

Constitution and Bylaws

of

St. John Lutheran Church
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**The Constitution and Bylaws
of
St. John Lutheran Church
520 Paddock Avenue Meriden, CT 06450**

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). Therefore, we, the members of St. John Lutheran Church, located in Meriden, Connecticut, accept and subscribe to the following Constitution and Bylaws, in accordance with which all spiritual and material affairs of our congregation shall be governed.

The Constitution

Article I: Name

The name of this congregation shall be St. John Lutheran Church, Meriden, Connecticut.

Article II: Purpose

The purpose of this congregation shall be to seek the honor and glory of God; to carry out His will; to manifest the unity of our faith in Jesus Christ as God and Savior; to spread the kingdom of God; and to foster Christian fellowship and love, by preaching the Word of God, by administration of the Sacraments, and by the religious instruction of all its members, according to the confessional standard of the Evangelical Lutheran Church (Article III).

Article III: Doctrinal Standard

A. Old and New Testaments: This congregation acknowledges and accepts all the canonical books of the Old and New Testaments as the revealed and inspired Word of God.

B. Evangelical Lutheran Church: This congregation further acknowledges and accepts all the confessional writings of the Evangelical Lutheran Church, contained in the Book of Concord of the year 1580, as the true and genuine expositions of the doctrines of the Bible and the only rule of faith and life. All matters of Doctrine, which may arise, shall be decided by the Holy Scriptures as set forth in the Confessional writings of the Evangelical Lutheran Church.

Article IV: Membership

The membership of this congregation includes the following:

A. Baptized Membership

1. Definition: *Baptized members* are all members 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. *Communing members* are those baptized members who have not yet been received as communicant

members, but, having received suitable instructions, are permitted to receive Holy Communion.

2. Reception: Baptized members are received through the Sacrament of Holy Baptism, through transfers, or with the consent of one or both parents or guardians in the case of children who have been baptized in another Christian congregation.

3. Duties: Baptized members shall conform their lives to their baptismal vow.

4. Termination: Baptized members who have not been received as communicant members shall have their membership terminated for the the same reason(s) that communicant membership is terminated insofar as these reasons are applicable.

B. Communicant Membership

1. Definition: *Communicant members* are those baptized members who accept the doctrinal standards of Article III of this Constitution, are familiar at least with the contents of Luther's Small Catechism, and who are not members of organizations whose principles and conduct conflict with the Word of God.

2. Reception: Communicant members are received through:

- a. The Rite of Confirmation.
- b. By transfer from a sister congregation.
- c. Upon profession or reaffirmation of faith following instruction and consultation with the pastor(s). A pastor shall recommend an applicant's reception into membership to the Board of Elders for their endorsement and final approval by the Voters' Assembly at the next regular meeting.

3. Privileges and Responsibilities:

a. Communicant Members: Communicant members shall grow in the Christian faith, conform their lives to the rule of God's Word, attend worship services and receive Holy Communion regularly, contribute towards the maintenance of the congregation and the extension of God's Kingdom to the limit of their financial ability, and use their God given talents and abilities in service to the congregation. They shall at all times conduct themselves as to bring credit to rather than blame on the Church of Jesus Christ. They shall also impart and accept fraternal admonition, as need for such admonition becomes apparent.

b. Minimum Criteria for Worship and Communion Attendance: On an annual basis at the January Voters' Assembly meeting, the Board of Elders shall recommend to the Voters' Assembly, for its approval, the minimum criteria for worship and communion attendance for maintaining communicant membership status.

4. Termination:

a. Transfer Upon Request: Communicant members may be transferred by a pastor to a sister congregation immediately upon their written request. Such transfer shall be reported to the Voters' Assembly by the Board of Elders. Members who move out of the community and thereby become inactive shall be encouraged to transfer their membership to a sister congregation near them, or to affiliate with another Christian church. If after two years the member(s) does/do not take advantage of these alternatives, upon recommendation of the Board of Elders, their name(s) shall be removed from the membership by resolution of the Voters' Assembly.

b. Joining Other Congregations: Communicant members who join congregations outside our fellowship thereby terminate their membership. Their names shall be reported by the Board of Elders to the Voters' Assembly.

c. Unknown Whereabouts: Communicant members whose whereabouts are unknown and whose addresses cannot be established shall have their names removed. Their names shall be reported by the Board of Elders to the Voters' Assembly.

d. Unchristian Actions and Manner: Communicant members who conduct themselves in an unchristian manner shall be admonished according to Matt. 18:15–20; if they remain impenitent after proper admonition, they shall be excommunicated. Each case shall be presented individually to the Voters' Assembly for action. A two-thirds majority ballot vote by the voters present shall be required for excommunication. If such member is deliberately absent from the meetings at which that person's case is to be discussed, or in some other manner makes it impossible to deal with that person, he/she thereby excommunicates himself/herself.

C. Voting Membership

1. Definition: All communicant members who have reached the age of 16 years shall be considered voting members. However, only those members who have reached the legal age of 18 years may vote on financial or contractual matters.

2. Duties: Voting members shall attend the meetings of the Voters' Assembly, shall participate in the work of the congregation, and shall accept responsibility according to their abilities. In order to vote at a given meeting of the Voters' Assembly, the voter shall have attended two (2) prior meetings of the Voters' Assembly.

3. Termination: Termination of communicant membership automatically terminates voting membership.

Article V: The Office of Pastor and Assistants in the Pastoral Office

The Pastoral office of this congregation shall be conferred only on such ministers and candidates who profess and adhere to the confessional standard set forth in Article III of this Constitution and who are qualified for their work.

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 calling pastors, teachers, and assistants to the pastor in the function of the pastoral office shall be vested in the Voters' Assembly and shall never be delegated to a smaller group or individual.

C. Decisions: All matters of doctrine and conscience shall be decided only by the Word of God. All other matters shall be decided by a majority vote of the Voters' Assembly present during a regular or special meeting, unless otherwise specified by this Constitution and Bylaws.

D. Removal from Office: Any pastor, teacher, assistant in the pastoral office, or officer may be removed from office by the Voters' Assembly by a two-thirds majority ballot vote, in a Christian and lawful order, for any of the following reasons:

1. Persistent adherence to false doctrine.
2. Scandalous life.
3. Continued neglect of duties.
4. Prolonged incapacity to perform duties.

Article VII: Officers, Boards, and Committees

A. As Prescribed in Bylaws: The officers of this congregation shall be such officers, boards, or committees as the Bylaws of this Constitution may prescribe.

B. Authority: Congregational officers, boards, or committees, whether elected or appointed, shall have no authority beyond that which has been conferred upon them, and whatever authority may have been delegated to them may at any time be altered or revoked by the delegating authority.

Article VIII: Division

If at any time a division should take place on account of doctrine, the property of the congregation and all benefits connected therewith shall remain with those

communicant members who continue to adhere in confession and practice to Article III of this Constitution. If division takes place for any other reason, the property shall remain with the majority of communicant members. In the event that the congregation should totally disband, the property and all rights connected therewith shall be transferred to that District of the Lutheran Church-Missouri Synod of which the congregation has been a member at the time of disbanding.

Article IX: Doctrinal Conformity

Only such hymns, prayers, liturgies, and educational materials shall be used in the public services of the congregation and in all ministerial acts as conform to the confessional standard of Article III of this Constitution.

Article X: Synodical Membership

This congregation shall hold membership in the Lutheran Church-Missouri Synod as long as this Synod remains true to the Word of God and the Lutheran Confessions all as previously laid down in Article III of this Constitution. It shall participate in Synod and District Conventions by sending such delegates that Synod and District may stipulate.

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 and Bylaws may be adopted at a regular or special Voters' Assembly meeting provided:

1. That they do not conflict with the provisions laid down in Article II, or with any other article that pertains to a Scriptural doctrine and practice.

2. That the proposed amendment has been published at least one week prior to the Voters' Assembly meeting.

3. That an affirmative vote of a two-thirds majority is secured. If the amendment is approved without modification no further action is required. If, however, the amendment is changed, the following procedure is required:

- a. The revised amendment must be published at least one week prior to the next Voters' Assembly meeting.

- b. An affirmative vote of a two-thirds majority is required for the amendment to be approved at that time.

Bylaws

Article I: Voters' Assembly

A. Meetings:

1. Regular meetings of the Voters' Assembly shall be held in January, May, September, and November.
2. At the January meeting, all pastor(s), officers, boards, and committees shall present a report of the previous year's activities. Copies of these reports shall be made available to members of the congregation.
3. The November meeting shall include the review/approval of the budget and the nomination/election procedure.
4. Special meetings of the Voters' Assembly may be called by the pastor(s), the President of the congregation, or the Church Council by publicly announcing the date, place, and purpose of such meetings on two successive sets of regular weekly worship services prior to the date of such meeting. The purpose of such meeting is to be clearly defined and business limited to said purpose.

B. Quorum: Ordinarily the voters present at a properly called meeting shall constitute a quorum to do business. However, for amending the Constitution and/or Bylaws, for the purchase of property, for major construction, or for the calling or removal from office of a pastor, teacher, or assistant, twenty-eight (28) voters shall be required for a quorum. In the absence of this quorum, those present may fix the date for an adjourned meeting for which at least public announcement at one set of regular weekly worship services shall be given. The voters who are present at such adjourned meeting shall constitute a quorum.

C. Order of Business: The meetings of the Voters' Assembly shall be conducted in accordance with the Constitution and Bylaws and may include the following:

1. Opening Devotions.
2. Acceptance of new voting members.
3. Call for quorum.
4. Reading of the minutes of the previous meeting.
5. Reports:
 - a. Board of Elders
 - b. Pastoral
 - c. Treasurer
 - d. Financial Secretary
 - e. Boards and Committees
 - f. Church Council
6. Unfinished business.
7. Nominations and elections.
8. New business.
9. Adjournment with prayer.

Robert's Rules of Order shall prevail in questions of parliamentary procedure not covered by this Constitution and Bylaws.

Article II: Procedure for the Calling of Pastors and Assistants to the Pastoral Office

A. Call Committee: The Voters' Assembly shall appoint a Call Committee composed of the Board of Elders, the President, Recording Secretary, and at least two other members-at-large nominated by the Voters' Assembly. The pastor in the congregation is an *ex officio* member of the Call Committee. The Call Committee shall gather a list of candidates with help from the Circuit Counselor and the District President. Any member may suggest a candidate to the Call Committee for consideration. After due deliberation, the Call Committee shall submit, with pertinent information, two or more candidates to the Voters' Assembly for final selection of the candidate called.

B. List of Candidates: The published list of candidates, with pertinent information, shall be provided to the congregational members so they have an opportunity to review the list during the two weeks before the Voters' Assembly meeting at which a candidate is to be selected. The election shall proceed by ballot. A two-thirds majority of all ballots cast shall be required to elect a candidate. The election of the candidate shall, if possible, be unanimous. When a second or succeeding ballot is required for a majority, the candidate receiving the fewest votes shall be omitted from the ballot.

C. Call Arrangement: The Church Council, working with the Budget Committee, shall arrange for the call in accordance with District guidelines. If the call is not accepted, then the Call Committee will review any previous or new candidates and shall submit, with pertinent information, two or more candidates for consideration by the Voters' Assembly.

Article III: Nominations and Elections

A. Procedure

1. Slate of Candidates: The Nominating Committee shall present a slate of candidates to the Church Council at its October meeting. Upon approval by the Church Council the candidates will be presented to the Voters' Assembly at the November meeting. Additional nominations may be made from the floor. No person shall be nominated without his or her consent.

2. Required Vote to Elect: All positions shall be elected by a majority vote. The persons elected shall assume their respective duties at the beginning of the calendar year. They shall be inducted into office at a regular worship service of the congregation.

3. Vacancy: In case of a vacancy in an elective office, the Church Council shall appoint a temporary replacement, if needed. At its next regular meeting the Voters' Assembly shall elect a successor based upon the recommendation of the Church Council to fill the unexpired term, and the person elected shall assume office immediately.

B. Term of Office: The President, Vice President, Recording Secretary, Financial Secretary, Treasurer, and Special Funds Treasurer are elected for a term of one year. The members of the Board of Elders, Evangelism Board, Parish Education Board, Property Board, Deacons Board, and Stewardship and Missions Board are elected for a term of two years. The members of the Budget Committee, Cemetery Committee, Altar Committee, Financial Review Committee, and Nominating Committee are elected for a term of two years. To provide for functional continuity, the terms of the members of each board or committee shall be arranged so that an approximately equal number is elected every year.

Article IV: Church Council

A. Membership: The Church Council shall consist of the President, Vice President, Recording Secretary, Treasurer, Special Funds Treasurer, Financial Secretary, and the Chairpersons and one other representative of the Board of Elders, Evangelism Board, Parish Education Board, Preschool Board, Property Board, Deacons Board, and Stewardship and Missions Board. The pastor(s), by virtue of his office, is an *ex officio* member of the Church Council.

B. Meetings: The Church Council shall meet in regular session, usually monthly. A pastor or any three members of the Church Council may call special meetings by personally informing each member of the Church Council of the time and place of such meeting at least 24 hours in advance. A quorum shall consist of eleven members of the Church Council.

C. Duties: It shall be the duty of the Church Council to consider and discuss all matters pertaining to the general welfare of the whole congregation, to view all reports, coordinate planning, and to present recommendations to the congregation. The Church Council shall act in all matters committed to it by the Voters' Assembly. It shall have the power to act on behalf of the congregation between meetings of the Voters' Assembly. It shall have the power to authorize the President to sign legal documents, make contracts, and to represent the congregation in court and public meetings when necessary. It shall oversee the work of the Financial Secretary and Treasurer, and their assistants, in the proper accounting of all contributions and disbursements. The Church Council shall be empowered to spend up to \$2,500.00 for special non-budgetary items or in the event of an emergency without the approval of the Voters' Assembly. With the exception of the Preschool staff, personnel employed by the congregation, who are not called to the pastoral ministry, shall be approved by the Church Council.

Article V: Duties of Officers

The Officers of this congregation shall consist of the President, Vice President, Recording Secretary, Treasurer, and Financial Secretary. Only voting members at least 18 years old shall be eligible to hold these offices.

It is understood that all officers shall be examples of Christian convictions, faithful in worship and Sacrament participation, and conscientious in the performance of their duties.

A. President: The duties of the President shall include presiding at all meetings of the Voters' Assembly, appointing committees according to the instructions of the Bylaws or the resolutions of the Voters' Assembly, and responsibility for seeing that resolutions of the Voters' Assembly are carried out. The President shall assume responsibility for ensuring that all boards and committees meet on a regular basis.

B. Vice President: The Vice President shall assume the duties of the President in the case of the absence of, disability of, or at the request of, the President. The Vice President shall preside at all Church Council meetings, and shall oversee the fellowship activities of the congregation.

C. Recording Secretary: The Recording Secretary shall record the proceedings of the Voters' Assembly and the Church Council, and submit the minutes for adoption at the following regular meeting. The Recording Secretary shall be the custodian of all church records pertaining to the office and at the expiration of the term of office shall deliver them to his or her successor. The Recording Secretary shall perform other relevant duties as may be delegated.

D. Financial Secretary: The duties of the Financial Secretary are to:

1. Receive and keep an account of all monetary contributions to the church.
2. Deposit all monetary contributions received into properly designated bank accounts and submit to the Treasurer a full accounting of such deposits.
3. Present a report at the regular monthly Church Council meeting.
4. Provide at least year-end financial statements to all users of contribution envelopes.

The Financial Secretary may use any assistance from members of the congregation in the operation of the office deemed necessary; e.g. counting money and/or the recording of financial statements.

E. Treasurer: The duties of the Treasurer are to:

1. Receive notice of all bank deposits of the congregation from the Financial Secretary.
2. Keep a correct account of all financial transactions.
3. Pay all bills and indebtedness of the congregation when properly authorized, by check, signed by the Treasurer or by the President of the congregation.

4. Render a report of all receipts and disbursements at all regular Church Council and Voters' Assembly meetings.
5. Appoint and oversee the work of both the Special Funds and Payroll Treasurers. Sign payroll checks in the absence of the Payroll Treasurer.
6. Serve as a member of the Budget Committee.

F. Special Funds Treasurer: The duties of the Special Funds Treasurer shall be:

1. To keep a correct account of all transactions of funds given for a specific purpose or item.
2. To disburse funds when properly authorized by the Property Board, Church Council, or by a person given authority over a specific fund. Should there be a question of jurisdiction, it shall be brought before the Voters' Assembly.
3. To invest funds prudently.
4. To be subordinate to, and report directly to, the Treasurer.
5. Render a report of all receipts and disbursements at all regular Church Council and Voters' Assembly meetings.

Article VI: Boards

It is understood that the members of all boards shall be examples of Christian convictions, faithful in worship and Sacrament participation, and conscientious in the performance of their duties. Each board shall select one representative, in addition to the Chairperson, as a member of the Church Council. The pastor(s), by virtue of his office, is an *ex officio* member of all boards.

A. Board of Elders: The Board of Elders shall consist of an odd number of at least as many members as to comply with a ratio of one Elder for every 100 communicants, but no fewer than five Elders. The Board shall elect its own chairman and secretary before the January Church Council meeting. The Board of Elders, as assistants to the pastor(s), shall concern itself with the spiritual life, welfare, and outreach of the congregation, and, under the direction of the pastor(s), shall be charged with the supervision of public worship and church discipline. To this end:

1. Members of the board may assist the pastor(s) in the distribution of the elements at Holy Communion and may enlist the help of lay communion assistants. They shall assist the pastor(s) in visiting and communing the ill and shut-in members of the congregation.

2. It shall encourage and admonish members who are neglecting the means of grace and who fail to share in the support of the congregational endeavors. On an annual basis at the January Voters' Assembly meeting, the Board of Elders shall recommend to the Voters' Assembly, for its approval, the minimum criteria for worship and communion attendance for maintaining communicant member status.

3. It shall maintain liaison with the Deacons Board and Altar Committee so that their functions and activities will attain the goals of the congregation in the areas of worship and fellowship.

4. It shall be concerned with the music program of the congregation to maintain high standards of worship in the congregation. With the consent and approval of the Church Council, it shall engage organist(s) and music director(s) as may be deemed necessary.

5. It shall be authorized to appoint such individuals or committees as are necessary to carry out its duties subject to approval by the Church Council, if that body deems it desirable to do so.

6. With the consent and approval of the Church Council, it shall engage an office secretary and shall supervise and direct the work of the office secretary.

B. Evangelism Board: The Evangelism Board shall consist of at least three members. The Board shall elect a chairperson from its own midst before the January Church Council meeting. The Board shall have the following duties:

1. Visit newly received members and help to integrate them into the life, work, and fellowship of the congregation.

2. Contact and visit prospective members.

3. Provide training in lay witnessing and assist the Board of Elders in the visitation and encouragement of inactive members.

4. Oversee the activities of the Sunshine Committee.

C. Parish Education Board: The Parish Education Board shall consist of at least six members. The Board shall elect a chairperson from its own midst before the January Church Council meeting. The Sunday School Superintendent shall be an *ex officio* member of the Board. The Board shall have the following duties:

1. Foster spiritual growth in the life of the individual Christian; strengthen the Christian home and help equip parents, young people, and children for Christian family living; provide learning opportunities for all age levels; encourage the Voters' Assembly to establish agencies and organizations that help the congregation best perform its educational task for each specific age level; and provide leadership education for teachers, officers, and workers.

2. Oversee all existing educational programs of the church including Sunday School, Youth Ministry, Vacation Bible School, confirmation classes, etc.

3. Form a Sunday School Committee consisting of the Sunday School Superintendent, teachers, and staff of the Sunday School which shall meet periodically for self-development and program planning.

D. Preschool Board: The Preschool Board shall consist of the President of the congregation, pastor(s), Preschool Director, a member of the Property Board, all Preschool teachers, and two parents of current or former students. The parents shall be recommended annually by the teachers. The Board shall elect a

chairperson and one Church Council representative, who are members of the congregation, from its own midst before the January Church Council meeting.

1. The Preschool Board shall be responsible for overseeing the operations of the St. John Preschool and for issues relating to the welfare of the Preschool staff. It shall concern itself with providing quality Christian education to the community at large, ensure congregational support for the school, and contribute to the growth of the church.

2. The Board shall hire a director who will be responsible for the day-to-day operations of the Preschool. The Preschool director shall be responsible for the employment of teachers and staff subject to the approval of the Preschool Board. The director shall submit a financial report at least quarterly to the Treasurer of the congregation.

3. The Treasurer of the congregation shall control all Preschool bank accounts, funds, and expenses. The Treasurer shall be an *ex officio* member of the Preschool Board.

E. Property Board: The Property Board shall consist of at least five members. The Board shall elect a chairperson from its own midst before the January Church Council meeting. The Board shall be charged with the supervision of church property and to this end shall:

1. Have the custody and control of all church property and make such rules and regulations as it may deem expedient for the maintenance and improvement of the church property.

2. Authorize the Chairperson to sign legal documents, make contracts, and represent the congregation in court and public meetings when necessary.

3. With the consent and approval of the Church Council, it shall engage a sexton and supervise and direct the work of the sexton, and authorize the purchase of all capital equipment and unusual supplies necessary for the efficient operation of the church facilities.

4. Be empowered to spend up to \$2,500.00 for special non-budgetary items in the event of an emergency without the approval of the Voters' Assembly.

5. Be authorized to appoint annually such committees as are necessary to carry out its duties, subject to ratification by the Church Council.

6. Appoint a member of the Property Board to sit on the Preschool Board to provide support for the school and ensure that all safety and health issues are addressed.

F. Stewardship and Missions Board: The Stewardship and Missions Board shall consist of at least five members. The Board shall elect a chairperson from its own midst before the January Church Council meeting. The Board shall have the following duties:

1. Promote and foster the general stewardship of the congregation and take appropriate action, review current offerings, educate the congregation, and make recommendations to stimulate financial support of the congregation.
2. Discover the talents of the membership and enlist them in the congregational programs.
3. To meet regularly to research mission opportunities, educate, and enlist/encourage participation by the members of the congregation.
4. To coordinate and direct the tasks associated with “special” outreach programs such as: Disaster relief, emergency assistance, and other similar short-term needs.

G. Deacons Board: The Deacons Board shall consist of at least twelve members, or as many additional members deemed necessary to comply with the number of worship services. The Board shall elect a Chairperson from its own midst before the January Church Council meeting. The Chairperson shall be responsible for overseeing member activities, developing schedules, and act as a point of contact between the Deacons and the members of the congregation. The duties of the Deacons shall be:

1. To open the church and prepare the sanctuary for worship services, and, after the service, to ensure that lights are turned off and the church is safely locked.
2. To maintain order and give guidance to members and visitors in the matter of worship, distributing bulletins, and ushering.
3. To collect the tithes and offerings at all services and deliver same into safekeeping following the service.
4. To enlist and schedule ushers to assist them in their duties.

Article VII: Committees

It is understood that the members of all committees shall be examples of Christian convictions, faithful in worship and Sacrament participation, and conscientious in the performance of their duties. The pastor(s), by virtue of his office, is an *ex officio* member of all committees.

A. Budget Committee: The Budget Committee shall consist of at least four members. One shall be the Treasurer of the congregation and three elected by the Voters' Assembly. The duties of the Committee shall be:

1. To undertake the task of developing and projecting an annual viable budget, which includes the consideration of all church budget items such as

salaries, supplies, utilities, etc., for the coming year, for submission to the Church Council at its October meeting.

2. To present the budget for acceptance of amendment by the Voters' Assembly at its November meeting.

B. Cemetery Committee: The Cemetery Committee shall be known as "The Board of Directors of Gethsemane Cemetery Association of St. John Lutheran Church, and shall consist of at least three members elected by the Voters' Assembly. At its first meeting, it shall elect a Chairperson, a Treasurer, and an Administrator of the Cemetery. The Committee shall:

1. Administer the affairs of the Cemetery Association and maintain the cemetery.

2. Be subject to the governance of the Voters' Assembly and to that end, all major decisions shall be subject to review and approval of the Voters' Assembly. The Committee shall report to the Voters' Assembly as necessary.

3. Invest Cemetery funds prudently. Cemetery funds shall be subject to withdrawal, for authorized purposes, by check signed by the Treasurer of the Cemetery Committee. The Treasurer of the congregation shall also be authorized to act as Treasurer of the Committee in the absence or incapacity of the Treasurer of the Cemetery Committee.

4. Submit a financial report at least annually to the Church Council.

C. Financial Review Committee: The Financial Review Committee shall consist of at least three members and should *not* include the Treasurer, Special Funds Treasurer, Cemetery Committee Treasurer, Payroll Treasurer, or Financial Secretary. The duties of the Committee shall be:

1. To review the books and records of the Treasurer, the Financial Secretary, the Cemetery Committee Treasurer, the Special Funds Treasurer, and of such other financial records the review of which the Voters' Assembly may assign to it.

2. To make its report to the Voters' Assembly at the earliest possible date after the close of the fiscal year.

D. Nominating Committee: The Nominating Committee shall consist of at least three members. The duties of the Committee shall be:

1. To prepare a list of candidates for all elective offices.

2. To present a slate of candidates for all elective offices in the congregation to the Church Council at its October meeting.

E. Altar Committee: The Altar Committee shall consist of at least four members. The Committee shall maintain a liaison with the Board of Elders and the

Pastor(s) so that appropriate preparations are made for worship services. The duties of the Committee shall be:

1. To care for the sacramental vessels and chancel appointments and furnishings.
2. The general care of the chancel area.
3. To prepare the elements for the Service of Holy Communion and Baptism.

F. Others: Such other committees as may be authorized or created by the Voters' Assembly, the members of which shall be appointed by the President with the approval of the Church Council, unless a different method of selection is authorized by the Voters' Assembly. If a committee is formed for a specific purpose involving the receipt of funds, it shall appoint a treasurer to handle those funds. The treasurer shall submit a financial report at least quarterly to the Special Funds Treasurer.

Article VIII: Appointed Positions

A. Payroll Treasurer: The Payroll Treasurer shall be appointed by the Treasurer with the approval of the Church Council. The duties of the Payroll Treasurer shall be:

1. To prepare payroll and issue checks.
2. To file required government forms.
3. To keep a correct account of all financial transactions.
4. To be subordinate to, and report directly to, the Treasurer.
5. To oversee employee benefit programs.

B. Sunday School Superintendent: The Sunday School Superintendent shall be appointed by the Parish Education Board in consultation with the pastor(s). The Sunday School Superintendent shall be concerned with the welfare, growth, and coordination of Sunday School functions. The duties of the Sunday School Superintendent shall be:

1. To handle the registration of students.
2. To record attendance.
3. To order all Sunday School materials, e.g. books, filmstrips, etc.
4. To coordinate the teaching staff.

5. To handle any problems relating to the Sunday School.

6. To be an *ex officio* member of the Parish Education Board.

Article IX: Volunteer Positions

A. Sunshine Committee: The Sunshine Committee shall work within the community and congregation to provide help to those in need, providing food, transportation, and other support. Their activities shall be made known to the congregation so that others may have compassion to provide additional support.

End