

CONSTITUTIONAL BYLAWS

HOLY NATIVITY LUTHERAN CHURCH
1200 LINDEN AVENUE
ARBUTUS, MARYLAND

RATIFIED BY THE VOTERS' ASSEMBLY

AUGUST 2009

Bylaw #1

MEMBERSHIP

Admission Into Membership

Baptized Membership: All souls who have been baptized “In the name of the Father, and of the Son and of the Holy Spirit” may become baptized members of the congregation.

Communicate Membership

By **CONFIRMATION:** Confirmation itself being a reception into church membership all who thus are received by this sacred act become communicate members.

By **TRANSFER:** Persons coming from a congregation in church fellowship with us with a letter of transfer, provided they conform in all respects to the requirements for membership in this congregation, are to be received by the Elder Ministry Team.

By **PROFESSION OF FAITH:** Other persons who desire to affiliate with our church are to give satisfactory evidence of qualification for communicant membership to the Pastor. Pastor will then have the Elder Ministry Team ratify their membership.

The names of those who join our church are to be reported by the Elder Ministry Team to the Voters’ assembly for ratification.

Voting Membership: See Article IV, Paragraph C of Constitution.

Termination of Membership

Whereabouts Unknown: Communicate members whose whereabouts are unknown and whose address cannot be established shall have their names removed by resolution of the Elder Ministry Team.

Excommunication and Self-Exclusion: Any communicate member who conducts himself in an un-Christian manner shall be approached according to the procedure of Matthew 18:15-20. If he refuses to amend his sinful life after proper admonition, the final step of church discipline shall be instituted. If the member refuses to attend the meeting of the Elder Ministry Team to discuss his case, he has excluded himself. Excommunication or self-exclusion requiring a unanimous vote of those present and voting terminates membership. The resolution, which has been passed to excommunicate a person, is not final until it has been ratified at the following meeting of the Elder Ministry Team.

Bylaw #2

VOTERS' ASSEMBLY

1. See also Article V of the Constitution
2. There will be a minimum of one meeting of the Voters' Assembly each year. Suggested date is the first Sunday in June to vote on Budget for coming year.
3. Meetings shall be called by the President or Vice-President. These meetings must be announced in all church services at Holy Nativity on the previous **two** Sundays.
4. A quorum required to transacting business and passing valid resolutions shall consist of no less than twenty-five voting members.
5. All meetings of the Voters' Assembly shall be conducted in accordance with parliamentary procedure as described in Robert's Rules of Order.

Bylaw # 3

MINISTRY COUNCIL

General Purpose: To administer the church's affairs in accordance with the Constitution and Bylaws and in accordance with policy established by the Voters' Assembly.

Authority: To govern and direct all affairs of the congregation.

Membership: The Pastor, President, Vice-President, Recording Secretary, Financial Secretary, General Fund Treasurer, Comptroller, and Chairpersons of the following Ministry Teams: Day School, Christian Education and Outreach, Fellowship, Church Property, Youth, Public Relations, Stewardship and Worship.

Chairperson: President of the Congregation.

Secretary: The Recording Secretary of the Congregation.

Meetings: Called by the Pastor, President, or two or more members of the Council.

A majority must be present for a legal meeting.

Bylaw #4

ELECTION OF PASTOR(S)

1. The Ministry Council shall advise the congregation of their right to submit names of qualified pastors for consideration for the call, and request their prayers in this election process.
2. The Ministry Council shall seek the advice of the Southwestern District officials in the call.
3. After a reasonable time the Ministry Council shall compile a list of names from those submitted by members of the congregation and the District officials, together with a reasonable amount of information concerning each. This information shall be presented to the Voters who will by ballot determine a call list of no more than four names.
4. This list is to be published for the congregation in the church bulletin for two Sundays prior to any call.
5. The Ministry Council is to make diligent effort with the guidance of the Holy Spirit, to obtain enough information to allow the Voters, under the guidance of the Holy Spirit, to issue the call.
6. The election shall be by ballot. All communicate members are eligible to vote. A two-thirds majority shall be required to elect. The election shall, if possible, be made unanimous.
7. If the call is returned, the Ministry Council shall decide whether to return to step four or three for the next call.

Bylaw #5

DUTIES OF THE PASTOR(S)

The Pastoral Office is the authority conferred upon pastors by God, through a call of the congregation (the holder of the priesthood and of all congregational authority), to exercise in public office the common rights of the spiritual priesthood on behalf of all. This office is established by God for the sake of the Gospel “in order that we may attain the faith” (A.C., V). In calling pastor(s) to preach the Word of God and to administer the sacraments on their behalf, the members of the congregation exercise their royal priesthood and by no means relinquish it. Through the call, they act in obedience to the institution of God and for the sake of decency and order to fill the Office of the Public Ministry which God has entrusted to the congregation as His functional means of ensuring the proclamation of the Gospel and the administration of the sacrament. The Pastor and the laity work reciprocally in the service of the Gospel and in pursuit of a common mission and ministry, but the pastoral ministry has function, which differentiate it from the general priesthood of the baptized. Since the Pastoral Office spring from, and is servant to the Word of God, the Pastor, upon being installed, is authorized and obligated to proclaim to the congregation, jointly and severally, the Word of God in its truth and purity as contained in the canonical writing of the Old and New Testaments and professed in the Book of Concord of the Year 1580. He is also authorized and obligated to administer the sacraments in accordance with their divine institution. He is further obligated by the Lutheran Confessions to exercise the Public Office of the Keys by declaring absolution and by guiding the congregation in the exercise of Christian discipline.

It shall also be the duty of the Pastor(s) to:

1. Act as the enabling minister and the spiritual leader of the congregation and of its components and auxiliary groups.
2. Equip the members to carry out, together with leaders and pastor(s), a team ministry as they ministry to one another, to all Christians, and to all people of the world, in accordance with their gifts and calling.
3. Order and officiate at the worship services of the congregation, delegating certain worship functions in consultation with the Worship Ministry Team.
4. Proclaim and teach the Word of God and exercise supervision of the educational agencies of the congregation.
5. Minister to the congregation, congregational groups, and individuals, especially the sick, the dying, and the indifferent. Guide, direct, and encourage the members of the congregation as they minister to the needs of one another.

6. Express the ministry of the entire congregation to church and world when possible and appropriate. Guide, direct and encourage the members in their Christian witness to the community and the world.

7. Devote himself to prayer and study, establishing an ongoing program of personal prayer and study, continuing education, and professional growth.

8. Serve as an example to the congregation and the community, faithfully exercising the duties of his calling, but also giving proper attention to the needs of his family, the well being of the community and his own personal health.

9. Act as an advisory member of all Ministry Teams and Committees.

10. Maintain a church record of all his official acts which is to be, and remain, the property of the congregation.

11. Senior Pastor will conduct annual performance reviews of the Church Staff.

Members of the congregation pledge themselves to accord the Pastor(s) honor, love and obedience in his ministry of God's Word. They support his ministrations with diligence and faithful prayers, with cordial and willing cooperation, and agree to provide for his maintenance according to the ability of the congregation.

The Pastoral Office is the primary office in the congregation, from which all other offices of the congregation issue. However, the congregation may establish as many auxiliary offices (e.g., teacher, parish worker, deacon, etc.) as its needs require and determine what work is to be assigned to such office.

Bylaw #6

ELECTIONS

Nominating Committee:

The Nominating Committee shall consist of five communicate members and, as **ex-officio** members, the Pastor and President.

Three of the five shall not be members of the Ministry Council. These three shall be selected, one each by the following Ministry Teams: Christian Education and Outreach, Day School and Elders. The person may be from the Team's membership but this is not required.

The Ministry Council, from its membership, shall select two of the members.

The Nominating Committee shall be completely staffed prior to January 16th.

The Nominating Committee will elect a chairperson at its first meeting.

The Nominating Committee will be disbanded after the election.

Slate:

The Nominating Committee shall form a slate of at least one candidate for each position and shall publish this slate to the congregation by May 15th, together with the information contained in the next paragraph. The person must be eligible and have given their consent to serve, if elected.

Names can be added to the slate for any position. The person must be eligible and willing to serve, if elected. The person shall state their willingness to serve in the specific position in a written memo delivered to the Nominating Committee prior to April 30th. Nominations may be made from the floor, if consent of the person to be nominated has been obtained prior to the meeting.

The slate will consist of the following position:

Officers and Trustees: President, Vice-President, Secretary, Treasurer

Financial Executives: Financial Secretary, Special Funds and Memorial Treasurers, Comptroller

Church Property Ministry Team: Chairperson, and at least four members

Elders Ministry Team: 12 Members

Christian Education & Outreach Ministry Team: Chairperson, Bible Fellowship Coordinator(s) and at least three members

Christian Day School Ministry Team: Chairperson and at least four members

Fellowship Ministry Team: Chairperson and at least four members

Public Relations Ministry Team: Chairperson and at least four members

Youth Ministry Team: Chairperson and at least four members

Stewardship Ministry Team: Chairperson and at least two members

Eligibility: Only voting members may fill these positions. (The Constitution is kept by the Congregation's Secretary and may be signed at times other than regular meetings.) Women who hold voting membership in the congregation may serve as officers and as members of teams and committees as long as these positions are not directly involved with the specific functions of the pastoral office (preaching, Consecration of the Sacraments, and church discipline). Accordingly, they shall not serve as Pastor, President or Vice-President of the congregation.

Election: Election shall be held at the June Voter's Assembly on odd numbered years. Election shall be by secret ballot. The presiding officer shall appoint a balloting committee of two non-candidates. This committee shall distribute and collect the ballot, count the vote, and announce to the presiding officer the name of the elector.

A majority vote shall be necessary for election. If no candidate receives a majority, another election shall be held between the two candidates receiving the most votes.

All those elected at this June meeting will assume the duties of their position on July 1st

Vacancy: In the event a vacancy occurs in any elected position, the Ministry Council is authorized to fill this position for the duration of the term.

Bylaw #7

DUTIES OF THE PRESIDENT OF THE CONGREGATION

The President Shall:

1. Act as Chairman of Voters' and Ministry Council meetings.
2. Serve as **ex-officio** (with vote) member of all teams and committees.
3. Appoint, in consultation with Pastor and Ministry Council, such committees and representatives as may be needed.
4. Be responsible for the efficient functioning of the entire congregation, including all teams and committees. Recommend to the Voters' Assembly any changes in such duties and functions as would lead to more efficient operation.

In consultation with the Senior Pastor, he will hire or dismiss the Church Secretary, recommend salary changes, and be responsible for keeping the Church Secretary's job description current.

Bylaw #8

DUTIES OF THE VICE-PRESIDENT OF THE CONGREGATION

The Vice-President Shall:

1. Carry out the duties of the President in his absence.
2. Serve as Chairman of special committees as determined by the President and Ministry Council.
3. Work on special assignments as delegated by the President.
4. Make recommendations for the efficient functioning of the entire congregation, including all teams, and committees.

Bylaw #9

DUTIES OF THE RECORDING SECRETARY

The Recording Secretary Shall:

1. Maintain a set of books of the minutes and attendance records for the meetings of the Voters' Assembly and Ministry Council.
2. Maintain up-to-date copies of the Charter, Constitution and Bylaws for reference at all Voters' and Ministry Council meetings, and have extra copies of these documents available for distribution to prospective voters, or upon request.
3. Maintain an up-to-date list of the Voting membership and report all changes in the Voting membership.
4. Maintain a list of deeds and other important documents, and provide for their safekeeping in the church safe.
5. Be responsible for the writing of letters on behalf of the church upon direction by the Voters' Assembly or Ministry Council.
6. During each term, appoint a committee to review the Charter, Constitution and Bylaws and see that these documents are kept up-to-date.
7. Prepare in consultation with the President a short account of the action at the Voters' Assembly, which shall be included in the Sunday Bulletin or Newsletter within two weeks.

Bylaw #10

FINANCE MINISTRY TEAM

General Purpose: Coordinate the financial operations of the congregation.

Responsibility: Make recommendations on budgets and major financial transactions.

Specific Responsibilities:

1. Formulate a procedure for processing all church collections and appoint and supervise a committee to process these collections.
2. Make such special financial studies and plans as may be required by the Voters' Assembly, the Ministry Council, or any church ministry team or committee.
3. Periodically review the financial status of the church and make recommendations to the Ministry Council for any financial actions that should be taken.
4. Study giving patterns and trends in the congregation and provide reports to the Stewardship Ministry Team, Pastor, and Ministry Council, as appropriate.
5. Gather information from various teams, formulate and recommend a church budget.
6. Hold independent 3rd party audits of all church checkbooks every two years to ensure good stewardship of God's resources.

Membership: Comptroller, Special Funds Treasurer, General Funds Treasurer, Memorial Funds Treasurer, Financial Secretary, and other members as may be appointed by the Team.

Chairperson: The Comptroller. The Financial Secretary is Vice-Chairman of the Finance Ministry Team.

Secretary: Selected by the Team from its membership to keep minutes of meetings and prepare written reports and letters.

Bylaw #10.1

DUTIES OF THE GENERAL FUNDS TREASURER

The General Fund Treasurer Shall:

1. Process and pay church financial obligations.
2. Process payroll transfers to Special Funds account.
3. Create end of month financial statements for Church records.
4. Compile and process monthly bank statements.

Bylaw #10.2

DUTIES OF THE COMPTROLLER

The Comptroller Shall:

1. Ensure Sunday offerings are sorted and placed in church safe for the counters.
2. Act as Chairperson for the Finance Ministry Team.
3. Approve and log all purchase orders.
4. Give approved purchase orders and log to the General Funds Treasurer for payment.
5. Provide monthly financial reports to all teams and officers.
6. Provide any other statistics as needed by teams or District.
7. Ensure that there are sufficient counters weekly.
8. Order offering envelopes each year and distribute to congregation in a timely manner.
9. Ensure that there are sufficient Purchase Order Vouchers and Counter Sheets.
10. By March 1st submit to each Ministry Team chairperson a request for his or her planned budget expenditures for upcoming fiscal year. These requests are returned by May 1st so the information can be compiled and presented to the Ministry Council at the May meeting.
11. At the end of the month, total income and compute amount of outside giving, etc. All money that comes in the Mission envelope beginning July 2007 will go to the Mission of the Month. Then total all memorials, Sunday School mission and any other special giving drive making a Purchase Order for each of the above, record and send to the General Funds Treasurer for payment.
12. Treasurer then sends all paid Purchase Orders back with a checkbook balance. These are put in order by the account number and with the weekly counter sheets are then put into the monthly report by another person, who is not a member of the Finance Ministry Team, who verifies that the information is accurate and the checkbook balances match.

Bylaw #10.3

DUTIES OF THE SPECIAL FUNDS TREASURER

The Special Funds Treasurer Shall:

1. Compile, process, and deliver payroll checks.
2. Create, maintain, and update Church worker records.
3. Create and maintain spreadsheet for monthly Church records for Comptroller and General Funds Treasurer.
4. Update, maintain and backup payroll computer software.
5. Update and maintain computer security programs to protect Church workers against identify theft and hackers.
6. Compile and process information for tax purposes.
 - * W2
 - * W3
 - * 941
7. Notify Church workers of changes to tax laws and general payroll information.
8. Create and maintain spreadsheet for monthly transaction and deposit records.
9. Create and maintain monthly payroll registry.
10. Process and pay Liability checks:
 - * Maryland With-holding Tax
 - * Federal With-holding Tax
 - * Social Security
 - * Medicare
11. Update, process and pay Church worker benefits:
 - * Worker Benefit Plan
 - * Thrivent Financial 403b Plan
12. Create and maintain payroll files.
13. Update and maintain Congregational Treasurer Manual from Lutheran Church, Missouri Synod.
14. Compile and process Church annual budget report.
15. Compile and process monthly bank statements for Special Funds account.
16. Process and complete monthly bank deposit.
17. Provide information to various Church Ministry Teams as requested.
18. Order supplies as needed to support payroll function.
19. Compile and process Purchase Order Voucher for Comptroller.

Bylaw #10.4

DUTIES OF THE FINANCIAL SECRETARY

The Financial Secretary Shall:

1. Compile and process all financial contributions into church computer.
2. Compile, process and send quarterly reports to members.
3. Update and maintain church contribution records, purge every five (5) years.
4. Assist with the labeling of contribution envelopes for distribution to church members.
5. Update and maintain church contribution envelopes, purge every three (3) years.

Bylaw #10.5

MEMORIAL FUNDS TREASURER

The Memorial Funds Treasurer Shall:

1. Create and update a list of available memorials.
2. Process and complete monthly bank deposit.
3. Create, maintain and distribute quarterly reports.
4. Release funds as directed by the Comptroller.
5. Coordinate with the Memorial Secretary any undesignated donations that are in excess of \$100 by asking the donating family to designate funds to a general or specific Memorial.

Bylaw #10.6

DUTIES OF THE MEMORIAL SECRETARY

The Memorial Secretary Shall:

1. Record all Memorial contributions in record books.
2. Compare and update record book to quarterly reports to ensure proper record keeping.
3. Send acknowledgement card to donor.
4. Send memorial card to the family of the deceased or honoree.
5. Prepare monthly report for Newsletter.
6. Order church stationary as needed.
7. Order stamps as needed.

Bylaw #11

CHRISTIAN EDUCATION MINISTRY TEAM

General Purpose: The Christian Education Ministry Team shall be charged with leading people to an increasing understanding and appreciation of the Bible, whereby they may hear and obey the Word of God. The team will assist persons, at each stage of development, to realize the highest potentialities of the self as divinely created, to commit themselves to Christ and to grow toward spiritual maturity as Christians.

Areas of Responsibility:

1. Marriage Ministry
2. Adult Ministries
 - a. Men's Ministry
 - b. Women's Ministry
 - c. Young Adults Ministry
 - d. Seniors/Elderly Ministry
3. Children's Ministry
 - a. Nursery
 - b. Sunday School
 - c. Sunday Morning Live
 - d. M.O.P.S.
 - e. Cradle Roll
 - f. Vacation Bible School
4. Assimilation Ministry
 - a. Evangelism
 - b. Discipleship
 - c. First Base, aka, Alpha
5. Library
6. Any new ministry that meets and fulfills the criteria of Education/Outreach and is approved by the Christian Education Ministry Team and the Ministry Council

Specific Responsibilities: Submit to the Ministry Council plans for the next year's operations and to the Finance Team a proposed budget to carry out these plans.

Membership: Chairperson and all members needed to carry out the responsibilities and authority of the Christian Education and Outreach Ministry Team.

Chairperson: Elected by Voters' Assembly. Member, Ministry Council.

Bylaw #12

MISSIONS AND OUTREACH MINISTRY TEAM

General Purpose: The Missions and Outreach Ministry Team shall be charged with planning, organizing and directing various activities and services, which support our brothers and sisters in the Arbutus community, irrespective of race, religion, culture and ethnicity. It is what Jesus commanded us to do in Matthew 28:18-20 when He said: “*All authority on heaving and earth has been given to me. Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit and teaching them to obey everything I have commanded. And surely, I am with you always, to the very end of the age.*”

Areas of Responsibility:

1. Orchestrate Annual Events
 - a. Rally Day
 - b. Talents for Jesus
 - c. Harvest Festival
 - d. Thanksgiving Food Baskets
 - e. Operation Christmas Child
 - f. Adopt-a-Family at Christmas
 - g. Christmas Pageant
2. Conduct Quarterly/Monthly/Weekly/Daily Activities
 - a. Christian Concerts
 - b. Food Pantry
 - c. Clothes Closet
 - d. Saturday Morning Breakfasts for Homeless
 - e. In-reach Program to welcome back former members
 - f. Outreach to certain patients released from local hospitals
 - g. Muggers Mission
 - h. CD Ministry Program
 - i. Prayer Shawl Ministry
3. Collaborate with other Ministries at HNLC
4. Establish Partnerships with other Local Support Organizations
 - a. S.W.E.S.
 - b. UMBC
 - c. Local churches (ministerium)
 - d. Local hospitals
5. Any new ministry that meets and fulfills the criteria of Missions and Outreach Ministry and is approved by the Missions and Outreach Team and the Ministry Council.

Specific Responsibilities: Submit to the Ministry Council plans for next year’s operations and to the Finance Team a proposed budget to carry out these plans.

Membership: Chairperson and all members needed to carry out the responsibilities and authority of the Christian Education Ministry Team.

Chairperson: Elected by Voters’ Assembly, Member, Ministry Council.

Co-Chairperson: Selected by Chairperson and approved by Ministry Council.

Bylaw #13

DAY SCHOOL MINISTRY TEAM

General Purpose: The Day School Ministry Team shall oversee the day school as well as tuition assistance, registration fees and tuition cost.

Areas of Responsibility:

1. Review and approve the curriculum selection.
2. Employ and release teacher(s) and teacher assistant(s).
3. Approve (or decline) applications of day school students.
4. Collect registration and tuition fees from families of students attending the day school and forward to Finance Ministry Team.
5. Authorize teacher's and assistant's salaries within finances of church budget and approved by the Voters' Assembly.
6. Oversee the purchase of supplies and educational materials within the approved budget.
7. Control the tuition assistance program. Approve (or decline) applications for tuition assistance when attending a Lutheran school of a sister congregation, Lutheran High School or Seminaries.

Specific Responsibilities:

1. Submit to the Finance Ministry Team a proposed budget for upcoming school term to be approved by the Ministry Council and Voters' Assembly.
2. Develop job descriptions for each team member and review approximately every six (6) months.
3. Edit and approve the Policy and Procedure Manual and Staff Handbook.

Membership: Chairperson, and four (4) communicate members elected by the Day School Ministry Team, approved by Ministry Council and Voters' Assembly.

Chairperson: Recommended by the Ministry Council and elected by the Voters' Assembly.

Secretary: Selected by the Day School Ministry Team

Financial Secretary: Selected by the Day School Ministry Team.

Enrollment Secretary: Selected by the Day School Ministry Team.

Event Coordinator: Selected by the Day School Ministry Team.

Director of Day School: Hired by the Ministry Council/approved by Voters' Assembly

Bylaw #14

ELDERS MINISTRY TEAM

General Purpose: The Elders of the congregation are individuals who have demonstrated Christian values by their lifestyle, have a compassion for people, have a Biblical understanding of the Christian Faith, have an appreciation of the Lutheran Confessions and what they teach and are affirmed by the congregation as Elders. (Titus 1:5-9; 1 Timothy 3:1-13)

Specific Responsibilities:

1. Together with the Pastor(s) of the congregation, their primary function is the spiritual welfare of the members of the congregation. They are to assist the Pastor(s) in any area of spiritual concern at the request of the Pastor(s). They are to ensure that the preaching and teaching of the congregation is in conformity with the Holy Scripture so that members of the congregation will not be led into erroneous thinking and actions.
2. Pray for the Pastor(s) of the congregation. They are to be a guide to the Pastor(s) as he/they carry out the office of the keys. They are to assist the Pastor(s) in the visitation of congregational members who have been absent from worship.
3. Assist the Pastor(s) in the exercising of church discipline according to Matthew 18 and 1 Corinthians 5, so that souls may be saved and restored.
4. In coordination with the Pastor(s), should have a system of membership accountability in place and carry it out faithfully.
5. Be available to assist in the distribution of elements during Holy Communion and consecrate such elements, in the absence of and under the administrative direction of the Pastor(s). (Such times may be retreats, small group gatherings, Sunday worship services, Wednesday evening services, etc.)
6. Be supportive of the Pastor(s) and his family. They are to be available for counsel to the Pastor(s) and his family as to personal issues, health issues, marriage issues, etc. In all such matters they are to be strictly confidential until such time as the information needs further attention.
7. Be available to congregational members for guidance and support. When issues are beyond their ability to handle, they should call upon the Pastor(s) for guidance and help.
8. Meet with the Pastor(s) at least twice a month for prayer, guidance, and membership concerns.

Bylaw #15

WORSHIP MINISTRY TEAM

General Purpose: To provide for the proper functioning of all church worship services.

Specific Responsibilities:

1. Be responsible for the proper functioning of all church worship services. Recommend scheduling changes for worship services to the Ministry Council. Supervise and provide for the training of ushers, readers, and acolytes.
2. Provide for any facility needs with regard to worship services, such as banners, setting up chairs, sound system, projection system, communion ware, etc.
3. Look into and provide for artistic enhancements to our worship, such as drama and liturgical dance.
4. Oversee the music staff in selecting liturgies and special music. Provide for the sharing of music across all of the worship services while being true to the style of each.
5. Organize any additional music groups, such as children's choir and youth band.

Membership: Chairperson and minimum of four members.

Chairperson: Elected by the Voters' Assembly. Member, Ministry Council.

Secretary: Selected by the Team from its membership to keep minutes of meetings and prepare written reports and letters.

Bylaw #16

FELLOWSHIP MINISTRY TEAM

General Purpose: To get members to know each other and to develop Christian fellowship within the congregation.

Responsibilities: Hold such social functions as have been approved by the Ministry Council. Examples: coffee socials, congregational suppers/oyster roast and bowling league, etc.

Recommend to the Ministry Council/Voters' Assembly new organizations for function needed to carry out the general purpose.

Specific Responsibilities:

1. Host congregational meals.
2. Have coffee socials.
3. Provide support to various boards for fund-raising meals.
4. Administer bowling league and other sporting activities.
5. Prepare and submit to the Finance Ministry Team a proposed budget.

Membership: The Chairperson and a minimum of five (5) members, elected by the Voters' Assembly.

Chairperson: Elected by the Voters' Assembly. Member, Ministry Council.

Secretary: Elected by the Team. He/She will keep minutes of meetings, prepare all written reports and letters. Maintain records showing financial status of all functions and events held under the direction of the Fellowship Ministry Team.

Bylaw #17

STEWARDSHIP MINISTRY TEAM

General Purpose: To promote and encourage the proper management of the total resources God has given His people individually and collectively to carry out His mission and ministry.

General Responsibility: To develop and implement an effective, year-round, multi-faceted program to promote the growth of members as faithful stewards. To coordinate the development of overall congregational objectives in accordance with our Mission and Ministry Statement.

Specific Responsibilities:

1. Make provisions for education in principles and practices of stewardship life through Bible study, Newsletter articles, sermons, youth training, etc.
2. Provide opportunity for identification and development of gifts for ministry through training courses, workshops, etc.
3. Make periodic talent surveys to determine gifts. Maintain congregational talent files. Encourage members to use their gifts for ministry. Encourage all Ministry Teams to make wide use of these members to assist in more effectively carrying out the work of the Team.
4. Periodically provide an organized program for members to review their financial blessings and make a faith promise to return a percentage of these financial blessings to God.
5. Encourage individuals and groups to participate in the Lutheran Church Extension Fund.
6. Encourage support for the work of the Church beyond our congregation and throughout the world through an ongoing program of mission education and information.
7. Screen all appeals for funds and initiate the action appropriate to such appeals.
8. Annually prepare and submit to the congregation the list of organizations to be supported through our "Mission of the Month" program.
9. Encourage our people to consider careers in professional church service.
10. Develop appropriate ways to recognize faithful volunteer service.
11. Submit to the Ministry Council a plan for the next year's operation and to the Finance Ministry Team a proposed budget to carry out this plan.

Membership: Chairperson and four (4) members elected by the Voters' Assembly.

Chairperson: Elected by the Voters' Assembly. Member, Ministry Council.

Secretary: Selected by the Team from its membership to keep minutes of meetings and prepare written reports and letters.

Bylaw #18

CHURCH PROPERTY MINISTRY TEAM

General Purpose: See that church property is maintained in a clean, safe, properly organized manner, and that needed repairs are performed.

Responsibilities:

1. Recommend to the Ministry Council service contractors for cleaning, snow removal and lawn service.
2. Arrange for all repairs costing less than five hundred dollars (\$500.00).
3. Arrange for all repairs costing more than five hundred dollars (\$500.00) after approval of the Ministry Council.
4. Make recommendations to the Ministry Council for improvement to church property.

Specific Responsibilities:

1. Submit to Finance Ministry Team a proposed budget.
2. Make semi-annual inspections of all church and school property and be on the alert for improvements and repairs.
3. Supervise all the service contractors and maintain an up-to-date set of duties.
4. Enlist the help of members of the congregation to give them assistance in making repairs, alterations, improving and care of the lawn and grounds and the equipment.
5. Report regularly to the Ministry Council and Voters' Assembly.
6. Make recommendations for needed alterations, additions, improvements, etc.

Membership: Chairperson and eight (8) members elected by the Voters' Assembly.

Secretary: Elected annually by the team. He/She will keep minutes of meetings, prepare all written reports and letters and maintain a set of books on all financial matters.

Bylaw #19

YOUTH MINISTRY TEAM

General Purpose: Provide opportunities for the junior and senior high youth of the congregation to grow in their spiritual, emotional and social maturity as servants of Jesus Christ.

The Team shall consist of at least three elected members of the congregation. It is advisable that at least one member be a senior high youth.

Specific Responsibilities:

1. The Team shall establish a budget to be submitted to the Ministry Council. Items in the budget may be funds for retreats, servant events, and outings. Additional funding would be for Bible study materials and resource materials, and maintain financial records.
2. The Team shall be responsible for adult supervision at all youth activities. The Team will pay for the fees of chaperones for all events.
3. The Team shall plan, promote and co-coordinate all youth activities.
4. The Team will budget for training events for adult advisors as well as teen training.
5. The Team will designate one of its members to be present at the monthly Ministry Council meeting as needed for coordination within the congregation.

Membership: The Chairperson and a minimum of three (3) members elected by the Voters' Assembly.

Chairperson: Elected by the Voters' Assembly. Member, Ministry Council.

Secretary: Elected by the Team.

Bylaw #20

PUBLIC RELATIONS MINISTRY TEAM

General Purpose: Present to the public a Christian image which will reflect favorably upon the work of Christ and of the congregation as His instrument, the publicizing of the work of the congregation through various channels, and the general integration of the congregation's work into the life of the community, and cooperative effort through other Christian organizations.

Specific Responsibilities:

1. Publicize to the community activities as well as keeping the congregation informed of social, political and economic developments within the community.
2. Be concerned, together with other appropriate Teams, with the congregation's role in the community and develop useful means of becoming a better servant to the community.
3. Work with other Christian churches to improve the unified Christian image to the community and to implement the church's mission.
4. Maintain contact with benevolent and charitable agencies in the community, state and on the national level and recommend to the congregation how we should respond, according to the Gospel of Christ.
5. Establish and maintain a continuing program of publicity for the congregation and its activities which will reflect favorably on the congregation and its commitment to the Gospel of Christ.
6. Maintain the church bulletin boards indoors and outdoors and recommend appropriate messages and themes for publication.
7. Work for the overall enhancement of the congregation's image in the various news media and publications of the community.
8. Establish and maintain friendly relationships between the congregation and the professional community service and governmental agencies within the community.
9. Manage the policy for use of the facilities and recommend any changes to that policy.
10. Edit and publish the Church Newsletter.
11. Edit and publish the Church Calendar.
12. Edit and publish Church Website.

Membership: Chairperson and five (5) members elected by the Voters' Assembly. From this membership the Team shall select the following:

1. Newsletter Editor
2. Facilities Coordinator
3. Bulletin board, tract rack and information center Coordinator
4. Publicity Coordinator

Bylaw #21

INFORMATION AND RESPONSIBILITIES OF ALL MINISTRY TEAMS

A quorum shall consist of a majority of members. Since the President is an ex-officio member of all Teams, he is counted in determining the quorum. A quorum must be present to make a decision to take any action, i.e., to exercise the authority of the Team.

Minutes of all meetings shall be kept and a copy sent to the Church Office to incorporate in a permanent file. A copy shall also be sent to the President, the Pastor, Chairperson of the Ministry Team and the Secretary shall retain a copy. Some Teams may distribute minutes to all members.

Each Chairperson shall keep a notebook, which is passed on, to his/her successor, which shall contain as a minimum, the Charter, Constitution, Bylaws, membership of the Team by years, and copies of the minutes of the Team meeting.

Bylaw #22

ALTERATION OF BYLAWS

To alter or repeal any paragraph in these Bylaws, it shall be requisite that a majority of all the voting members present at two consecutive constitutional meetings of the Voters' Assembly cast their votes in favor of such alterations or repeal.