

**CONSTITUTION OF  
ZION LUTHERAN CHURCH  
MASCOUTAH, ILLINOIS  
(Revised December 13, 2018)**

**PREAMBLE AND PURPOSE**

It is the will of our Lord Jesus Christ that His disciples should preach the Gospel to the whole world (Matt. 28:18-20, Mark 16:16). So that Christ's mission for His church might be carried out according to His Will, He has commanded that Christians unite in worship (Heb. 10:24-25), practice fellowship with one another (Acts 2:42), witness to all men (Acts 1:8), help each other grow in the Word (Eph. 4:11-14), practice hospitality (Rom. 12:13), serve the needs of all men in Christian love (Eph. 4:7-16, etc.), administer the Office of the Keys as His Church (John 20:21-23), and maintain decency and order (1 Cor. 14:40) in the church.

Therefore, we the members of Zion Evangelical Lutheran Church, Mascoutah, St. Clair County, Illinois, eager to fulfill Christ's directives most effectively, accept and subscribe to the following Constitution and Bylaws in accordance with which all spiritual and material affairs of our congregation shall be governed.

**ARTICLE I - NAME**

The corporate name of this congregation shall be "Zion Lutheran Church, Mascoutah, Illinois" and the charter name is Zion Evangelical Lutheran Church of Mascoutah.

**ARTICLE II - DECLARATION OF DOCTRINE**

This congregation affirms the confessional basis of The Lutheran Church-Missouri Synod as stated in Article II of the Synod's Constitution. Therefore, this congregation accepts and acknowledges all the canonical books of the Old and New Testaments as the revealed and inerrant Word of God, verbally inspired, and submits to them as the only infallible authority in all matters of faith and life.

Furthermore, this congregation accepts and acknowledges all Symbolical Books of the Lutheran Church contained in the Book of Concord of 1530 as a true and sound exposition of Christian doctrine taken from, and in full agreement with, the Holy Scriptures.

Therefore, in this congregation no doctrine shall be taught or tolerated which is at variance with these confessional writings of the Lutheran Church, namely The Apostle's Creed, The Nicene Creed, The Athanasian Creed, The Unaltered Augsburg Confession, The Apology of the Augsburg Confession, The Smalcald Articles, The Large Catechism of Dr. Martin Luther, The Small Catechism of Dr. Martin Luther, and the Formula of Concord.

**ARTICLE III – SYNODICAL MEMBERSHIP**

In consideration of the example of the apostolic church (Acts 15:1-31) for the conservation and continuance of the unity of faith (Eph. 4:3-16) and for the extension of the kingdom of God (Matt. 28:19 and Mark 16:15), this

congregation and its pastor(s) and other called servants shall be members of the Lutheran Church--Missouri Synod as long as said Synod conforms to the Confessional standard of ARTICLE II (Declaration of Doctrine). This congregation shall send its proper representatives to official Synodical and District functions. It shall also be the duty of this congregation and its individual members to support the work of Synod as an extension of their own Christ-appointed work.

#### **ARTICLE IV - MEMBERSHIP**

The membership of this congregation includes the following:

- A. Baptized Members include all those persons who have been baptized in the name of the Father, and of the Son and of the Holy Spirit (Matt. 28:19 and John 3:5), and are under the spiritual care of the pastor of this congregation.
- B. Communicant Members include all those persons who
  1. have received the sacrament of Holy Baptism,
  2. declare their adherence to all the canonical books of the Old and New Testament as the only Divine rule and norm of faith and life,
  3. are at least familiar with Luther's Small Catechism and declare their acceptance thereof, although they may yet be deficient in the knowledge of all Lutheran Confessional writings,
  4. do not live in manifest works of the flesh, as the Holy Apostle catalogues them in Gal. 5:19-21, but lead a Christian life demonstrating the fruit of the Spirit according to Gal. 5:22-26,
  5. have been confirmed, after pastoral instruction, and receive the blessed sacrament of Holy Communion with due frequency and attend public worship diligently,
  6. permit themselves to be fraternally admonished and corrected when they have erred, and
  7. are not a member of any anti-Christian organization.

#### **ARTICLE V – THE GOVERNING BODY OF THIS CONGREGATION**

This congregation shall be represented by and administer its affairs through its Voters' Assembly in properly convened meetings as specified in the Bylaws. Only communicant members who qualify according to the membership provisions of the Bylaws shall be received as voting members of the congregation.

The Voters' Assembly shall be responsible for making all decisions relating to the affairs governing the congregation. Any congregational member may appeal to this body in regard to any matter relating to its affairs and administration. Decisions relating to doctrine and faith shall be decided by Scripture and the Lutheran Confessions alone (ARTICLE II). All other matters shall be disposed of by the majority vote of those voting members present at a properly convened Voters' Assembly meeting.

#### **ARTICLE VI – RIGHT OF CALL AND ELECTIONS**

The right of choosing and calling pastors or teachers, and other church workers as appropriate, and of electing officers of the congregation, shall only be vested in the Voters' Assembly.

Only such pastors or teachers, and other church workers as appropriate, who are in accord with the confessional standard of this congregation, shall be called. They must be trained and qualified to carry out the duties of such a call and meet all requirements of the Lutheran Church--Missouri Synod for their respective ministries.

The election of a pastor or teacher, and other church workers as appropriate, to whom a call is to be extended, shall be conducted in the following manner:

At a constitutionally qualified meeting of the Voters' Assembly, candidates shall be nominated and the result of such nominations shall be announced in one public service. If no protest is entered and or sustained, the person(s) nominated and published in the manner aforesaid shall stand recognized as candidate(s) by the entire congregation at the next properly convened Voters' Assembly meeting at which the final election shall be performed by ballot. The candidate obtaining a majority of all votes cast shall be considered unanimously elected by the congregation.

#### **ARTICLE VII – CONGREGATIONAL OFFICERS**

The officers of this congregation shall consist of President, Vice President, Secretary, Treasurer, Board of Elders, Board of Finance, Board of Education, and Board of Trustees.

The Voters' Assembly may elect other officers, standing or special boards, or committees as deemed necessary. The requirements for election and the duties of these officers and boards shall be set forth in the Bylaws of this Constitution.

A pastor, teacher, other church worker, or officer of this congregation may be removed from his/her office by the Voters' Assembly for persistent adherence to false doctrine, leading an ungodly life, or inability or unfaithfulness in the performance of duties with the right of appeal as stated in ARTICLE V of this Constitution.

#### **ARTICLE VIII – TERMINATION OF MEMBERSHIP**

Transfers, withdrawals, or membership inactivity will be administered according to ARTICLE I of the Bylaws.

If a member of the congregation becomes inactive and has been properly notified of his/her inactivity by the Elders and, after proper admonition consistent with the meaning of Matt. 18:15-20, the member declines to respond, the member loses all rights and claims upon this congregation by their own self-exclusion. Such self-exclusion is to be acted upon by the Voters' Assembly considering the recommendation of the pastor and the Board of Elders. Members who do not adhere to ARTICLE IV of this Constitution, particularly points 4, 5, 6 and 7, or ARTICLE II of this Constitution, and have been fraternally encouraged to amend according to Matthew 18, and yet refuse to respond positively to such fraternal efforts and church discipline are subject to excommunication by adhering to their error. In such cases of excommunication, contested or otherwise, final action is by the unanimous resolve of the Voters' Assembly considering the recommendation of the pastor and Board of Elders. In all cases, the eternal welfare of the party is to be considered with the desire that the proper application of the Law may result in the

person renouncing his/her error, receiving God's forgiveness through the Gospel and thus be welcomed back into the fellowship of believers.

#### **ARTICLE IX - DIVISION**

If at any time a division should take place because of doctrinal disagreements, 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 ARTICLES II and III of this Constitution. In the event the congregation should disband and the issue cannot be resolved consistent with the guidelines of ARTICLES II and III of this Constitution, 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 X – AMENDING THIS CONSTITUTION**

ARTICLE II shall be considered unalterable. To alter or repeal any other portion of this Constitution it shall be required that in two consecutive meetings of the Voters' Assembly two-thirds of all voting members present cast their vote in favor of such alteration or repeal and then send the amended Constitution to the governing church district for ratification.

#### **ARTICLE XI – AMENDING THE BYLAWS**

To alter any portion of the Bylaws of this congregation it shall be required that the proposal be reviewed and accepted by a two-thirds majority of the Church Council. The proposal shall be on the written agenda of the next Voters' Assembly meeting where two-thirds of all voting members present cast their vote in favor of such alteration.

**BYLAWS OF  
ZION LUTHERAN CHURCH  
MASCOUTAH, ILLINOIS**

**ARTICLE I - MEMBERSHIP**

Section I - Membership Description

The membership of this congregation consists of: Baptized Members, Communicant Members, and Voting Members.

Baptized and Communicant Members are defined in ARTICLE IV of the Constitution.

Voting Members are all members of the congregation 18 or more years of age who have been accepted by the Voters' Assembly. Only these members have the right to vote and hold the office for which they qualify.

Section II - Membership Admissions

A. Communicant Member

Any person eligible for communicant membership in this congregation, as provided in ARTICLE IV of the Constitution, may obtain such membership by any of the following means:

1. confirmation in this congregation (their membership to be announced and recorded in the Voters' Assembly meeting following their confirmation),
2. presentation of a letter of transfer from a sister congregation, satisfactory to this congregation, or
3. proving, to the satisfaction of this congregation, full agreement with the doctrine of this congregation as set forth in ARTICLE II of the Constitution.

B. Voting Member

Any eligible person desiring voting membership in this congregation may attain voting membership by:

1. making application directly to any Church Council member, with such application being considered and acted on by Church Council at the next Church Council meeting, and
2. having name of such applicant accepted by Church Council be presented by Church Council Secretary to be voted upon for acceptance into voting membership by the Voters' Assembly at the next eligible Voters' Assembly meeting at which the individual(s) making application is present.

Section III - Membership Termination

A. Communicant Member

1. Transfers: A member desiring transfer to another Lutheran congregation of or in fellowship with the Lutheran Church--Missouri Synod shall apply to the pastor or elders. Upon approval by the pastor and the Board of Elders, a letter of transfer shall be issued by the pastor. The Board of Elders shall report all transfers to the Voters' Assembly at the next regular scheduled meeting.

2. **Joining Other Religious Bodies:** In cases where communicant members of this congregation have joined a religious body not in fellowship with this congregation, they shall, upon recommendation of the pastor and the Board of Elders to the Voters' Assembly, be considered for termination of 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 and they shall be notified by mail of such action.
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". Upon recommendation and action by the Voters' Assembly such membership shall be terminated.

**B. Voting Member**

1. Members automatically terminate their voting membership when they are no longer a Communicant Member of this congregation.
2. Voting members may request to have their name dropped from the Voters' Assembly membership.
3. If a voting member has not attended a worship service at Zion Lutheran Mascoutah for a year, or has not attended a Voters' Assembly meeting in the previous four (4) regular Voters' Assembly meetings, such names will be reviewed and contacted directly by the Board of Elders before being presented to Voters' Assembly for vote on removal of voting member status. (This does not apply to a person away from area because of military service or other similar circumstance.)

**Section IV – Statement on Marriage and Sexuality**

- A. We believe that term “marriage” has only one meaning and that is marriage sanctioned by God which joins one man and one woman in a single, exclusive union, as delineated in Scripture. We believe that God intends sexual intimacy to only occur between a man and a woman who are married to each other. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage.
- B. We believe that any form of sexual immorality, such as adultery, fornication, homosexuality, bisexual conduct, bestiality, incest, pornography, or any attempt to change one’s sex, or disagreement with one’s biological sex, is sinful and offensive to God.
- C. We believe that in order to preserve the function and integrity of the church as the local Body of Christ, and to provide a biblical role model to the church members and the community, it is imperative that all persons employed by the church in any capacity, or who serve as volunteers, should abide by and agree to this Statement on Marriage and Sexuality and conduct themselves accordingly.
- D. This policy is based on the following Scripture passages:
  1. Gen. 2:21-25 ESV
  2. Matt. 19:4-6 ESV
  3. Eph. 5:22-24 and 31-33 ESV

## **ARTICLE II – RESPONSIBILITIES AND DUTIES OF MEMBERS**

### **Section I - Communicant Members**

It shall be the Christian duty of all communicant members of the congregation to:

- A. put their time and talents into the service of their church.
- B. admonish erring members according to Matt. 18:15-20.
- C. bring their children up in the nurture and admonition of the Lord.
- D. contribute, according to ability, to the maintenance of all congregational property and to the payment of all debts of the congregation.
- E. in all respects, comply with the provisions of the Constitution, particularly ARTICLE IV.

### **Section II - Voting Members**

It shall be the duty of all voting members of this congregation to:

- A. regularly attend the meetings of the congregation.
- B. demonstrate a willingness to take an active part in the Voters' Assembly.
- C. eagerly put to use their God-given talents to serve the church and community.

## **ARTICLE III – VOTERS' ASSEMBLY MEETINGS**

The Voters' Assembly is the governing body of this congregation according to ARTICLE V of the Constitution.

The Voters' Assembly shall meet three times per year during the months of April, August, and December. Specific date and times will be announced to the congregation at least two weeks in advance. Twenty-five percent (25%) of the voting membership with at least a minimum of 20 voting members present shall constitute a quorum. A Voters' Assembly meeting shall not exceed a two-hour time period unless extended by a two-thirds majority vote of the members present.

- A. A special Voters' Assembly meeting may be called by:
  - 1. the President with the agreement of the Church Council, and
  - 2. with an announcement from the President of the congregation in public service(s) on the previous Sunday or through the church bulletin or by notifying all Voting Members by telephone, e-mail or other means of communications.

B. The order of business for the Voters' Assembly meeting shall be as follows:

1. Sign in sheet for roll call
2. Opening Scripture and prayer
3. Vote on minutes from last Voters' Assembly meeting
4. Admission of new members desiring Voting Membership
5. Reports of congregational officers, boards, and the pastor:

**SPIRITUAL REPORTS**

- A. Pastor's Report
- B. Board of Elders' Report
- C. Board of Education's Report

**FINANCIAL REPORTS**

- A. Treasurer's Report
- B. Board of Finance's Report

**BUSINESS/PROPERTIES REPORTS**

- A. President's Report
- B. Vice President's Report
- C. Board of Trustees' Report

**OTHER**

- A. Unfinished Business
- B. New Business
  
- C. Adjournment
- D. Closing with The Lord's Prayer

All business meetings shall be conducted according to Robert's Rules of Order.

**ARTICLE IV -OFFICERS**

**Section I - Congregational Officers**

The officers of this congregation shall be: President; Vice President; Secretary; Treasurer; Board of Elders, consisting of four (4) members; Board of Finance, consisting of three (3) members; Board of Education, consisting of four (4) members; and Board of Trustees, consisting of four (4) members. Officers can only be elected for a maximum of two consecutive terms. President/Vice President; Secretary; Treasurer; Board of Trustees; Sunday School Superintendent / Assistant Sunday School Superintendent max of 4 years, Board of Elders; Board of Finance; Board of Education max of 6 years.

The pastor and the President shall be advisory members of all boards and committees.

**Section II - Election of Officers**

The officers of this congregation shall be elected in the order listed above in ARTICLE IV, Section I of these Bylaws. After the election of the Board of Education, the election of the Assistant Sunday School Superintendent will be held. These officers shall be elected at the December Voters' Assembly meeting, and shall be installed and take office the following January 1.



A vacancy in the office of President shall be filled by the Vice President as specified in ARTICLE IV, Section III.B. of these Bylaws. Any other office vacated with less than six (6) months remaining in the unexpired term will be filled as specified in ARTICLE IV, Section III.A.5. of these Bylaws. The Church Council shall determine the appropriate action to fill any office (other than President) with more than six (6) months remaining in the unexpired term.

A nominating committee consisting of all out-going officers shall set up a slate of candidates for each elective office to be filled.

A. The purpose of the nominating committee is to:

1. provide a list of candidates for office who are qualified and willing to serve in a specific position, and will therefore give the proper amount of time and attention to the position.
2. facilitate the election process and avoid the need for special elections due to the unwillingness to serve for unknown circumstances.
3. aid Voters' Assembly in selection of best qualified people for each office.

B. The responsibility of the nominating committee is to:

1. determine based on knowledge of job and list of eligible Voting members, a list of potential people for each vacant position.
2. publish a list of open positions eight (8) weeks prior to election requesting candidates for each open position.
3. contact individuals to determine willingness to serve.

C. Additional nominations will be accepted at the Voters' Assembly meeting, only with the prior consent of the nominee.

### Section III - Duties of Officers and Boards

A. President of the Congregation

All male voting members 25 years of age or older shall be eligible for the office of president of the congregation. He shall assume office after having been elected and served the preceding year as vice president. The president shall be the chief executive of the congregation and shall to the best of his ability enforce the Constitution and Bylaws of the congregation and carry out the expressed will of the congregation as embodied in the resolutions of the Voters' Assembly. He shall see to it that all boards, committees, and officers of the congregation effectively function according to the directives of the congregation. Therefore, he shall be an advisory member of all boards and committees established by the congregation and serve as the administrative head coordinating the functions, plans, and activities of the congregation to most effectively carry out the purpose of the congregation as stated in the Constitution and Bylaws.

To effectively carry out his duties, the president shall:

1. preside at all meetings of the Voters' Assembly and prepare a written agenda with the Church Council for the Voters' Assembly meeting, to be published and distributed the Sunday before the Voters' Assembly meeting.
2. sign, along with the secretary and/or treasurer, all legal documents on behalf of the congregation, subject to its decision and control.
3. sign checks when the treasurer is unable.
4. have the authority to appoint individuals or committees to serve and carry out special programs or projects approved by Church Council or the Voters' Assembly.
5. appoint a committee to provide a financial review of the records of the congregation at the end of each calendar year or whenever there is a change in the office of the congregational treasurer or chairman of the Board of Finance.
6. have the authority to appoint properly qualified people to fill any office vacated with less than six (6) months remaining in the unexpired term, and shall be a member of the Church Council.
7. shall meet regularly with the pastor(s) for evaluation, planning, and coordination of the over-all program of the congregation striving to most effectively fulfill the God-given directives of the congregation as stated in the Constitution. Care should be exercised so that the pastor neither be burdened with unnecessary administration responsibilities nor infringe upon the responsibilities and duties of the president as outlined in the Constitution and Bylaws of the congregation.
8. facilitate church office secretary yearly review prior to December Voters' Assembly meeting and recommend any salary adjustment.

#### B. Vice President of the Congregation

Because the vice president fulfills the role of president in cases of the absence of the president or in instances of vacancy in the office of president, only men who qualify for the office of president may be elected to serve as vice president. The vice president shall be elected to serve a one-year term as vice president and a succeeding one-year term as president.

To effectively carry out his duties, the vice president shall:

1. fulfill the duties of the president in the absence of the president or assume the unexpired term of the president in cases of vacancy in that office.
2. preside as chairman at all meetings of the Church Council and be responsible for the preparation of the written agenda for each Church Council meeting.

#### C. Secretary of the Congregation

All voting members shall be eligible to be elected to the office of secretary of the congregation. The secretary shall be elected for a two-year term which is to begin in even-numbered years. The following is a list of the secretary's duties:

1. assist the president of the congregation in preparing a written agenda for the Voters' Assembly meeting.

2. keep minutes of the Voters' Assembly and Church Council meetings in a book provided by the Voters' Assembly. These records will be turned in to the church office at the end of each term of office. Church Council minutes will be e-mailed or otherwise provided to Church Council members shortly after each meeting for review and approval of minutes.
3. keep a list of the voting members.
4. conduct the correspondence of the congregation not otherwise provided for.
5. sign, when necessary, with the president all legal documents in behalf of the congregation, subject to its decision and control.
6. submit regularly for the church newsletter a report of the Voters' Assembly and Church Council activities.
7. make previous Voters Assembly meeting minutes available to Voting Members the Sunday before the Voters' Assembly meeting.

#### D. Treasurer of the Congregation

All voting members shall be eligible to be elected to the office of treasurer of the congregation. The treasurer shall be elected for a two-year term which is to begin in odd-numbered years. The following is a list of the treasurer's duties:

1. make disbursements by check by order of the congregation
  - a. In the absence of the treasurer, disbursements by check may be made by the president or vice president of the congregation.
  - b. Any disbursements by said individual must be communicated to the treasurer on a timely basis.
2. make a monthly as well as an annual report of all accounts.
3. sign, when necessary, with the president all legal documents.
4. submit records annually for financial review as required by the congregation.
5. prepare and submit subsequent year's proposed annual operating budget for Church Council's review at November and December Church Council meetings. Following Church Council's advice and consent, present the Church Council recommended budget at December Voters' Assembly meeting for Voter approval.

#### E. Board of Elders

In conformity to the high standards and spiritual qualifications set down in Holy Scriptures (Titus 1:5-9, I Tim. 3:1-10) only men known for their Christian knowledge, zeal for the Kingdom, and experience in the spiritual work within the Church of God shall be elected to the Board of Elders. All male voting members 25 years of age or older and a member of Zion Lutheran Church for at least one (1) year shall be eligible for the office of elder.

The fundamental responsibilities of this board are:

1. to protect and promote the spiritual welfare of the congregation, pastor(s) and other called servants, both individually and collectively.
2. to supervise the spiritual and physical atmosphere of all aspects of the congregational worship.

3. to assist the pastor in all spiritual matters. The Board of Elders shall consist of four (4) male members elected by the Voters' Assembly. The term of office shall be for three (3) years with the election sequence being as follows: (1st year) one elder elected, (2nd year) one elder elected and (3rd year) two elders elected. Prior to the first Church Council meeting in January, the new board shall meet to elect from its membership the chairman and secretary. The responsibility of evangelism, stewardship, worship and social ministry shall be divided among the four elders. The chairman shall be considered a regular member of the Church Council.

The following is a guide for each member of the Board of Elders in performing their duties and responsibilities:

#### Chairman of the Board of Elders

1. schedule all meetings.
2. plan agenda and preside over regular monthly and special meetings.
3. act as Church Council representative.
4. supervise all members of the board to see that responsibilities are being carried out.
5. prayerfully and actively oversee the spiritual welfare of all members of the congregation according to the planned program of spiritual supervision adopted by the Board of Elders.

#### Secretary of the Board of Elders

1. record minutes of all meetings
2. see that church records on membership reflect an accurate listing of all those members under the spiritual responsibilities of the congregation
3. continually review the spiritual needs and condition of the membership by regular review of communion and church attendance records.

#### Responsibilities of Elders

1. pray for and encourage the pastor in his work by word and action. Elders should be concerned about the spiritual, emotional, physical health and welfare of the pastor and his family (adequate compensation, housing, free time, vacation, assistance where needed, etc.) and continually review these items.
2. ensure that in all areas of the congregational worship, instruction, and organizations function in accordance with ARTICLE II of the Constitution.
3. determine the eligibility of individuals or families applying for membership in the congregation and make recommendations to the Church Council or Voters' Assembly.
4. be concerned about the spiritual, emotional, and physical health and welfare of all congregational members concerning birth, death in the family, emergencies, etc.
5. be concerned about and supervise the thorough instruction of youth and adults for confirmation and church membership in accordance with ARTICLES II and IV of the Constitution.

6. develop an appropriate policy to minister to the spiritual needs of delinquent members (the goal of such policy is to restore the parties to an active spiritual involvement in the church, but where this is found to be impossible, a procedure for removing those who continue to be delinquent is to be developed and followed).
7. acquire a vacancy pastor when needed.
8. make provisions for pastoral call when a vacancy occurs.

#### Evangelism Elder

1. be responsible for friendly, personal welcome of visitors at worship and make provisions for follow-up contact with those visitors.
2. develop an ongoing program to reach the unchurched in the community with the message of the Gospel.

#### Stewardship Elder

1. develop a planned program of visitation of new congregational members to orientate and integrate them into a God-pleasing and active role in the congregation.
2. foster a God-pleasing response and use of the gifts of God to His Church in time, talents, and treasure.

#### Worship Elder

Discuss and assist the pastor in:

1. planning and publicizing the services for the year.
2. providing for guest speakers, substitutes, and assistants with approval of the Board of Elders.
3. assisting the pastor with communion distribution when needed, and if required in an emergency, conducting a worshipful service in the absence of the pastor or other qualified worship leaders.
4. evaluating and making recommendations for use of new forms of worship, liturgies, and hymns for use in public worship.
5. staffing, training, and supervising the ushering staff
6. evaluating all physical conditions affecting present and future congregational worship and making recommendations to the appropriate body of the congregation for action.
7. securing and supervising those gifted as organist and choir director to serve in the worship service.
8. facilitating choir director's yearly review prior to December Voters' Assembly meeting and recommending any salary adjustment.

#### Social Ministry Elder

1. investigate cases of financial need within the congregation and make specific recommendations to the Church Council for appropriate action.
2. present congregation in its God-given mission in the best light to the community. This may include involvement in community projects where congregation can further its stated purpose, use of publications to convey congregation's purpose and programs to the community, and special notice of the overall appearance and attractiveness of congregation's property.

F. Board of Christian Education

Christ has commissioned us to teach God's Word diligently and to provide instruction to grow in grace and knowledge so that the saints may be equipped for every good work. (Matt. 28:19, II Peter 3:18, II Tim. 3:17). Therefore, the Board of Christian Education shall be established to implement these directives. The board shall consist of four (4) voting members: three (3) members elected for a three (3) year term, with one (1) member being elected each year. The Sunday School superintendent shall be the fourth (4<sup>th</sup>) voting member of the board. The pastor(s), youth counselors, preschool director, and other heads of education agencies of the congregation shall be advisory members of the board.

The basic purposes of this board are to plan and to administer the total Christian education program of the congregation to meet the needs of all age groups, to determine the policies of all educational agencies of the congregation, to provide necessary facilities and materials, to select personnel to serve the various agencies, and to direct and supervise the entire Christian education program of the congregation.

In order to carry out these purposes, the board, either corporately or through specifically designated individuals, shall:

1. elect from its membership a chairman and secretary of the board with the chairman serving as the Church Council representative. The Sunday School superintendent shall be exempt from either of these positions.
2. be responsible for the Christian nurture of children, youth, and adults in the congregation and establish objectives, policies, and leadership to supervise the total educational program for each agency in the congregation.
3. enlist, train, and supervise lay leaders and teachers in all congregational agencies so that those gifted by God may develop and use these gifts in the service of His Church.
4. review existing agencies and curriculum to determine whether all age groups are being served and recommend revisions and additions as deemed advisable.
5. secure well qualified leaders to serve as youth counselors, Sunday School Superintendent, and other administrative positions as needed and make annual recommendations to the Voters' Assembly for ratification.
6. preside over Zion's preschool program and work with preschool director to monitor progression and direction of preschool program.
7. plan and oversee any family/youth activities during the year.
8. review financial reports of Sunday school, Junior and Senior youth groups, and Zion Preschool on a monthly basis.

Sunday School Superintendent

The position of Sunday School superintendent shall be assumed by the individual who shall have been elected and served the preceding year as assistant Sunday School superintendent and shall oversee the operation of the Sunday School. The Sunday School, by definition, shall be all children ages 3 years to 18 years of age. The Sunday School year shall run September 1 through August 31.

Duties shall include but not be limited to:

1. selecting and ordering all Sunday School curriculum and supplies as needed.
2. assisting and supporting the Sunday School teachers as needed.
3. presiding over the Sunday School teachers' meetings.
4. overseeing the Sunday School's Christmas Program.
5. coordinating the opening assembly for each Sunday School session.
6. working with Sunday School teachers to find a substitute as needed or serving as the substitute when required.
7. submitting a brief article each month concerning Sunday School and related activities for publication in the church's newsletter.
8. contacting new members with information about Sunday School classes available and assisting the children in finding their classes.
9. recruiting Sunday School teachers as needed.
10. organizing an annual workshop/orientation for Sunday School teachers.
11. submitting monthly reports to the Board of Education and preparing a report for the Annual Report to the congregation.
12. serving as a voting member of the Board of Education.
13. working with elders to identify children not attending Sunday School and encouraging attendance through various means.
14. organizing Rally Day activities and youth special Sunday School activities in coordination with the church calendar year.

Assistant Sunday School Superintendent

The assistant Sunday School superintendent shall be elected by the Voters' Assembly to serve a one (1) year term and a succeeding one (1) year term as Sunday School Superintendent. The assistant Sunday School superintendent shall serve for one (1) calendar year.

Duties shall include but not be limited to:

1. serving as the treasurer and secretary of the Sunday School.
2. submitting monthly written reports to the Board of Education on Sunday School attendance and treasury.
3. providing the church secretary an annual accounting of Sunday School attendance and treasury for the Annual Report to the congregation.
4. assisting the Sunday School superintendent as needed.
5. serving as a substitute Sunday School teacher as needed.

G. Board of Finance

In order to assist in the wise use of God's material blessings given to His people for His work, the Board of Finance shall give account of all contributions to the congregation. The board shall consist of three (3)

members elected for a three (3) year term, one (1) member being elected each year. The senior member of the board shall serve as the board chairman and represent the Board of Finance on the Church Council.

In order to carry out the tasks of the board, the board shall:

1. receive all money of the congregation and deposit it in the name of the congregation in a bank or banks designated for that purpose by the congregation.
2. provide the treasurer with a monthly report of the income according to its various classifications.
3. annually provide each communicant member with contribution envelopes.
4. provide an annual statement to each member of the individual's recorded contributions.
5. provide a complete report of all contributions in all categories to the treasurer.
6. serve as financial advisors in matters concerning investments, loans, or related matters involving financial resources of the congregation.
7. see that proper financial records of all receipts be kept and recorded by the congregation.
8. cooperate with the Board of Elders in matters concerning or relating to the financial stewardship of the congregation and its members.

#### H. Board of Trustees

The Board of Trustees shall consist of four members elected by the Voters' Assembly. The term of office shall be for two (2) years with two (2) trustees elected each year. The board shall choose from its membership a chairman and a secretary, with the chairman serving as the board's representative to the Church Council.

The basic purpose and objectives of the board are to oversee the proper maintenance and repair of all church property, to protect the congregation against loss or damage of whatever nature, and to call attention to the Voters' Assembly of major needs of the congregation in the future regarding maintenance or acquisition of property and equipment.

In order to carry out the purpose of this board, the board, either corporately or through specifically designated individuals, shall:

1. hold regular meetings and prepare the board's report to the Church Council and Voters' Assembly.
2. make an annual inspection of all church property and equipment prior to the preparation of the congregational budget for the following year and recommend to the Voters' Assembly needed repairs, improvements, or replacements.
3. conduct an annual inventory of all church properties, equipment and supplies, including acquisition data and approximate value of each item.
4. carry out all resolutions of the Voters' Assembly on purchases, repairs, and replacement of church property and equipment.
5. determine and engage, with congregational approval, adequate custodial help. Prepare for the custodial help a detailed list of the requirements expected concerning cleaning schedules, building preparation, and routine maintenance. Such a list shall be in writing and copies in possession of the custodial help, board



members, church president, church office, and be made public through a report to the Voters' Assembly. The board shall annually review and recommend salaries for all custodial help. One board member shall supervise the custodian.

6. determine and establish, with approval of the Voters' Assembly, regulations concerning the use of church furnishings, equipment, records of all properties used away from the church property.
7. determine policy, with approval from the Voters' Assembly, regarding use of church facilities and coordinate the schedule of activities within the facilities.
8. make and issue keys for church property to those members who have need of access to the facilities and review annually a list of keys issued.
9. supervise, control, and recommend adequate storage facilities for all church property, equipment, and supplies and the orderly maintenance of the same.
10. annually check the adequacy of all types of insurance for church property and equipment and negotiate contracts
11. enlist and supervise work crews for special repair, improvement, cleaning, painting, etc.
12. arrange for immediate repairs of an urgent nature of all vital equipment and for all normal repairs and alterations for which budget funds have been allocated. The board shall have the authority to spend up to \$1,000 on emergency repairs.
13. negotiate and keep recordings of all needed service contracts for the organ, machines, etc.
14. submit an annual budget to the budget committee at the time and in the form requested by the committee,
15. And, when appropriate, supervise rental properties according to written rental agreement.

#### I. The Church Council

The following officers shall make up the Church Council: the President of the congregation, the Vice President, the Secretary, Treasurer, Chairman of the Board of Elders, Chairman of the Board of Education, Chairman of the Board of Trustees, and Chairman of the Board of Finance. The pastor(s) shall be a non-voting advisory member(s) of the Church Council.

The Church Council shall meet monthly in order to evaluate, coordinate, and plan the activities of the overall congregational program to most effectively accomplish the purpose of the congregation as stated in the Constitution and Bylaws. Its primary purpose is to facilitate the orderly functioning of all congregational activities, coordinate the functions of the boards, develop short and long range plans to most effectively carry out the congregation's purpose, prepare with the president the agenda for each Voters' Assembly meeting, and approve changes in congregational membership or make recommendations to the Voters' Assembly regarding voting membership.

In order to carry out these purposes, the Church Council shall:

1. hold regular monthly meetings, in accordance with Robert's Rules of Order.
2. follow the regular agenda printed below.

3. act on recommendations from the Board of Elders or pastor regarding changes in the communicant or baptized membership of the congregation and report its action to the Voters' Assembly.
4. act in an advisory capacity to those boards and committees seeking broader opinion.
5. interview and hire a person to fill the position of church secretary and review yearly the performance and salary and make appropriate recommendation to the Voters' Assembly.
6. submit an annual budget to the budget committee at the time and in the form requested by the committee.
7. ensure that the Church Council secretary records the minutes and prepares reports for publication in the church newsletter.
8. carry out the directives and business as ordered by the Voters' Assembly.
9. furnish information and background material for the Voters' Assembly in order for the Assembly to make a prompt and wise decision concerning any recommendations.
10. be responsible for preparing, organizing, and presenting the yearly budget for the congregation based upon the recommendation of the boards represented on the Church Council.
11. have the authority to spend up to \$500 for normal expenditures and up to \$1,500 for emergencies.
12. hold yearly goal setting meeting prior to the December voters meeting with all board members.
13. approve and recommend new voting members for one (1) Church Council meeting to be voted at next Voters' Assembly meeting.
14. ensure that each board provides to Church Council its written outline by the February Church Council meeting. Such outline will include but not limited to: Duties of each board member such as member representing Church Council, secretary of board, and other individual focuses. This will also include planned Board of Education activities, anticipated major trustee activities and treasurer's review of check book signers.

The agenda for Church Council Meeting shall include opening devotions, review of the minutes, reports from the pastor, the various congregational officers, boards, committees, and all other matters of business. The order of reports and business shall be determined by the Chairman of the Church Council.

The written agenda shall be made available to all Church Council members prior to the Church Council meeting. This can be done through hard copies the Sunday prior or through e-mail the day prior to the Church Council meeting.