong sense of family worth and family value in the Congregation.
3. Periodically **may** survey the congregation relative to family life issues, giving attention to the needs of the various age groups within the congregation.
4. Coordinates ministry with other boards **and ministries** to provide support for the families of the congregation in times of balance and times of crisis.
5. Plans, implements, and supports programs that promote family wellness.
6. Supervises an educational ministry to families relative to family issues, in conjunction with the Board of Christian Education **Ministry**.
7. Provides events and resources helpful to the building up of family units and to foster networking of families.
8. Serves in advisory role to the Board of Elders to ensure that worship is appropriate for all ages.
9. Supervises the Sunday morning nursery.
10. Coordinates child care for all congregational events.
11. Works closely with the Christian Counseling Center in referrals, and in integrating the staff of the Counseling Center into other appropriate congregational ministries.
- ~~12. Submit an annual budget as requested by the Board of Finance.~~

~~G. SENIOR SERVICES BOARD~~

~~This Board, comprised of five to nine members, is responsible for serving the senior members of the congregation by assisting, as appropriate, in meeting their spiritual, physical and social needs. In approaching this broad responsibility, the specific duties of the Board Ministry shall include the following:~~

- ~~1. Supports the Pastors, Visitation Pastor and the Board of Elders in assuring that timely visits are made to all shut-ins, both members and friends of the congregation.~~
- ~~2. Assists the Pastors and other Boards, as needed, in visiting seniors who are sick or may be in difficult circumstances.~~

- ~~3. Supports the initiation and operation of group activities for seniors by organizations within the congregation and serve, as needed, as liaison for such groups with Pastors, Congregation leaders and other church organizations.~~
- ~~4. Plans, as needed, for the transportation of seniors to church services and other church related activities, and in instances of special need, plans for transportation to and from other than church-related activities.~~
- ~~5. Provides for seminars, special training and health services to assist seniors and their families to cope with life changes associated with the aging process.~~
- ~~6. Assists seniors and their families in the transition from full independent living to retirement homes, nursing homes and other special living arrangements.~~
- ~~7. Advises and counsels seniors and their families as to options available and assists them in reaching sound decisions when considering entry into retirement and/or nursing facilities.~~
- ~~8. Works with congregational leaders and Boards in providing varied opportunities for seniors to serve their Lord and their church, such as ushers, money counters, altar preparation, special cleaning and repair duties, aides to school and Sunday School, assisting youth, etc.~~
- ~~9. Continually explores new opportunities to serve senior members, assimilating them to the maximum extent in all aspects of church activity.~~

~~K. BOARD OF MUSIC MINISTRY~~

~~Basic objectives of this Board are to plan and administer the total music program of the Congregation working closely with the Board of Elders in the areas of worship.~~

~~The Board consists of at least six members, including the elected chairman.~~

~~To carry out these objectives the Board, either corporately or through specifically designated agents:~~

- ~~1. Secures the services of a Director of Music and/or organist and/or choir directors and supervises same.~~

2. ~~Supervises all choirs.~~
3. ~~Promotes the choirs of the Congregation.~~
4. ~~Assists the Director of Music in recruiting instrumental musicians to assist with the worship life of the Congregation.~~
5. ~~Educates the Congregation, in cooperation with the Board of Elders, as to the meaning of the worship services.~~
6. ~~Maintains sufficient inventory of banners and is responsible for the care of same.~~
7. ~~Cooperates with the Pastor(s) and Director of Music to improve the music and worship life of the parish.~~
8. ~~Cooperates with the Altar Guild upon request.~~
9. ~~Submits an annual budget as requested by the Board of Finance.~~