

THE CONSTITUTION
OF
ST. MARK LUTHERAN CHURCH
Saginaw, Michigan
(Thomas Township)

THE PREAMBLE

God requires that a Christian congregation shall conform to His divine Word in doctrine and practice (Ps. 119:105; Matt. 28:18-20; Gal. 1:6-8; 2 Tim. 4:1-5) and that all things be done decently and in order (1 Cor. 14:40). It is the will of our Lord Jesus Christ that His disciples should preach the Gospel to the whole world (Mark 16:16; Matthew 28:18-20; Acts 1:8).

That Christ's mission for His church might be carried out according to His will, both in doctrine and practice, He has commanded that Christians:

- A. Witness their faith in Jesus Christ to all people (Acts 1:8; Matthew 28:18-20);
- B. Unite in worship (Hebrews 10:24, 25);
- C. Practice fellowship with one another (Acts 2:42);
- D. Give generously of their treasures and talents for the needs of all people in Christian love (Ephesians 4:4-16; Mark 10:42-44; John 13:35; Galatians 6:10);
- E. Help each other grow in the Word of God (Ephesians 4:11-14);
- F. Administer the Office of Keys as His church (John 20:21-23; Matthew 18:15-20);
- G. Maintain decency and order in the Church (1 Corinthians 14:40).

Therefore, we the members of St. Mark Lutheran Church located in Thomas Township at Saginaw, Michigan accept and subscribe to the following constitution and By-laws in accordance with which all spiritual and material affairs of our congregation shall be governed.

ARTICLE I

NAME

The name of this congregation shall be St. Mark Lutheran Church of Saginaw County, Michigan.

ARTICLE II

PURPOSE

The purpose of this congregation shall be to provide pastoral care for its members to teach the Word of God and to administer the Sacraments, to preserve purity of Doctrines, to exercise Christian love and fellowship, to provide Christian training for all ages, and to extend the Kingdom of God at large.

In furtherance of such purpose, the congregation may acquire, hold title to, sell, transfer, convey and otherwise dispose of property, real, personal and mixed.

To do the Lord's work more effectively beyond the confines of our own congregation, we shall maintain voting membership in the Lutheran Church-Missouri Synod as long as said Synod adheres to the confessional standard detailed in Article III of this constitution. As members of the Synod, we shall participate in its meetings and deliberations and share in its work, the building of the Kingdom of God.

ARTICLE III

CONFESSIONAL STANDARD

Our congregation acknowledges and accepts all canonical books of the Old and New Testament 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 as the true and sound exposition of the Christian Doctrine taken from and in full agreement with the Holy Scriptures; furthermore, every doctrine which is taught in our congregation shall be in agreement with the following symbols of the Evangelical Lutheran Church:

1. The three ecumenical creeds--the Apostolic, the Nicene, and the Athanasian.
2. The unaltered Augsburg Confession.
3. The Apology of the Augsburg Confession.
4. The Smalcald Articles.
5. The Small Catechism of Luther.
6. The Large Catechism of Luther.
7. The Formula of Concord.

This form of doctrine shall decide and settle all doctrinal controversies and all religious disputes which may arise in our congregation.

ARTICLE IV

MEMBERSHIP

A. BAPTIZED MEMBERSHIP

Baptized members are all who have been baptized in the Name of the Triune God and who are under the spiritual care of the pastor(s) of this congregation including the children who have not yet confirmed their baptismal vow.

B. COMMUNICANT MEMBERS

Any person may become and remain a member of this congregation and enjoy all rights and privileges as a member who:

1. Is baptized in the name of the Triune God.
2. Declares his adherence to all canonical books of the Old and New Testaments as the only divine standard of rule of faith and life.
3. Is familiar at least with the book of Concord and declares his acceptance of it.
4. Does not live in manifest works of the flesh (Gal. 5:19-21) but leads a Christian life.
5. Attends divine services faithfully and partakes of the Lord's Supper frequently.
6. Abides by the rules and regulations of the congregation provided such rules and regulations are not contrary to the Word of God and accepts brotherly admonition and correction when he has erred.
7. Contributes regularly and faithfully, as God has prospered them, toward the building of Christ's Kingdom in the congregation and throughout the world.
8. Devotes their time and talents to the extension of the Kingdom of God.
9. Is not a member of a secret society, lodge or other organization conflicting with the Word of God.

C. VOTING MEMBERSHIP

Only such members of this congregation as have reached the age of 18 years and have subscribed to this constitution shall be entitled to vote. Application for voting membership may be presented and acted upon in any regular meeting of the Voters' Assembly.

Voting members shall attend the meetings of the Voters' Assembly regularly, participate in the work of the congregation and willingly accept responsibility according to ability.

D. TERMINATION OF MEMBERSHIP

Membership shall be terminated when a member:

1. Declares that he no longer wishes to be a member.
2. Receives a transfer to another Christian congregation.
3. Joins another religious congregation or other organization which does not subscribe to the confessional standard of this congregation.
4. Refuses to accept Christian love and discipline as outlined in Matt. 18:15-35.
5. Can no longer be located or contacted after a reasonable period of time following a reasonable effort to do so.

A member whose membership has been terminated shall have no further rights in the conduct and affairs of the congregation nor a claim to any of its property or function.

ARTICLE V

THE OFFICES OF PASTORS AND CALLED WORKERS

The office of the ministry and called workers in this congregation shall be conferred upon such pastors and called workers only who profess their adherence to all canonical books of the Old and New Testaments, as the inspired word of God and to all the Symbolical Books of the Evangelical Lutheran Church enumerated in Article III of this Constitution. To such adherence the Pastor, as well as the called workers who have been certified by the LC-MS, shall be pledged by the call extended to and accepted by them and who are qualified for the work for which they are called.

Reasons for deposing a Pastor or called workers may be:

1. Persistent adherence to false doctrines.
2. Conduct unbecoming a servant of the Word.
3. Willful neglect of duty or inability to perform the work for which he has been called.

ARTICLE VI

AUTHORITY OF THE CONGREGATION

A. GENERAL

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

B. RIGHT OF CALLING

The right of approval for calling Pastors or called workers shall be vested in the Voters' Assembly and shall never be delegated to a smaller group or to an individual.

C. DECISIONS

All matters of doctrine and of conscience shall be decided only by the Word of God. All other matters shall be decided by a majority vote of the Voters' Assembly unless otherwise specified by this constitution or By-laws.

D. REMOVAL FROM OFFICE

Any pastor, called worker, or officer may be removed from office by the Voters' Assembly by a two-thirds majority ballot vote, in Christian and lawful order, for one of the following reasons:

1. Persistent adherence to false doctrine.
2. Ungodly life.
3. Willful neglect of duties.

The congregation may request the resignation of any pastor, called worker, or officer from his position in the congregation in the case of prolonged incapacity or general incompetence.

E. REMOVAL FROM MEMBERSHIP

The Voters' Assembly shall have authority to exclude any communicant member according to Matthew 18:15-18. The person so excluded (excommunicated) shall forfeit all rights of a member.

F. LIMITATION OF AUTHORITY

The congregation, however, shall not be empowered to decide anything contrary to the Word of God and the Confessions of the Lutheran Church-- (ARTICLE III); any such decision shall be null and void.

ARTICLE VII

OFFICERS

The officers of this congregation shall be such officers, boards, or committees as the By-laws of this Constitution may prescribe.

The congregation officers or committees, whether elected or appointed, shall have no authority beyond that which has been conferred upon them. Whatever authority may have been delegated to them at any time may be altered or revoked by the Voter's Assembly.

Women who have reached the age of 18 may hold voting membership in the congregation and serve as officers and as members of boards and committees as long as these positions are not directly involved in the specific functions of the pastoral office (preaching, church discipline) and as long as this service does not violate the order of creation (usurping authority over men). Accordingly they shall not serve as chairman, vice-chairman of the congregation or as members of the Elders Team.

ARTICLE VIII

PROPERTY RIGHTS AND BENEFITS

If at any time a separation should take place on account of doctrine, which God in His grace may prevent, the property of the congregation and all benefits therewith connected shall remain with those voting members who continue to adhere in the confession and practice to Article III of this Constitution. In the event the congregation should totally disband, the property and all rights connected herewith shall be transferred to the Michigan District of the Lutheran Church-Missouri Synod.

ARTICLE IX

DOCTRINAL LITERATURE

Only such hymns, prayers, and liturgies shall be used in the public services of the congregation and in all ministerial acts which adhere to the Confessional Standard of Article III. Likewise, in all classes for instruction in Christian Doctrine, only such books shall be used which adhere to this standard.

ARTICLE X

This congregation may adopt such By-laws as may be required for the accomplishment of its purpose.

ARTICLE XI CHANGING THE CONSTITUTION

A. UNALTERABLE ARTICLES

Articles II, III, V and IX of this Constitution shall not be subject to change or repeal.

B. AMENDMENTS

Amendments to this constitution may be adopted at a regular Voters' Assembly provided:

1. That they do not conflict with the provisions laid down in Article III or with any other article that pertains to a scriptural doctrine and practice.
2. That the proposed amendment has been submitted in writing at a previous meeting of the Voters' Assembly and published prior to the meeting at which the proposed amendment will be acted upon.
3. That an affirmative vote of a two-thirds majority of the voters present is secured.

CONSTITUTION BY-LAWS ST. MARK LUTHERAN CHURCH

ARTICLE I

VOTERS' ASSEMBLY

A. MEETINGS

1. The Voters' Assembly is to meet a minimum of four times per year upon call by the Church Council.
2. Special meetings of the Voters' Assembly may be called by the Pastor, the President or the Elders. It shall be mandatory upon the President to call a special meeting whenever one-fourth of the voting members request it in writing for a specifically stated purpose. Two weeks' notice of the meeting **will** be given
3. Meetings shall be conducted according to Roberts Rules Of Order, if not otherwise contrary to an expressly stated Article or By-law. At the discretion of the President, a voice or standing vote shall be used to decide most questions. In the conduct of elections, however, the secret ballot shall be used. The vote upon other substantial or important questions shall be taken by ballot when the best interest of the congregation seems to demand it or when at least 10% of the voters present favor it.
4. At all regular or special meetings of the Voters' Assembly, a majority of the vote of the members present shall decide all questions except as otherwise stipulated. Amendments to the Constitution and By-laws shall require a two-thirds majority of the votes cast, except in matters of doctrine where unanimity shall be required.

5. No meeting shall continue for more than two hours unless the voters elect to extend the time.

B. ORDERS OF BUSINESS

The meetings of the Voters' Assembly shall be conducted in accordance with the Constitution and By-laws and shall include an opening devotion, approval of the minutes of the previous meeting, roll call of registration, reception of new members, reports of officers and standing committees and action thereon, unfinished business, recommendations of the Church Council, other business, and adjournment with devotional close. In questions of parliamentary procedure not covered by this constitution and By-laws, the generally accepted rules of order shall prevail.

ARTICLE II MEMBERSHIP

A. ADMISSION OF NEW MEMBERS

Applicants for membership are required to give notice of their intention to the Pastor and to the Elders.

1. BY TRANSFER

If they are former members of a Lutheran Church of the Missouri Synod or a church with which we are in fellowship, a letter of transfer shall be required of them.

2. BY PROFESSION OF FAITH

Lutherans who have had no previous affiliation with a Lutheran Church of the Missouri Synod or a church with which we are in fellowship or are not, at the time of application, in active membership with such a congregation but have been instructed in the fundamental doctrines of Holy Scriptures and have been given evidence of their qualifications for membership, shall be accepted by Profession of Faith.

3. CONFIRMATION

Persons who have been confirmed within the congregation shall, by that rite, become communicant members, and the names of all such persons shall be brought to the attention of the congregation at its next regular Voters' Assembly meeting.

4. VOTING MEMBERSHIP

Names of applicants for voting membership shall be announced by the Elders at a regular Voters' Assembly meeting of the congregation. If no valid objection is voiced, the applicants (who must be present) shall be received by resolution of the voters. Any applicant received as a voting member shall sign the Constitution to signify his agreement with the provision and to make his membership valid.

B. RELEASE OF MEMBERSHIP

1. TRANSFERS

A member desiring to transfer to another Lutheran Congregation in church fellowship shall apply to the Pastor(s). Upon approval of the Pastor(s) and the Elders Team, a letter of transfer shall be issued by the Pastor(s). The Elders Team shall report all transfers to the congregation via Church publications and to the Voters' Assembly at the next regular meeting of that body.

2. JOINING OTHER CHURCHES

In cases where communicant members of this congregation have joined another congregation outside our own fellowship, they shall, upon the decision of the Pastor(s) and the Elders Team, be deemed to have terminated their membership in this congregation, forfeiting all rights and privileges of such membership. Their names shall be removed from the membership list of the congregation by the recommendation of the Elders Team and Pastor(s).

All members removed from membership shall be publicized via publications and reported to the Voters' Assembly at the next regular meeting of the Voters' Assembly.

3. WHEREABOUTS UNKNOWN

The names of members whose whereabouts are unknown and cannot be established within a period of six (6) months, shall be removed from the membership list of the congregation and placed in a file designated "WHEREABOUTS UNKNOWN." Such membership is terminated and shall be reported as such to the next regular meeting of the Voters' Assembly.

Prior to removal and termination, however, the names of such persons shall be published in the church bulletin for at least two (2) consecutive weeks with the request that anyone knowing of their whereabouts contact the Pastor(s) or an Elder immediately.

C. EXCOMMUNICATION AND SELF-EXCLUSION

When a member of St. Mark Lutheran Church has not attended worship services or communed for a period of three (3) months, he or she shall become the concern of the Elders Team who shall minister to the member in the following manner:

1. An erring member shall be admonished in accordance with the various steps prescribed in Matt: 18:15-17 whenever that procedure is possible.
2. Fruitless admonition of a manifest and impenitent sinner shall result in the excommunication from the congregation by the Voters' Assembly.
3. A member who refuses to submit to church discipline has thereby excommunicated himself.
4. The excommunication of a member shall require the unanimous vote of the members present at a regularly scheduled Voters' Assembly with the provision that the member under discipline be deprived of this right to vote until the question at issue is decided.
5. After sincere repentance, an excommunicated person shall receive absolution and be reinstated into membership upon the recommendation of the Pastor and or Elders and subsequent approval of the Voters' Assembly.
6. A person whose communicant membership has been terminated has forfeited all claims upon the property of the congregation as such, or upon any part thereof, so long as he is not reinstated into membership.

ARTICLE III

PROCEDURE IN THE CALLING OF PASTOR(S) AND CALLED WORKERS

A. NOMINATIONS AND ELECTIONS

At any properly called meeting of the Voters' Assembly, eligible and qualified candidates for the office of Pastor, or called worker, shall be submitted by the nominating committee. The Elders Team shall serve as the nominating committee for the office of Pastor or any called workers. Any voting member may nominate a person for the position by giving the name to the call committee at least 10 days prior to the congregational call meeting. When it is approved by the District President, the name will be added to the call list. The candidates shall then be chosen by ballot under the majority rule.

B. CALLING FROM THE FIELD

The calling of a pastor or called worker from the list of candidates chosen by the congregation through the Voters' Assembly shall be by ballot. The candidate shall, if possible, be made unanimous by a rising vote, and the call shall be sent to the pastor or teacher elect.

ARTICLE IV

NOMINATION AND ELECTION OF OFFICERS

A. PROCEDURE IN NOMINATION AND ELECTION OF OFFICERS

1. The nominating committee shall consist of the Congregation President, Vice-President, the Chairman of the Elders Team, and the Chairman of the Christian Education Team or appointed representatives, and two members at large of the congregation selected by the President.
2. The nominating committee shall select from the eligible communicant members of the congregation suitable candidates to fulfill the provisions of Article V of the By-laws.
3. Nominees will be notified by mail as to their selected office and a review date on which they may appeal their nomination. No person shall be nominated without his consent.
4. The proposed slate of candidates shall be published in the church bulletin not later than one week prior to the Voters' Assembly election. Nominations will be accepted from the floor. All officers shall be elected by a majority ballot vote and shall assume their respective duties January 1st.
5. In the event of a vacancy in any office, with the exception of President, Vice-President, Secretary or Treasurer, the President shall appoint a successor who shall, upon approval of the Church Council, serve until the next annual election. In the event of a vacancy in the office of President, Vice-President, Secretary, or Treasurer, the Church Council shall nominate successors to be elected by the Voters' Assembly to serve until the next annual election. Additional nominations may be made from the floor.

6. In conformity with the example of the Apostolic Church (Acts 6:3) the congregation should elevate to office in its midst only such members as are of good reputation and full of spirit and wisdom.

B. INSTALLATION OF OFFICERS

All members elected to an office in the December meeting shall be installed in a public service to be designated by the Pastor, not later than the second Sunday in January following the election. Elected members unable to attend the installation service shall be installed as soon thereafter as possible. Members elected as officers to fill unexpired terms shall be installed into office as soon as possible after election before at least two witnesses.

C. QUALIFYING FOR OFFICE

1. Qualifying for office consists of appearing for installation as outlined in Article IV-B.
2. All officers must be voting members.
3. All nominees must be able to perform the functions of their nominated office both emotionally and physically.
4. All officers should be actively involved in a Bible study program.

ARTICLE V

OFFICERS OF THE CHURCH COUNCIL AND THEIR TERMS OF OFFICE

The officers of the congregation and their terms of office shall be:

President	2 years
Vice-President	2 years
Secretary	2 years
Treasurer	2 years
Elder team (chairperson)	2 years
Trustee Team (chairperson)	2 years
Financial Secretary	2 years
Discipleship Team (chairperson)	2 years
Christian Education Team (chairperson)	2 years
Outreach Team (chairperson)	2 years

All church council officers may hold two (2) terms in succession of the same office. In the event that no successor has been elected or has qualified when the respective terms expire, such officer shall continue until a successor is elected and qualified.

ARTICLE VI

DUTIES OF OFFICERS

A. PRESIDENT

ACCOUNTABLE TO: Council

PURPOSE: To serve as the chief executive of the congregation and exercise general administrative responsibility for the entire organization of the congregation and be responsible for ensuring that all elected or appointed officers, boards and committees function and carry out their duties and responsibilities.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Preside at all meetings of the voters' assembly.
2. Appoint committees according to the instructions of the By-laws or the resolutions of the Voter's Assembly.
3. Be responsible for seeing that the resolutions of the Assembly are carried out.
4. Call meetings of the Voters' Assembly as needed. Be privileged to bring to the notice of officers, boards, or committees of the congregation any matter requiring attention.
5. Be an advisory member of all boards and committees of the congregation and a member of the church council.
6. Represent the congregation in matters of business and sign or countersign all legal documents.
7. Meet periodically with the pastor(s) and the vice president to review past progress and plan future efforts and priorities that are needed in the total program of the congregation.

B. VICE-PRESIDENT

ACCOUNTABLE TO: Council

PURPOSE: To serve as the second-level executive of the congregation and work with all elected and appointed officers, boards and committees to assist them in carrying out their assigned duties and responsibilities.

DUTIES AND RESPONSIBILITIES

1. Preside at all meetings of the church council and the voter's assembly at the request of, or in the absence of, the president.

2. Meet periodically with the pastor(s) and president to review past progress and plan future efforts and priorities.
3. Coordinate calendar activities for the coming year.
4. Be responsible for employee job descriptions and personnel records and review them annually.

C. SECRETARY

ACCOUNTABLE TO: Council

PURPOSE: To keep accurate minutes of the congregation's meetings and voters' assemblies, or other meeting as needed. To serve as a recording secretary of the congregation.

DUTIES AND RESPONSIBILITIES:

1. Keep a permanent record of all minutes of the voters' assembly.
2. Conduct all official correspondence of the voters' assembly.
3. Be custodian of the official seal of the congregation.
4. Be responsible for notifying members of the voters' assembly of the date, time and place of regular and special meetings of the voters' assembly.
5. Maintain the roll of voting members.
6. Periodically post minutes of council and voters' meetings to the congregation.
7. Receive all other records, reports and minutes and properly store them in the church archives.

D. TREASURER

ACCOUNTABLE TO: Council

PURPOSE: To be the chief financial officer of the congregation and to oversee the financial affairs of the congregation.

DUTIES AND RESPONSIBILITIES:

1. Be responsible for the overall financial program of the congregation in accordance with policies approved by the church council and the voters' assembly.

2. Be responsible for the safekeeping of all funds, securities and fiduciary documents of the congregation. Maintain current copies of all signature cards for all accounts and be a signatory on all accounts.
3. Be the disbursing agent of the congregation. All checks shall be issued under the authority and supervision of the treasurer, who shall be responsible for the establishment of appropriate fiscal controls over all congregational funds.
4. Serve as the Controller of the congregation and be responsible for the financial accounting system, the preparation of financial statements and the periodic reporting of them to the congregation, and the establishment or review of all financial accounting procedures. All accounting procedures are subject to the approval of the church council.
5. Items which remain the same from month to month, such as salaries, may be approved by the Church Council and the treasurer shall not require further authorization.
6. The treasurer shall submit a printed statement of receipts and disbursements to the Church Council monthly and a printed statement every two months, of all church monies and accounts.

E. ELDERS TEAM

ACCOUNTABLE TO: Circuit Counselor / MI District LCMS

PURPOSE: To oversee the spiritual life of the congregation and its individual members.

DUTIES AND RESPONSIBILITIES:

These guidelines are as intended by the congregation's constitution and the By-laws.

1. The Elders Team shall have authority and responsibility for the spiritual welfare and activities of the congregational members, individually and corporately.
 - a. To take the initial steps to correct the situation should it happen, that any member of the congregation gives public offense in doctrine or life.
2. The chairman of the Elders Team shall preside at all meetings of the Elders Team, and serve as a member of the church council.
 - a. The chairman shall appoint a secretary to record the minutes.
 - b. The chairman shall appoint at a minimum one elder to serve as an advisor on each of the following Teams: Worship, Christian Education, Ushers, Social Ministry, and Youth Ministry. Other committee assignments may be made to other ongoing and Ad Hoc committees in the congregation including, but not limited to, Assimilation and Public Relations.

- c. The chairman will report the recommendations of the Elders Team to the church council and the voters' assembly.
 - d. The chairman may call special meetings of the Elders Team.
3. The Elders Team shall meet once a month. A maximum of two meetings per year may be cancelled.
 4. The Elders Team shall consist of as many members as deemed necessary by the Voters' assembly and every two (2) years shall elect its own Chairman and Secretary who shall provide the Pastor(s) and president of the congregation with a copy of the minutes of all meetings. In order for a member to serve as an Elder, he must have been an active member of a Lutheran Church Missouri Synod congregation three (3) years prior to election. All Elders shall attend an Evangelism Training Program.
 5. The Elders Team shall serve as special assistants to the Pastor(s), supporting them with prayer, helping them with special problems in their ministry; and concern itself with the spiritual, emotional and physical health and welfare of the pastor(s) and their families. The Board shall ensure that the Pastor(s) are provided with adequate compensation, housing and assistance with their work to guarantee them sufficient free time for personal responsibilities, study and relaxation.
 6. The Elders Team shall concern themselves with the welfare of the Professional Church Workers of this congregation
 7. The Elders Team shall be responsible for the confirmation class and may be asked to teach if Pastor is unavailable.
 8. The Elders Team shall help the pastor(s) cultivate a spirit of harmony among the congregation members.
 9. The Elders Team shall be responsible for providing the pastor(s) with adequate pulpit and altar assistance including funerals, weddings, and baptisms.
 10. The Elders Team shall arrange for pastoral services when a vacancy occurs in the office, including the exercising of proper leadership in calling a pastor. No less than one elder shall be included on any call committee
 11. The Elders Team shall be responsible for the proper conduct of public congregational worship services and of all the committees assisting in the service.
 12. The Elders Team shall make appropriate recommendations to the church council regarding the reception of new members, peaceful release and the transfer of members.
 13. Since the preschool is considered to be part of the congregation, the Elders Team shall on rare occasion need to become involved in the spiritual welfare and activities of the preschool, particularly under such circumstances where a potential exists for the spiritual welfare of the congregation to be harmed in any way.

14. The Elders Team shall appoint a worship committee to consist of: a Pastor, Director of Music, an elder and a minimum of three baptized members, one of whom shall be appointed as chairman, to make recommendations regarding the public worship services of the congregation. All segments of the congregation should be considered if and when recommended changes are contemplated.
15. The Elders Team shall appoint a committee on ushering to consist of a head usher and two assistants, along with at least two advisors from past (experienced) serving ushers.
16. The Elders Team shall appoint a social ministry committee to consist of a chairman and others as “helping hands” in Jesus name to extend to fellow souls in need.
17. The Elders Team and the Outreach Team shall appoint a new members committee that shall consist of a chairman and others to assist in the assimilation of new members into the congregation.
18. The Elders Team shall appoint Worship Assistants.
 - Worship Assistants shall:
 - Perform the same worship service duties as a regular Elder.
 - Elder meeting attendance is not required.
 - Must attend January Elders’ Meeting for training and any special instruction.
 - Shall be a member in good standing for a minimum of three months.
 - Lead by example for a Christian life.

F. TRUSTEES TEAM

ACCOUNTABLE TO: Council

PURPOSE: To be responsible for all real and personal property of the congregation.

DUTIES AND RESPONSIBILITIES: The Trustees Team has authority and responsibility for all personal and real property of the congregation.

1. CHURCH PROPERTY AND EQUIPMENT

- a. Carry out resolutions as instructed by the voters’ assembly and church council regarding purchases, repairs, replacements or modification of church property and equipment.
- b. Keep and review a list of keys issued for access to all church facilities and provide for the issuing and retrieval of such keys.
- c. Maintain a list of “opportunities” to itemize needed repairs and improvements and establish priorities for work to be accomplished. Advise the Church Council when technical assistance, parts, supplies and employees need maintenance material.
- d. Secure needed material and technical skills to help employees.

- e. Maintain a file of all real and personal property to include the replacement cost, serial numbers, model, style and type numbers, ownership, description, value, adequacy and general condition as appropriate. This file is to be kept off site or in fireproof safe.
- f. Serve to regulate and coordinate the use of property, facilities and equipment. To supervise the janitorial service of the church and other congregation properties. Together with the Pastor(s) shall have authority to permit members of the congregation or organizations of the Lutheran Church, Missouri Synod temporary use of the church or school and the equipment, either on or off the premises. Rules and Regulations formulated by the Trustees Team, and approved by the Voters' Assembly shall govern the use of the congregation's premises and equipment.

2. MAINTENANCE AND CUSTODIAL PERSONNEL

Supervise employees that perform custodial services and maintenance and upkeep of congregational real and personal property and equipment.

3. SERVICE CONTRACTS

- a. Negotiate service contracts provided for in the budget or approved by the voters' assembly or church council.
- b. Review annually the adequacy and terms of all insurance policies of the congregation and make appropriate purchase recommendations to the church council.

4. MISCELLANEOUS

- a. Provide for the care and safekeeping of all official documents of the congregation, particularly the Articles of Incorporation, all insurance policies, all deeds and titles, all legal opinions and legal correspondence, all contracts and all blueprints.
- b. Provide a secure, dry storage area for retention of permanent congregation records, financial records and reports, meeting minutes and similar documents of historical and legal value eligible for archiving.
- c. Appoint a Physical Properties Team consisting of appointed members of the trustees having needed skills to assist in the maintenance and care of congregation properties. The team chief shall be a member of the Trustees Team.
- d. Be permitted to spend up to a limit designated by the Council without action of the Voters' Assembly. Such transactions shall be reported to the voters at the next regularly scheduled meeting of the Voters' Assembly.

5. PHYSICAL PROPERTIES TEAM

- a. The Physical Properties Team shall make a semi-annual physical inspection of all church properties and recommend to the Trustees Team needed repairs and improvements.
- b. The Physical Properties Team shall ensure that on-the-spot repairs are made for safety or preventive maintenance and shall provide for the removal of potential hazards and provide reports of such activity to the Trustees Team. Where an emergency exists or a delay could endanger life or health or cause still greater damage the team may incur such expense as is necessary to render the congregation's premises safe and also to protect congregation property from casualty, liability, theft or undue exposure to the elements.
- c. The Physical Properties Team shall enlist work crews and carry out projects approved by the Trustees Team.

G. FINANCIAL SECRETARY

ACCOUNTABLE TO: Council

PURPOSE: To ensure the safekeeping and accounting of all the monies contributed to the congregation.

DUTIES AND RESPONSIBILITIES:

1. Shall receive and deposit all monies contributed to the congregation. Shall count and record these amounts in the manner prescribed by the Church Council and be responsible for giving each individual proper credit for the amounts contributed.
2. Shall submit reports to the Church Council monthly and as requested. May appoint one of his assistants to help with the keeping of the records upon approval of the Church Council.
3. The financial secretary shall submit to the church office a record of the total contributions weekly.
4. The financial secretary shall be a member of the Church Council.
5. As many Assistant Financial Secretaries as deemed necessary shall be appointed to assist the Financial Secretary and approved by Church Council.

H. CHRISTIAN EDUCATION TEAM

ACCOUNTABLE TO: Council

PURPOSE: To guide the congregation's ongoing religious education efforts for all members, child and adult, as well as for prospective members.

DUTIES AND RESPONSIBILITIES:

Have the authority and responsibility for the growth of the congregation's ongoing religious education activities and make recommendations for improvement.

1. Provide oversight for the following committees and their ministries:
Youth Group
Sunday school
5th & 6th Grade Pre-confirmation Class
Vacation Bible school;
Valley Lutheran Representative;
Early Childhood ministry
2. Youth, Sunday School, Vacation Bible School and Preschool shall submit a report monthly on attendance, finances and activities to the Chairman of the Education Team.
3. Make regular reports to the voters' assembly and church council with the status of ongoing programs and recommendations for improvement of the congregation's religious educational activities.
4. Meet at least twelve (12) times per year.

I. OUTREACH TEAM

ACCOUNTABLE TO: Council

MISSION STATEMENT: To oversee and give direction to the congregation's evangelism and outreach activities.

DUTIES AND RESPONSIBILITIES: The Outreach Team may appoint committees, task forces and individuals to plan and implement the various activities for evangelism, new-member assimilation, public relations, and mission projects and prioritize.

1. The work of outreach should include:
 - a. Striving to generate in the entire congregation a Christian concern regarding lost souls and the Christian's responsibility as a witness-bearer.
 - b. Encouraging members of the congregation to witness to one another as well as to the unsaved.
 - c. Fostering a climate of evangelism by cooperating with the pastor in arranging evangelism emphasis in worship services and special programs.
 - d. Maintaining a well-ordered and up-to-date file of prospective church members.
 - e. Enlisting and training lay visitors to make evangelism calls, and together with the pastor, arrange an ongoing visitation program as an integral part of the congregation's ministry.

- f. Cooperating with the pastor(s) in organizing periodic adult instruction classes and striving to provide a nucleus of congregational members to befriend membership prospects.
- g. Ensuring in conjunction with the Christian Education Team, that the Sunday school, vacation Bible school, and other agencies of the congregation are committed to mission outreach as well as to Christian nurturing. Preparing a written outline of the outreach program and providing a copy to the recording secretary.
- h. Cooperating with the Elders Team in the reception, orientation and integration of new members.

2. The work of assimilating new members should include:

- a. Developing an orientation program for all new members.
- b. Linking a sponsor with all new members for one year.
- c. Involving new members in small group Bible Studies and fellowship groups.
- d. Encouraging new members in Christian service.

J. DISCIPLESHIP TEAM

ACCOUNTABLE TO: Council

PURPOSE: To provide oversight and direction for the congregation's stewardship life and to encourage all members to be fruitful stewards of the Lord's gifts.

DUTIES AND RESPONSIBILITIES: The Discipleship Team shall have authority and responsibility for the development of ongoing programs that enlist the time, talents and treasures of the members of the congregation.

- 1. Work with the pastor(s) to develop and implement the necessary programs recommended and approved by the church council and voters as it relates to the time, talents and treasures of all members of the congregation.
- 2. Initiate and conduct programs of education and training of church members in the Scriptural principles and practices for sharing of time, talents and treasures. This board shall formulate and carry out plans whereby the congregation members will support the church with their times, talents and treasures. They shall analyze, maintain and catalog the available skills and talents of the members of the congregation. These records are to be presented to the various boards and committees of the congregation to assist them in the utilization of the time and talents of the congregation members.
- 3. Analyze quarterly Christian giving in order to determine trends and assure that adequate monitoring and tracking of contributions is reported and available for all members.

4. Prepare and initiate an annual program to obtain stewardship commitments from every member of the congregation.
5. Discipleship Team will serve as the budget committee, and prepare a budget for the ensuing year. In doing so, they shall take into consideration the recommendations of the various boards and committees. They shall present the proposed budget at the Church Council's March Meeting.
6. It shall develop plans for annual stewardship program, special financial effort, trust fund and estate planning for the members of the congregation, and distribution of inspirational and informational materials to the congregation.

K. DIRECTOR OF MUSIC

ACCOUNTABLE TO: Elders Team

PURPOSE: To serve the church by developing, coordinating and administering an effective and well-rounded music program and providing leadership to and supervision of staff members and volunteers involved in this ministry.

DUTIES AND RESPONSIBILITIES:

1. Consult with the pastor regarding theme of each worship service, special programs, selection of hymns and choral music.
2. Administer the work of the Department of Music by encouraging teamwork and mutual support, and by providing leadership and nurture to staff members who work in the department.
3. Establish departmental goals and objectives by prioritizing related programs, managing the use of facilities, planning an appropriate budget, delegating tasks and evaluating progress regularly.
4. Work with appropriate committees, officers and leaders to carry out the music ministry of the church.
5. Attend regular staff meetings and retreats.
6. Attend monthly board meetings as a resource and for informational purposes.
7. Represent the church by serving on appropriate denomination committees and community organizations.
8. And stated guide lines adapted by the Elders Team.

L. DIRECTOR OF PRESCHOOL

ACCOUNTABLE TO: Education Team

PURPOSE: To serve the church by developing, coordinating and administering an effective Preschool Center by providing leadership to and supervision of staff members and others involved in this ministry.

DUTIES AND RESPONSIBILITIES:

1. Be responsible for planning, monitoring, and managing the preschool as required by state license exemption and the school board.
2. Establish and maintain working budgets for each program.
3. Monitor collection of fees.
4. Write and update forms and handbooks as needed.
5. Work with the church trustees to ensure the center will be clean and all equipment in working order.
6. Be responsible for all secretarial and financial record-keeping.
7. Be responsible for enrollment and parent interviews.
8. Be responsible for implementing program philosophies, principles and goals.
9. Be responsible for observations and evaluations of personnel,
10. Provide a Christian environment where God's love is shared with children, personnel and parents.

M. YOUTH DIRECTOR

ACCOUNTABLE TO: Education Team

PURPOSE: To work towards strengthening and expanding the ministry of our congregation to our youth and their involvement in the church and direct the youth ministries with guidance from the Pastor and the Education Team.

DUTIES AND RESPONSIBILITIES:

To follow the adapted guide line of the Education Team.

ARTICLE VII

THE CHURCH COUNCIL

A. MEMBERSHIP

The Church Council shall consist of the President, Vice-President, the Secretary, the Treasurer, the Chairman of the Elders Team, the Financial Secretary, and the Chairman of each of the

following: Christian Education Team, the Trustees Team, the Outreach Team, and the Discipleship Team.

The Pastor(s) shall be an ex-officio member of the Church Council. The Vice-President of the congregation shall be the Chairman of the Church Council.

B. MEETINGS

The Church Council shall meet at least once a month. The Pastor(s) or President may call special meetings of the Church Council by personally informing each member of the council of the time and place of such meeting at least 24 hours in advance. A majority of the voting members of the council shall constitute a quorum.

C. DUTIES

1. It shall be the duty of the Church Council to consider and discuss all matters pertaining to the financial needs and the general welfare of the congregation, and make pertinent recommendations to the Voters' Assembly. In cases of emergency, it shall have the power to act in behalf of the congregation between meetings of the Voters' Assembly.
2. The Church Council shall approve a proposed budget for the ensuing year. In doing so, they shall take into consideration the recommendations of the various boards and committees. They shall present the proposed budget by May 30th to the Congregation and schedule a Voter's Assembly meeting by June 15th for budget consideration and approval.
3. The Church Council shall secure supplies such as envelopes, record books, stationery, stamps, etc., necessary for its activities. The Church Council shall also prescribe to the Treasurer and the Financial Secretary the method of keeping financial records.
4. The Church Council shall also appoint each year a Lutheran Hour representative and a representative for the Lutheran Laymen's League.
5. The Church Council shall plan and coordinate action in improving and extending the building of the Kingdom of God.

ARTICLE VIII

PASTOR(S) AND CALLED WORKERS

The office of Pastor(s) and Called Workers of this congregation shall be conferred only on such Pastor(s) and Called Workers as directed by Article III and V of the Constitution and shall be subject to the Constitution and By-laws of St. Mark Lutheran Church.

A. OFFICE OF THE PASTOR(S)

ACCOUNTABLE TO: Elders Team

PURPOSE: To serve the church by providing a balanced ministry of preaching, teaching, pastoral care and organizational leadership to the congregation, and by enabling the church to grow to its full potential in membership and spiritual vitality.

DUTIES AND RESPONSIBILITIES:

1. Provide a solid Bible-based preaching and teaching ministry to meet the needs of the congregation and attract new members.
2. Lead in worship and administer the Holy Sacraments and the Office of the Keys in conformity with Christ's institution and according to the order and usage of the Evangelical Lutheran Church Missouri Synod, as prescribed by an orthodox agenda.
3. Encourage and nurture the spiritual development and beliefs of the congregation through regular teaching of the Bible.
4. To instruct the catechumens according to the Book of Concord and/or the Small Catechism.
5. Recruit, motivate and train youth and adult leaders.
6. Administer the program of the church by leading volunteers and paid staff members and conducting regular staff meetings for planning and informational purposes.
7. Provide pastoral counseling in times of crisis and minister to the sick, dying and bereaved. To instruct and privately admonish the individual members of the congregation according to God's Word and as their special needs require.
8. Conduct weddings and funerals, providing appropriate preparation and support.
9. Instruct classes of new members per Article II.
10. Moderate the church board(s) and organization(s) to develop reasonable goals, communicating a clear sense of direction and equipping the leadership for ministry.
11. Represent the church by serving on appropriate denomination committees and community organizations.
12. Schedule necessary time for study, preparation and planning in order to develop and maintain a deep level of spiritual growth.
13. Cooperate with the church council by performing any other duties when asked to do so.
14. To set a good example by a Godly life.
15. The Pastor(s) shall be ex-officio member(s) of all boards, committees, and societies of the congregation, and shall advise and administer to the spiritual needs of each.

B. OFFICE OF THE CALLED WORKERS

The called workers shall:

1. By a Godly life, set a good example to all.

2. Carry out such duties as have been set forth in the Divine calls. Any additional duties deemed necessary by the Elders Team shall be by mutual agreement.
3. Teach the children the pure Word of God and consider themselves servants in the Lord's kingdom, but they will not be eligible to hold an elective office other than that specified in the Divine Call.
4. Be a certified member of the LC-MS.

ARTICLE IX COMMITTEES

A. PUBLICITY COMMITTEE

The publicity committee shall consist of three (3) members appointed by the President of the congregation. It shall elect annually its own chairman and/or editor and shall have the power to add any additional members to its committee as necessary to carry out its purpose. The Pastor(s) or staff member so designated by him shall serve as a member of the committee.

Its responsibility shall be concerned with the gathering, writing and editing of the news relating to the activities of the church and school and its societies for publication in the church newsletter and to the proper news media, both local and those associated with the Lutheran Church, Missouri Synod.

The publicity committee shall be responsible to the Outreach Team.

B. COMMITTEE OF SOCIAL MINISTRY

It shall be the duty of the committee of social ministry to further the principle of Christian love and mercy in action as one of the fruits of the Christian faith.

NOTE: It should be a major concern of the Christian congregation to show its faith active in love to its members and to all who are in need. In so doing, the Christian congregation follows in the footsteps of her Lord whose loving heart was filled with compassion for all who were in need and who went about doing good. (Matt. 8:36)

The responsibility of this committee shall be visitations to hospitals, nursing homes, homes for the aged, homes for children, prisons, jails, the elderly, development of a Good Samaritan Fund, provision of transportation to and from the worship services for the handicapped, and the creation and implementation of other programs that show care and concern for people.

This committee shall consist of a minimum of three (3) members and shall be responsible to the Elders Team.

C. SALARY AND WAGE COMMITTEE

The members of this committee shall be the President, Treasurer and Chairmen of the Elders Team, Discipleship Team, and Education Team.

This committee shall study, analyze, review and formulate a salary, housing allowance, fringe benefits, auto allowance, and mileage rate structure for all employees of the congregation.

The recommendations of this committee shall be presented to the Church Council for consideration in preparation of their budget.

D. AUDITOR

The auditing committee shall make a review of the accounting records according to accepted auditing procedures and shall be completed within two (2) months after the close of the church's fiscal year.

A report of the committee's review shall be submitted to the Church Council and shall include the recommendations concerning accounting procedures and standards.

The auditing committee shall consist of as many members (recommended by the Church Council) as deemed necessary by the Voters' Assembly.

They shall not be members of the Church Council.

E. PARLIAMENTARIAN

The parliamentarian advises the President and Vice-President on matters of parliamentary procedure in order to conduct productive, efficient, and legal voters' meetings. This will encourage greater participation by all members, encourage fair decision making, and protect the rights of all members, including those present at the meeting, those absent, the minority, the majority and the entire church membership.

F. ALL OTHER COMMITTEES

The Church Council may establish such other committees, as it deems necessary for the good of the Church with the approval of the Voters' Assembly at the next regularly scheduled voters' meeting.

ARTICLE X

ADULT AND YOUTH ORGANIZATIONS

The adult and youth organizations of this congregation shall be authorized by the Voters' Assembly. They shall have as their purpose Christian fellowship, spiritual growth and service. They shall elect their officers, and shall be subject to the provisions of this Constitution and By-laws of St. Mark Lutheran Church.

ARTICLE XI

CHURCH OFFICE

The church office shall be the business office of the congregation. It shall be concerned with all matters pertaining to the office of Pastor(s) and the normal business functions of the church and school. It shall be a coordinating point for all information and reservations for the use of church and school facilities, publicity, records, mailing, etc., for the officers, committees, and members of the congregation.

It shall be staffed by either volunteer or paid workers as authorized by the Church Council to maintain its efficiency.

The Pastor(s) shall supervise the operation of the church office and, when necessary, advise the proper committees of the congregation as to its needs.

ARTICLE XII

FISCAL YEAR

The fiscal year shall be from July 1st to June 30th.

ARTICLE XIII

AMENDMENTS

These By-laws may be amended at any meeting of the Voters' Assembly by a two-thirds majority vote of the members present provided that the proposed amendment has been submitted to the voters at the preceding meeting.