

**CONSTITUTION
ST. PETER'S EVANGELICAL LUTHERAN CHURCH
NORTH PLATO, ILLINOIS**

PREAMBLE: Whereas the Word of God demands that all things be done decently and in order (1 Corinthians 14:40), therefore we, the members of St. Peter's Evangelical Lutheran Church at North Plato, Illinois, set forth by this present document the Constitution and By-Laws in accordance with which our congregational affairs shall be conducted.

ARTICLE I: NAME

The name of this congregation shall be Saint Peter's Evangelical Lutheran Church at North Plato. Incorporated under the laws of the State of Illinois on May 7, 1973. The state issued certificate number N5023-328-6.

ARTICLE II: PURPOSE

The purpose of this congregation shall be to serve its members and spread the Kingdom of God by proclaiming the Word of God, the administration of the Sacraments, and by religious instruction of youth and adults, according to the doctrinal standard of the Lutheran Church (Article III), and to foster Christian fellowship and charity.

ARTICLE III: CONFSSIONAL STANDARD

This congregation acknowledges, confesses, and declares unreserved acceptance of and adherence to all the canonical books of the Old and New Testaments as the verbally inspired, inerrant, and infallible Word of God in all their words and parts; and all the confessional writings of the Evangelical Lutheran Church contained in the Book of Concord 1580 as a correct presentation and true exposition of Christian doctrine, drawn from and in full agreement with the Holy Scriptures; therefore, no doctrine shall be taught or tolerated within this congregation which is at variance with the Holy Scriptures or the following confessions of the Evangelical Lutheran Church. These Confessional Writings are the three Ecumenical Creeds (Apostles', Nicene, and Athanasian), the Unaltered Augsburg Confession, the Apology of the Augsburg Confession, the Smalcald Articles, Luther's Large and Small Catechisms, and the Formula of Concord.

ARTICLE IV: MEMBERSHIP

The membership of this congregation includes the following:

A. **Baptized Membership**

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 of this congregation, including children who have not yet confirmed their baptismal vows.

B. Communicant Membership

1. Who are baptized in the name of the Father, Son, and Holy Spirit;
2. Who accept all the canonical books of the Old and New Testaments as the only divine rule and standard of faith and life;
3. Who are familiar with the contents of Luther's Small Catechism and declare their acceptance of it;
4. Who attend divine services faithfully;
5. Who lead Christian lives and do not live in manifest works of the flesh (Galatians 5:19-21);
6. Who partake of the Lord's Supper frequently after their confirmation;
7. Who contribute regularly and faithfully, as God has prospered them, toward the building of Christ's kingdom in the congregation and throughout the world;
8. Who devote their time and talents to the extension of the Kingdom of God;
9. Who permit themselves to be fraternally admonished and corrected when they have erred;
10. Who are not members, affiliated, or supporters of secret societies or other organizations conflicting with the Word of God.

C. Voting Rights

The rights and responsibilities of voting shall be granted to those communicant members who have attained the age of 18 years.

ARTICLE V: THE OFFICES OF PASTOR AND CALLED WORKERS

The pastoral office of this congregation and other called workers shall be conferred only upon such ministers and candidates who profess and adhere to the doctrinal standard set forth in Article III of this Constitution and are well qualified for their work. Pastors and candidates shall in the call extended to and accepted by them, be pledged to this doctrinal standard.

ARTICLE VI: AUTHORITY OF THE CONGREGATION

A. General

This congregation shall be governed by a Congregational Assembly (hereinafter referred to as the Assembly), to which the authority to administer and manage all congregational affairs, both internal and external, has been granted by the congregation. The establishment of all organizations, societies, committees, agencies, etc., within the congregation, shall be subject to the approval and supervision of the Assembly. Any decree or decision, whether it proceeded from an organization or an individual within the congregation, shall be invalid unless authorized or sanctioned by the Assembly.

At no time shall the Assembly be empowered by the congregation to decide anything contrary to the standard of confession of this congregation which is set forth in Article III of this constitution, and any such decisions which may be made shall be null and void.

- B. Decisions
All matters of doctrine and conscience considered by the Assembly shall be decided by the word of God alone. All other matters shall be decided by a majority vote of the Assembly, unless otherwise specified by this Constitution or its By-laws.

- C. Right of Calling
The right of calling pastors or other called workers shall be vested in the Assembly, and shall never be delegated to a smaller body of members, or to an individual.

- D. Powers of Officers
Congregational officers, elected by the Assembly, or committees appointed by the Assembly, shall have no authority beyond that which has been conferred upon them, and whatever power may have been delegated to them may at any time be altered or revoked by the Assembly.

- E. Removal from Office
Any officer, Pastor, or other called worker may be removed from office by a two-thirds majority of the Assembly, by ballot, in Christian and lawful order, for one of the following causes: persistent adherence to false doctrine, scandalous life, inability to perform their official duties, or willful neglect of them.

ARTICLE VII: THE OFFICERS OF THE CONGREGATION

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

The pastor, president, vice president and all elders shall be male voting members of this congregation (Ephesians 5:21-2 and I Timothy 2:11-14)

ARTICLE VIII: PROPERTY RIGHTS

All rights to the property of the congregation are vested in the congregation. Should dissension and strife arise which the congregation cannot bring to a peaceful conclusion, it shall seek the advice and assistance of the Circuit Counselor, and/or officials of the District of the Lutheran Church – Missouri Synod, with which it is affiliated. If even then a separation or division cannot be avoided, the property of the congregation, all benefits therewith connected, shall remain with those members who adhere to the confessions mentioned in Article III. In the event 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 is a member at the time of disbanding.

ARTICLE IX: DOCTRINAL LITERATURE

Only such hymns, prayers, and liturgies shall be used in the public services of the congregation and in all ministerial acts as conform to the confessional standard of Article III. Likewise, in all classes for instruction in Christian doctrine only such books shall be used as conform to this standard. Parents belonging to the congregation shall be responsible for meeting their children’s spiritual needs by bringing them up in the training and instruction of the Lord (Ephesians 6:4).

ARTICLE X: SYNOD MEMBERSHIP

- A. This congregation shall hold membership in the Lutheran Church – Missouri Synod as long as the Synod stays true to the Confessional standards set forth in Article III of this constitution. It shall send its pastor and lay delegate to the District convention of Synod.

- B. It shall be the duty of the congregation and its individual members to support the work of the Synod, since they thereby support their own Christ-appointed work.

ARTICLE XI: BY-LAWS

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

ARTICLE XII: CHANGING CONSTITUTION AND/OR BY-LAWS

- A. Unalterable Articles
The following articles of this constitution or sections thereof shall be unalterable and irrevocable: III, VI, IX and XII. Although the method of expressing the ideas presented in Articles III, VI, IX and XII may change from generation to generation, the word “unalterable” is applied to these four paragraphs to indicate the content, the ideas and the intent of these paragraphs may not change. To change the confession of faith or the qualifications of our pastors or the character of our hymns, liturgies and books of instruction would destroy either the Scriptural or Lutheran character of our congregation.

- B. Amendments
Amendments to this Constitution and the By-laws may be adopted at an Assembly meeting, provided:
 - 1. That they do not conflict with the provisions laid down in Article III or with any section of any article that pertains to Scriptural doctrine or practice, and

 - 2. That the proposed amendment has been submitted in writing at a previous meeting of the Assembly, and announced in the church bulletin, at least two weeks prior to the meeting at which the proposed amendment will be acted upon.

3. The affirmative vote of a two-thirds majority of the voting membership present at the Assembly meeting shall be required for adoption of an amendment to the Articles of this constitution. A simple majority shall be required for amendments to the By-laws.
4. The revised Constitution with the Bylaws, as a condition of continued membership in The Lutheran Church Missouri Synod, shall be submitted to the president of the district for review by the district's constitution committee and adoption by the district's board of directors before being placed into practice by the congregation.

The By-laws
St. Peter's Evangelical Lutheran Church at North Plato, Illinois

ARTICLE I: Membership

A. Baptized Membership

Admission into baptized membership shall be granted to those:

1. Who are received into membership through the sacrament of Holy Baptism.
2. Who present a letter of transfer or release from a recognized orthodox Lutheran congregation.

B. Communicant Membership

Admission into communicant membership shall be granted to those:

1. Who are baptized, instructed in the fundamental teachings of the Evangelical Lutheran Church, and are received into communicant membership through the Rite of Confirmation.
2. Who present a letter of transfer or release from a recognized, orthodox Lutheran congregation, providing they agree to accept and abide by the confessional standard of this congregation set forth in Article III of this constitution.
3. Who are not affiliated with recognized, orthodox Lutheran churches, but who have given satisfactory evidence of qualifications for communicant membership to the Pastor, and who have made a declaration of their acceptance of the doctrine of the Lutheran Church in the presence of witnesses.

The authority to grant communicant membership lies with the congregation, which shall exercise its authority through the action of the Assembly.

C. Duties of Voting Membership

It shall be the duty of every congregational member to attend the Assembly meetings. By failing to attend a meeting, a member waives the right to cast his/her vote during that meeting. He/she shall accept nomination for office, committee appointments, etc., if possible, and shall generally participate in the business activities of the Assembly.

D. Termination of Communicant Membership

1. Transfer to Other Congregations

Baptized or Communicant members desiring to join another congregation in church fellowship shall present their requests for transfer to the Pastor and Elders, to whom authorization is granted to issue such transfers.

2. Joining Other Churches
In cases where Baptized or Communicant members have joined another congregation outside our own fellowship, they shall, upon the recommendation of the Pastor and Elders, be considered such as have terminated their membership; and their names shall be removed from the membership list by a resolution of the Assembly.
3. Whereabouts Unknown or Known Out-of Town
The names of members whose whereabouts are unknown and cannot be established within one year may be removed from the membership list by the Assembly and forthwith such membership is terminated. Members who have moved out of town and whose whereabouts are known will be requested by letter to transfer. A copy of such letter shall be furnished to each congregation in church fellowship in the area. If no transfer action has been taken within one year, the membership may be terminated, by action of the Assembly.
4. Self Exclusion
Whenever a member displays persistent neglect of, or disregard for, public worship, for hearing the Word of God, and for receiving the sacrament of Holy Communion, he shall be admonished and encouraged by the Pastor and/or the Board of Elders according to the principle described in Matthew 18:15-20. When such patient, personal, loving church discipline proves unfruitful, the Assembly shall, upon the recommendation of the Board of Elders, declare, by no less than two-thirds vote, such a willfully delinquent member to have excluded himself/herself from our fellowship, and his membership shall be therewith terminated. Any self-excluded person shall be reinstated into membership when he/she indicates willingness to utilize the privileges and assume the responsibilities of church membership.
5. Excommunication
When a member publicly errs in Christian doctrine or in Christian conduct, he/she shall be admonished by the Pastor and/or the Board of Elders according to the principle described in Matthew 18:15-20. If he willfully persists in false doctrine or displays an unrepentant attitude toward his/her sin, he/she shall, upon the recommendation of the Board of Elders be excommunicated by no less than a two-thirds vote of the Assembly. As soon as such a person renounces his/her false doctrine or gives evidence of penitence, he/she shall be reinstated into church membership.
6. Status
A person whose communicant membership has been terminated has forfeited all rights of a member of this congregation and all claims upon the property of this congregation as such, or upon any part thereof, so long as he/she is not reinstated into membership.

ARTICLE II: MEETINGS

A. Legality of Meetings

1. Regular Assembly meetings shall be held in the months of January, March, May, July, September and November, unless an alternate month has been previously specified by the Assembly.
2. Regular meetings of the Assembly shall be announced twice prior to the date of meeting by word or publication.
3. Special meetings may be called by the Pastor and the Chairman or Elders by notifying the membership by mail, telephone or by notification in the previous Sunday's bulletin. Only matters specified in calls for special meetings shall be considered in such special meetings
4. The election of officers of the Assembly shall be held at the November meeting with the installation of officers in January.
5. All voting for officers shall be done by written ballot, except in those cases where the members, by consensus, decree otherwise. In any voting, a member shall have the right to request a secret ballot and that request shall be honored. In any voting by secret ballot the Elders shall act as tellers.
6. A quorum of twenty (20) of the Assembly members is required for regular meetings. For amending the constitution, for the purchase or sale of property, or the removal from office of a called pastor or teacher a quorum of forty (40) is required.
7. In the absence of both the President and the Vice-President, the Recording Secretary shall call the meeting to order and ask for nominations for someone to act as President Pro-Tempore.
8. All matters shall be decided by a majority vote of the Assembly unless otherwise specified by this Constitution or By-laws, including matters of doctrine and conscience, which shall be decided only on the basis of the Word of God.

B. Proposed Agenda for Assembly Meetings

1. Call to Order
2. Opening Prayer
3. Attendance
4. Secretary's Reading of Minutes
5. Treasurer's Report
6. Financial Secretary's Report
7. Pastor's Report
8. DCE's Report
9. Other Reports (if any)
10. Unfinished Business
11. New Business
12. Adjournment with Prayer

ARTICLE III: CALLING OF PASTORS AND OTHER CALLED WORKERS

- A. The President and Board of Elders shall serve as a Call Committee. They shall secure a list of candidates with all available information concerning them from the District President. Any member of the congregation may submit the name of a candidate in writing to any member of the Call Committee. The Call Committee shall then secure all information possible concerning the additional nominees through accepted Synod channels. This then becomes the official call list from which the pastor-elect or other called worker(s) are selected.

- B. For two consecutive Sundays, all names placed into nomination shall be made public to the congregation in the regular worship services. Objections to a proposed nominee must be made by a signed, written letter to the President of the Assembly in this two-week period. The Call Committee will consider and act on the objection.

- C. The election of a Pastor or other called worker from the list of candidates chosen by the Call Committee shall be by ballot in a regular or special meeting of the Assembly called by the President. The candidate receiving a majority of all votes cast shall be considered elected. The election shall, if possible, be made unanimous by a voice vote, and the call shall be sent to the Pastor-elect or other called worker. The President and Chairman of the Elders shall sign all calls.

ARTICLE IV: OFFICERS, ELECTED BOARDS AND ELECTED COMMITTEE CHAIRPERSONS

The elected officers and boards of the congregation shall be:

- President
- Vice President
- Recording Secretary
- Treasurer
- Financial Secretary
- Assistant Financial Secretary
- Board of Elders
- Board of Trustees
- Christian Education and Youth Committee
- Evangelism Committee
- Preschool Chairperson

The Pastor shall be an ex-officio member of all boards and committees.

ARTICLE V: ELECTION AND TERMS OF OFFICERS

- 1. A Nominating Committee consisting of three (3) members shall be appointed by the President at the September Assembly meeting.

- 2. The Nominating Committee shall select a slate of candidates for the offices and boards to be filled. It is strongly recommended that two nominees be found for each office. The Chairperson of the Committee shall submit the list of candidates to the Assembly at

the November regular meeting. Additional candidates may be nominated from the floor by any Assembly member.

3. The term of all officers and board members shall begin on January 1 following their election to office.
4. The term of office of the President, Vice-President, Recording Secretary, Treasurer, Financial Secretary, Assistant Financial Secretary, Christian Education and Youth Chairperson, Evangelism Committee Chairperson shall be one (1) year. The Preschool Chairperson and Board of Elders shall serve for two (2) years. The Board of Trustees shall serve for three (3) years. Any elected officer of this congregation must be a communicant member at least twenty-one (21) years of age. The President, Vice-President and elders must be male members of the Assembly.
5. No person shall hold more than one elected office at one time.

ARTICLE VI: DUTIES OF THE PASTOR

It shall be the duty of the Pastor to:

1. Act as the chief enabling minister and the spiritual leader of the congregation and of its component and auxiliary groups.
2. Equip the members to carry out, together with leaders and members, a team ministry as they minister to one another, to all Christians, and to all people of the world.
3. Serve as an advisory member of all authorized groups of and within the congregation of which he is not rightfully a voting member.
4. Keep a church record of all his official acts which is to be and remain the property of the congregation.
5. Prepare an agenda for each Assembly meeting in conjunction with the President.

ARTICLE VII: DUTIES OF THE DIRECTOR OF CHRISTIAN EDUCATION

It shall be the duty of the DCE to:

1. Work closely with the Pastor in equipping the members of the congregation for their own ministry.
2. Provide guidance and oversight for the educational programs of the parish.
3. Work closely with lay volunteers who will assist in any and all youth organizations.
4. Provide guidance, supervision and oversight for all family and inter-generational ministries of the parish.

ARTICLE VIII: DUTIES OF OFFICERS AND BOARDS

The President shall:

- A. Preside over all meetings of the Assembly. He shall, in the absence of the Pastor, open and close all meetings with prayer. In the absence of the Recording Secretary, he shall appoint someone to serve as Secretary Pro-Tempore.
- B. At the November meeting of the Assembly each year appoint Financial Review Committee, consisting of three members, to a term of one year and at the September meeting of the Assembly each year appoint a Nominating Committee, consisting of three members, to a term of one year. He may appoint other committees, board members or delegates as required. He may make interim appointments between meetings to fill vacancies. Such delegates or appointments shall remain in effect until the vacancy or vacancies have been filled by authority of the voting body. He shall appoint a Preschool Committee, Evangelism Committee, Christian Education and Youth Committee, in consultation with the elected chairpersons, to one-year terms. He shall appoint a Memorial Committee and Human Care Committee to one-year terms, including the chairperson of each committee. No committee chairperson may be related to the President. No person can be the chairperson of more than one committee at a time. The chairperson of a committee may not be related to the chairperson of any committee over which his/her committee has authority.
- C. Be ex-officio member of all boards and committees elected by the Assembly. He shall see that all meetings of the Assembly are conducted according to Parliamentary law as laid down by Robert's Rules of Order, except where in conflict with Christian charity.
- D. Serve on the Budget Committee to establish the annual budget.

The Vice-President shall:

- A. Perform the duties of the President during the absence or inability of the latter to serve, or when the office of the President is vacant.
- B. On an annual basis, review all salaries and performance of employees as well as honorariums.

The Recording Secretary shall:

- A. Keep a record of all transactions of the Assembly meetings and enter such record in a book provided for that purpose by the Assembly.
- B. Keep a list of all members attending the meeting and shall be responsible for the correspondence of the congregation.
- C. In the absence of the President and the Vice-President call the meeting to order and ask the voters to nominate someone to serve as President Pro-Tempore.

The Treasurer shall:

- A. Keep a strict account of all moneys received and disbursed showing evidence of disbursements.
- B. Render a financial report to the Assembly at its regular meetings.
- C. Pay regular expenses (salaries, utilities, District, or Synod expenses) without special authorization or order. He shall make all other disbursements only after due authorization by the trustees, Sunday School Superintendent, or Chairman of the Board of Elders.
- D. Sign all checks. (The Financial Secretary's signature shall be on file at the bank to enable him to sign checks in the Treasurer's absence.)
- E. Service on annual Budget Committee.

The Financial Secretary shall:

- A. See that all communicant members of the congregation received into membership are summarily supplied with envelopes for contributions toward the support of the church and its work.
- B. Keep an accurate record of all moneys received and for what purposes they are intended.
- C. Send an acknowledgment of offerings received to each contributor at the end of the third and fourth quarters.
- D. Serve on annual Budget Committee.

The Assistant Financial Secretary:

- A. The duties of the Assistant Financial Secretary shall be as agreed upon between the Financial Secretary and the Assistant Financial Secretary.

The Board of Elders shall:

- A. Consist of at least six elders to serve terms of two years, of which three will be elected each year. The members of the Board of Elders shall elect a chairman each year and he shall be responsible for the calling and conducting of all meetings.
- B. Normally meet every month.
- C. Visit all members and speak to them concerning their spiritual welfare and responsibilities.

- D. Be the general overseers of the worship services, ensuring that they are conducted in a decent, dignified, and orderly manner, and suggest to the Assembly any way by which services may be improved.
- E. Make proper arrangements for baptisms, when such are administered during public service.
- F. Provide a substitute pastor or organist during the absence of the regular pastor or organist.
- G. Together with Pastor, staff, train, and supervise the ushers.
- H. Prepare a list of candidates along with the President of the congregation when the congregation calls a pastor or other paid professional.
- I. Approve the acceptance and release of all members.
- J. Assist new members into the life and work of the Church.
- K. Make a report of its meetings and activities to the Assembly on a regular basis.

The Board of Trustees shall:

- A. Consist of at least three members whose terms shall be three years. The members of the Board of Trustees shall elect a chairman each year and he shall be responsible for the calling and conducting of all trustee meetings.
- B. Administer the property of the congregation and insure it is kept in good repair.
- C. Execute required contracts, notes, bonds, mortgages, other evidences of indebtedness, deeds, and other documents when properly authorized to do so by valid resolution of the Assembly; represent the congregation in court; and execute all business affairs to which the Assembly as such would otherwise attend.
- D. Be permitted to expend up to \$1,000.00 without previous authorization of the Assembly.
- E. Authorize all emergency repairs.
- F. Have jurisdiction over building and grounds maintenance personnel.
- G. Make a report of its activities to the Assembly on a regular basis.
- H. Have the Chairperson serve on the annual Budget Committee.

The Christian Education and Youth Committee shall:

- A. Consist of the Pastor and/or DCE and at least three members, serving one-year terms.

- B. Have a Chairperson who shall be responsible for the calling and conducting of all meetings.
- C. Oversee all phases of Christian education in the Church including the Preschool and Sunday School.
- D. Supply guidelines for the teachers and leaders of the education programs.
- E. Along with the Pastor, appoint the Sunday School Superintendent, who shall be a member of the Christian Education and Youth Committee.
- F. Appoint a Recording Secretary to record minutes of meetings.
- G. Make a report of its activities to the Assembly on a regular basis.

The Evangelism Committee shall:

- A. Consist of at least three members whose term shall be one year. They shall be jointly responsible for all duties assigned. The Chairperson will be responsible for calling and conducting all meetings.
- B. Plan, promote, and carry out an evangelism program in the congregation and in the community.
- C. Plan and supervise religious surveys of the community.
- D. Be responsible for maintenance of a prospect file in order to keep an evangelism program active.
- E. Enlist aid in visiting prospective members of the church.
- F. In the area of public relations, endeavor to publicize the Gospel and the activities of the congregation by the various modern avenues available.
- G. Make a report of its activities to the Assembly on a regular basis.

The Nominating Committee shall:

- A. Consist of three members of the Assembly appointed by the President.
- B. Seek, in advance of the Assembly meeting at which elections are held, candidates from the congregation willing to serve in the various positions.

The Financial Review Committee shall:

- A. Consist of three members, who are appointed by the Assembly President each year at the November meeting. Only such members of the congregation are eligible to serve

on this committee as are not handling finances of the congregation and who by their knowledge and experience qualify for such assignment.

- B. Financially review all the books and accounts of the Treasurer and financial officers of all organizations of the congregation for the prior calendar/fiscal year.
- C. Submit a report of the findings of all financial reviews conducted to the Assembly.

The Personnel Committee shall:

- A. Consist of the Vice-President and the trustees.
- B. Be responsible for the care and welfare of the hired staff of this congregation in matters of salary, grievance, performance, etc. and make appropriate recommendations to the Assembly in these matters.

The Human Care Committee shall:

- A. Consist of three members of the Assembly, including a Chairperson, appointed by the President to serve a one-year term.
- B. In the field of social welfare, discover the needs of the aged, the sick and the poor within the congregation. It shall bring these needs to the attention of the Pastor and, when appropriate, the Assembly for action by the congregation.
- C. Report on the social needs of the community and solicit the congregation's cooperation with other agencies in the community endeavoring to meet these needs.

ARTICLE IX: SUNDAY SCHOOL

A. Status and Function

- 1. The Sunday School is one of the educational agencies of the Church. It shall be under the supervision of the Christian Education and Youth Committee.
- 2. The purpose of the Sunday School is to offer assistance to the family, in the program of Christian Instruction and training.

B. Officers

- 1. Under the guidance of the Pastor, DCE, and the Christian Education and Youth Committee, the Sunday School Superintendent shall exercise supervision over the entire Sunday School program. The Sunday School Superintendent shall submit an annual report on the Sunday School to the Assembly.
- 2. The Sunday School Superintendent may set up additional offices and department heads as required.
- 3. The Superintendent of the Sunday School shall be appointed by the Christian Education and Youth Committee and serve a term of two years.

C. Departments and Sessions

The Sunday School shall concern itself with Christian instruction and training for all age levels to the point of high school graduation.

D. Teachers

Only communicant members are eligible to teach in the Sunday School. The Sunday School teachers shall be required to be punctual, regular and faithful in attending Sunday School sessions and teachers' meetings. They shall at all times endeavor to give an example of good Christian life.

E. Finances

The Financial needs of the Sunday School, which cannot be met by the Sunday School offerings, shall on approval of the Assembly, be provided for in the budget of the congregation.

ARTICLE X: PRESCHOOL

A. The Preschool is one of the educational agencies of the Church. It shall be under the supervision of the Christian Education and Youth Committee.

B. Preschool Chairperson shall be elected by the Assembly.

C. The President in consultation with the Chairperson shall appoint no less than four other members of the congregation to serve on the Board, one of whom shall be a member of the Christian Education and Youth Committee.

D. The Chairperson of the Preschool Committee shall serve a two-year term. Terms for the other members will be two years, half of whom will be appointed each year.

E. The Preschool Committee shall submit a quarterly written report of school business, activities, income and expense, and financial status to the Christian Education and Youth Committee and an annual report of same to the Assembly.

F. The Preschool Committee, under the supervision of the Christian Education and Youth Committee, shall be responsible for hiring and welfare of Preschool personnel.

ARTICLE XI: ALTAR GUILD

A. Under the supervision of the Elders, the Altar Guild shall prepare the sanctuary for worship.

B. The Guild will provide, protect and care for the sacramental vessels and all other appurtenances of our house of worship.

ARTICLE XII: MEMORIAL COMMITTEE

A. Under the supervision of the Assembly officers, the Memorial Committee shall be responsible for receiving, dispersing and acknowledging both Memorial and Honor gift funds in a timely fashion.

- B. The Committee will be responsible for annually recommending a list of desired memorial and honor gifts for approval of the Assembly.
- C. Information on Memorial and Honor gifts received will be communicated to the congregation and maintained in a permanent record.
- D. The Memorial Committee shall consist of three members appointed by the president for a term of one year.

ARTICLE XIII: CHURCH COUNCIL

- A. The purpose of the Church Council is to make recommendations to the Congregation Assembly for short term and long term strategic planning, to co-ordinate the congregation's ministry across its various boards, committees and organizations by fostering a greater understanding of the purpose, mission, and plans of the boards, committees and organizations, to act as a forum where congregation leadership can share and discuss ideas for spiritual and physical care of its membership and the spread of God's kingdom beyond its membership, particularly for areas which may necessitate involvement or impact multiple groups within the congregation, to offer mutual support and avoid duplication of efforts, to facilitate and encourage communication and cooperation among the various boards, organizations and committees within the congregation, and to provide advice for setting of the Congregation Assembly agenda. Boards, committees, and organizations may discuss and test proposals with the Church Council, review and critique all proposals, projects and programs to insure all pertinent information has been developed before presenting them to the Congregation Assembly for consideration and voting.
- B. Membership of the Church Council shall be composed of the chairpersons of the following boards, committees and organizations: Board of Elders, Board of Trustees, Christian Education and Youth Committee, Evangelism Committee, Preschool Committee, Ladies' Aid, Seniors Group, Human Care Committee, Memorial Committee, the Vice President of the congregation and the Congregational Treasurer. The congregation president and the pastor will act as member's ex-officio with the Vice President acting as the chair person for the council. In the event the Vice President is absent, the President will stand in. A secretary for the Council will be appointed from among its membership. Other committees, boards, organizations or persons may be invited to participate as determined by the council and they may also request attendance at a meeting for the purpose of presenting a project, program or proposal they wish to present to the Congregation Assembly.
- C. The Church Council shall normally meet on alternating months of the Congregation Assembly, February, April, June, August, October and December and whenever else the council determines necessary to carry out its duties.
- D. The Church Council has no authority except as advisory to the various boards, committees and organizations within the Congregation and to the Congregation Assembly. The Church Council may make recommendations to the Congregation Assembly. Acceptance and support through a vote of the Congregation Assembly shall be required before any recommendations may be acted upon.

- E. The Church Council will make a report of its meetings available to the Congregation Assembly prior to the next scheduled Assembly meeting.

Approved May 10, 2010 by congregational assembly; approved by NID June 21, 2010