

Original ??  
Revised Feb. 1989  
Constitution / Bylaws

## CONSTITUTION

of

### OUR REDEEMER EVANGELICAL LUTHERAN CHURCH

1605 Van Buren Avenue

FAYETTEVILLE, NORTH CAROLINA

#### Preamble

The word of God demands that a Christian congregation not only conform to the Word of God in doctrine and in practice (Psalm 119:105, Gal. 1:6-8, 2 Tim. 1-5), but also that "all things should be done decently and in order" (1 Cor. 14:40).

Accordingly, we, the undersigned members of Our Redeemer Evangelical Lutheran Church, Fayetteville, North Carolina, set forth hereby our constitution and by-laws in accordance with which our congregational affairs, spiritual and material, shall be conducted.

#### Article I Name and Incorporation

The name of this congregation shall be OUR REDEEMER EVANGELICAL LUTHERAN CHURCH, Fayetteville, North Carolina. This congregation shall be incorporated in the state of North Carolina. The corporate trustees shall be those specified in the bylaws.

#### Article II Purpose

Because of the love and joy that God has given us through faith in Jesus Christ, we must share His love by administering His sacraments, by speaking His Good News, and by witnessing His love to our neighbors by serving them, following the example of our Lord and Savior Jesus Christ.

Specifically, we declare the purpose of Our Redeemer Lutheran Church to be to

- \* Proclaim the gospel of Jesus Christ
- \* Administer the Holy Sacraments to our church body
- \* Bring the word to the people of Fayetteville and Cumberland County
- \* Provide a program of Christian education
- \* Provide Christian fellowship to comfort one another and to strengthen our spirit

All of the purposes set forth are to be done in accordance with confessional standards of the Lutheran Church--Missouri Synod, as stated in Article III.

#### Article III Confessional Standard

This congregation and every member accepts without reservation the Scriptures, i.e., the Old and New Testaments, as the written word of God and the only rule and norm of faith and of practice and also accepts all the

symbolical books of the Evangelical Lutheran Church as a true and unadulterated statement and exposition of the word of God, i.e., the three ecumenical creeds- The Apostles', the Nicene and the Athanasian-, the unaltered Augsburg Confession, the Apology of the Augsburg Confession, the Smalcald Articles, Dr. Martin Luther's small and large catechisms and the Formula of Concord.

#### Article IV Synodical Affiliation

This congregation shall hold membership in the Lutheran Church--Missouri Synod, so long as the teachings of said synod remain true to the word of God and the Lutheran confessions. This congregation shall, to the best of its ability, support said synod and assist it in effecting all sound measures intended for the extension of the kingdom of God.

#### Article V Membership

##### A. Baptized Membership

All members of the congregation who are baptized "in the name of the Father, and of the Son, and of the Holy Ghost."

##### B. Communicant Membership

All such persons shall be regarded as communicant members of this congregation who

1. Have been baptized "in the name of the Father, and of the Son, and of the Holy Ghost."
2. Have signified their acceptance of Christ as Savior and Lord
3. Under the Lordship of Christ, constantly remain on guard against associations which deny this Lordship
4. Submit willingly to live within the discipline of love as exercised by the Church in its ministry of reconciliation
5. Have signified their agreement with the confessional standard set forth in article III of this constitution
6. Have been accepted into the communicant membership in accordance with the bylaws of this congregation

##### C. Voting Membership

Voting members of this congregation shall be communicant members who have read and signed the constitution and bylaws of this congregation.

#### Article VI Governing Authority - The Church Council

The affairs of this congregation shall be administered by a governing body, hereafter referred to as the church council, in conformity with this

constitution and its by-laws. The establishment and conduct of all organizations and societies within the congregation not specifically outlined in the bylaws shall be subject to the approval and supervision of the church council.

#### Article VII Officers

All elective officers, as specified in the by-laws, shall be voting members of this congregation.

#### Article VIII Pastors and Teachers

Only such pastors and teachers shall be called by this congregation as are in accord with the Confessional Standard set forth in article III above and who have been ordained within the Lutheran Church--Missouri Synod. The right of calling pastors and teachers shall be vested in the voting members of the congregation in accordance within the constitution and by-laws of Lutheran Church Missouri Synod and the administrative procedures of the district and article II of the by-laws of this congregation.

#### Article IX By-Laws

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

#### Article X Property Rights of the Congregation

This congregation shall have all the rights and powers that are granted to religious corporations by the state of North Carolina. In the event the congregation should separate on account of doctrine, the property and all rights connected therewith shall remain with those members who continue to adhere in the confessions and in the practice of article III above, or, should it cease to function, then property and rights shall be transferred to the Southeastern District of The Lutheran Church--Missouri Synod.

#### Article XI Amendments

Amendments to this constitution may be adopted at a meeting of voting members provided that

1. The proposed amendment does not conflict with the provisions in article III or with any other article or section that pertains to the scriptural doctrine and practice.
2. The proposed amendment has been submitted in writing to the voting members prior to the meeting.
3. The proposed amendment is accepted by two-thirds (2/3) majority of the voting members.
4. Article III of this constitution shall be unalterable and not repealable.

#### Article XII

This constitution and By-Laws contained herein were adopted by this congregation on the 17th of November, 1974 and supercedes all documents of similar nature issued before this date. Revised on February 26, 1989.

BYLAWS  
Article I Membership

A. Membership in the congregation

1. Baptized member: Anyone who has been baptized "in the name of the Father, and the Son, and the Holy Ghost" and who is under the spiritual care of the congregation is a baptized member.
2. Communicant member: Any baptized person becomes a communicant member by
  - a. confirmation: confirmation is the successful completion of the prescribed instructions in the teachings of the Lutheran Church--Missouri Synod as determined by the elders.
  - b. Transfer: Transfer is church council acceptance, upon the elders recommendations, of a person's communicant letter of transfer from a congregation in church fellowship with this congregation.
  - c. Profession of Faith: Profession of faith is the agreement of a person, after examination or instructions by the pastor and approval by the elders, with article III of the constitution and the confession of his belief in the saving ministry of Jesus Christ.
  - d. Associate Membership: Individuals who are baptized and who have been instructed in Lutheran doctrine but who do not wish to transfer their membership from a Lutheran Church shall give evidence of their faith before the congregation and may become "associate members". They shall have all rights and privileges of membership except for holding the office of the President or Vice President of the Congregation. These shall be accepted upon the recommendation of the Elders and the Church Council. Their membership will be terminated automatically upon moving from the Our Redeemer Lutheran area.

B. Voting Membership in the Congregation:

Voting membership in the congregation shall be limited to communicant members who have attained the age of sixteen (16) years and have read and signed the constitution and bylaws of this congregation. Voting members who also hold paid staff positions with Our Redeemer Lutheran Church shall abstain from voting on all matters pertaining responsibilities and rate of compensation for their paid position.

C. Termination of membership in the congregation

1. Communicant members shall be terminated by:
  - a. Letter of transfer to another congregation in fellowship with this congregation pursuant to release by the church council.
  - b. Joining a church not in fellowship with the Lutheran Church--Missouri Synod.
  - c. Failure within six (6) months to notify this congregation of ones place of residence and when such residence cannot be determined.
  - d. Self-exclusion. Any member deemed by the board of elders to be willfully and knowingly conducting himself in an unchristian manner shall be admonished according to Matthew 18:15-20. If the board of elders unanimously determines that any such member has failed to repent his actions, he shall be regarded as self-excluded from communicant membership in this congregation.
2. Shepherding members who move away and inactive members locally.
  - a. Members who move away from the Fayetteville area shall receive the following minimum shepherding and be asked for the following

decisions:

- (1) After an absence of 6 months, the member shall be contacted with a letter of spritual encouragement.
  - (2) After an absence of 12 months, the member, shall receive a second letter of encouragement and be asked the following:
    - (a) Do you wish to keep your membership at OUR REDEEMER? If so, please state the reason.
    - (b) Do you wish to have your membership transferred? If so, where?
    - (c) Do you wish that we release your name from membership?
  - (3) That member shall be informed that if a response is not received in 2 months time, this will be interpreted as a request that their membership be removed from Our Redeemer. A letter will then be sent after 2 months advising them of this action.
  - (4) If the member wished to remain a member, then the above procedure will be used again for the next year.
- b. This same procedure shall be used with members who remain in the Fayetteville area but who have not communed or attended church for a period of one year, but the following shepherding shall occur before that action: .
- (1) The Pastor will have made at least 2 personal visits within their year of inactivity.
  - (2) The Elder of their area will have made at least one personal visit within their year of inactivity.

## Article II Calling of Pastors and Teachers

### A. Nominations

1. At a meeting of the voters properly called, the list of candidates received from the District President for either the office of Pastor or Teacher shall be submitted by the nominating committee. After the list is submitted, additional nominations may be made from the floor.
2. All nominations shall be in accordance with Article VIII of the constitution.

### B. Elections

1. Voting for both pastor and teacher shall be by ballot.
2. Candidates receiving the majority of the votes cast shall be considered elected.
3. The elections shall, if possible, be made unanimous and a Divine Call shall be sent to the pastor or teacher elect.

### C. Call Meetings

1. All call meetings of the congregation shall be supervised by the circuit counselor or his representative as outlined in the Handbook of the Lutheran Church--Missouri Synod.

## Article III Voters Assembly

- A. The voter's assembly shall consist of all voting members of the congregation as defined in Article I, section B of the BYLAWS.

#### B. Duties of the Voters' Assembly

1. Election of the church council members as specified in Article IV.
2. Adoption of the annual operating budget and amendments.
3. Calling of pastors and teachers.
4. Approving amendments to the Constitution and Bylaws.
5. Adoption of non-budgeted purchases and sales of real property and approval of loan, gifts and indebtedness in excess of ~~\$250.~~

#### C. Meetings

1. There shall be two (2) regular meetings of the voters' assembly in January and August respectively.
2. Special meetings of the voters' may be called by
  - a. The church council
  - b. Written request by ten (10) voting members. Request shall specify reasons for the meeting and shall be submitted to the church council.
3. All meetings shall be announced to members in writing at least one (1) week prior to the meeting. Such notice shall be published in the weekly bulletin and mailed by notification.
4. No official business shall be conducted unless a quorum is present. A quorum shall consist of twenty per cent (20%) of the voting membership of the congregation.
5. Meetings shall be conducted by the president of the Church Council or by a voting member designated by the church council.
6. At all meetings, the majority of the votes cast shall decide the action, unless specifically stated otherwise in the Constitution or Bylaws of the congregation.
7. In questions of parliamentary procedures not covered by this constitution and bylaws, the generally accepted rules of order shall prevail.
8. Voting members who also hold paid staff positions with Our Redeemer Lutheran Church shall abstain from voting on all matters pertaining to the functions, duties, responsibilities and rate of compensation for their paid positions.

### Article III Church Council

#### A. Membership

1. The church council shall consist of the following voting members: president, vice-president, secretary, treasurer, chairmen of the boards of stewardship, evangelism, education, elders, trustee and fellowship. The chairman of the board of elders shall be elected according to Article IV of the bylaws.
2. The church council shall be elected at the August Voters' assembly meeting and shall take office in September of the same year.
3. Vacancies, as defined in Section F, of any office, except the president, shall be filled by appointment of the church council. A vacancy in the office of the president shall be filled by the vice-president.
4. All voting members of the congregation 21 years of age or older shall be eligible for church council membership.
5. All council members are eligible to serve more than one term.

#### B. Elections

1. A nominating committee consisting of three active voting members shall be selected by the voters' assembly at the January meeting. The

committee shall select at least one candidate for each officer and/or chairperson of the church council. More than one candidate for each officer is preferred. The list of those persons nominated shall be included with the written notification for the August voters' assembly meeting. Additional nominations can be made from the floor at the August meeting of the voters' assembly. Approval shall be obtained from each nominee before any nomination is made. Each voting member is eligible to vote for each office. Those persons receiving the highest number of votes shall be elected to the church council.

2. All voting shall be done by secret ballot
3. Balloting shall continue until all officers and chairpersons are elected.

#### C. Officers

1. The officers of the church council shall consist of: president, vice-president, secretary and treasurer.
2. The newly elected church council shall meet at the regular church council meeting in September.
3. The term of office for the church council officers shall be for one congregational year beginning September 1.

#### D. Meetings

1. The church council shall meet at least once a month, excluding July and August.
2. Special meetings may be called by the president or any council member. An attempt to notify all council members shall be made.
3. No official business shall be conducted unless a quorum is present. A quorum shall consist of five (5) members of the council.

#### E. Voting

Members of the church council who also hold paid staff positions with Our Redeemer Lutheran Church shall abstain from voting on all matters pertaining to the functions, duties, responsibilities and rate of compensation for their paid positions.

#### F. Vacancies

The Church Council may declare an office vacant if the office holder resigns, suffers illness that interferes with continuing performance of his/her duties, dies, fails to attend two (2) consecutive meetings without excuse, or for any other reason cannot perform his duties.

#### G. Duties of the Church Council

1. The church council shall prepare a program with goals and objectives for the congregational year and the budget necessary to support this program. This shall be submitted to the August voters' assembly for approval.
2. It shall be the duty of the church council, under authority received from the voters' assembly, to administer the affairs of the congregation; to review all procedures, progress, and problems in connection therewith; and to give direction to its individual members. It shall be specifically concerned with the administration of the budget as approved by the voters' assembly. Each member of the council shall have the authority to make all decisions necessary to discharge the responsibilities of his position; however, the council as a group shall retain the right to exercise, as it may deem necessary, final authority over all matter with which it is empowered. It is the responsibility of the council to insure that an annual audit of the church's financial records is performed. As individual members of the church council, each person is responsible and accountable for the duties prescribed in his position. In the performance of their duties, the individual members may enlist the advise and help of other members of the congregation. At all times, the members shall disburse the congregational budgeted monies with the utmost prudence. They shall keep the council informed of their progress and bring any special problems before the council.

#### H. Duties of the Officers

##### 1. President

It shall be the duty of the president to

- a. preside at all meetings of the voters' assembly and the church council.
- b. see that parliamentary rules are enforced in all meetings presided over by him and be fair and unbiased towards all motions and discussions.
- c. execute on behalf of the congregation any deeds, mortgages, bonds, notes, contracts, or other instruments which the congregation shall have authorized.
- d. sign all checks in the absence of the treasurer.
- e. appoint any special committees as may be needed, unless otherwise provided for in the constitution.
- f. admonish members of the church council who are neglecting the duties of their position or who have failed to share in the support of congregational endeavors.

2. Vice-President

It shall be the duty of the Vice-President to

- a. perform the duties of the president in his absence, his disability, or at his request.
- b. succeed to the presidency in the case of death or resignation of the president or at any other time that the president cannot perform the duties of his office as deemed by the church council.
- c. assist the president in such duties as the president may assign to him.
- d. be responsible to see that new members read and sign the constitution and bylaws and to assist these new members to become active in the work of the church.

3. Secretary

It shall be the duty of the secretary to

- a. record all transactions of all meetings of the voters' assembly and of the church council in a book provided for that purpose and read such transactions at the subsequent meetings for correction or approval.
- b. register all persons attending the meetings.
- c. record all amendments that are adopted by the congregation a master copy of this constitution.
- d. be responsible for titles, policies and other official papers in the custody of the congregation.

4. Treasurer

It shall be the duty of the treasurer to

- a. disburse the funds of the congregation in accordance with the budget of the church council
- b. keep an accurate account of all monies in a set of books provided for that purpose.
- c. to relieve the treasurer from the duties of counting and recording monies received. The responsibility of these duties would be assigned to the Stewardship Committee and be carried out by the financial secretary with assistance for tabulating the worships offerings being provided from the elders and council (two per service) on a rotating schedule.
- d. prepare and submit to the church council a statement of receipts and disbursements of the preceding month.
- e. submit the books together with all receipts and other papers pertain-

ing to the office for auditing at the close of the congregational year and assist in making an audit of such books.

## Article IV The Board of Elders

### A. Qualifications and Constitutional Authority:

1. The nature of the duties of this board requires that members noted for their Christian knowledge, zeal and experience in the spiritual work of the kingdom of Christ shall be elected to membership.
2. The board shall consist of ten members including the chairman.
3. The term of office shall be two years. Five members will be elected each year by the congregation, and the other 5 elected during the alternate year.
4. Vacancies on the board between elections will be filled by appointment of the existing board. Appointees will complete the term of office of the elder being replaced, however, if term of office runs into another election in August, appointees must be elected by the congregation for the final year.
5. The board shall elect a chairman at the first meeting following the congregational elections in August. The chairman shall serve for one year.
6. The board will at all times work within the guidelines of the constitution and the bylaws.

### B. Objective

1. The basic objectives of this board are the spiritual welfare of the Pastor and congregation members, individually and corporately, and the supervision of everything pertaining to congregation worship.
2. In order that the objectives of this board be implemented, the specific responsibilities outlined in section C are assigned.

### C. Responsibilities

1. Pray for the Pastor and other spiritual leaders of the district and synod.
2. Support the Pastor in his work by word, action and prayer.
3. Be concerned about the spiritual, emotional and physical health and welfare of the Pastor and his family.
4. Insure that the service is conducted during the absence of the Pastor due to illness or vacation.
5. Maintain discipline within the congregation according to the holy scripture, the Lutheran confessions, bylaws of the congregation, district and synod.
6. Insure that the congregation functions in accordance with the established doctrine of the district and the synod.
7. Insure that the Pastor conducts the worship service in accordance with established doctrine of the district and the synod.
8. Determine eligibility for membership of all persons applying for membership in this congregation.
9. See to the prompt transfer of all members who move away.
10. Be concerned about members not faithful in their attendance.
11. Engage in continual review of communion and church attendance. Follow up on all new born children until they are baptized.
12. Be concerned about the instructions of Youth and Adults for confirmation.
13. When possible try to attend workshops conducted by the district if the workshops concern worship in the congregation.
14. Support the other standing committees in the church.

15. Insure that the hymnals are in good condition at all times.
16. When there is a need to issue a call for a pastor, appoint or call a committee, who will notify the SED that a vacancy exists.
17. Become involved in a Public Bible Study, as an example for other members and for personal growth.

#### D. Obligations for worship of the congregation

1. Insure that the ushers are present and their dress is in accordance with the ushers' guidelines.
2. Assist the Pastor if there is a baptism scheduled. Make sure that water is in the baptismal font, candles and napkin available.
3. Assist the Pastor with communion distribution, selection of Readers. If the assigned Reader is absent, Elder on duty should read.
4. On communion Sundays, insure that the altar guild has prepared the altar with wine and wafers.
5. Approve or disapprove new forms of worship, liturgies, hymns, and solos for worship service.
6. Cooperate with the altar guild in the care, use and maintenance of the sacred vessels, altar furnishings and vestments.
7. Maintain and supervise nursery facilities during the absence of the Pastor.
8. Recruit, train and supervise the acolytes. Appoint a head acolyte to serve on a year to year basis. Assignment of acolytes may be delegated to the head acolyte.
9. Instruct the head usher to insure that the service is not interrupted by excessive talking or any other means.
10. Delegate authority to the head usher to use his discretion about making the sanctuary comfortable by opening windows for more air when necessary.

#### E. Shepherding

1. Congregation is divided into areas with each elder assigned about sixteen families.
2. Elders should keep in contact with their families by making personal visits, telephoning, or sending a card at least every three months. In case of delinquency, personal contact should be made as soon as possible on an individual basis.
3. The Pastor will inform the Elder when a member is sick, hospitalized, or there is a death in the family. A card should be sent if impossible to call or to visit.
4. Elders should advise their families relocating to transfer their membership to another Lutheran Church after they have settled in a new location.
5. When new members are received into membership, extend a cordial welcome by a visit, call or send a card the first week.

#### F. Duties of the Head Elder

1. Preside over the monthly meetings and insures minutes are kept.
2. Attend the council meetings and advise the councils of all decisions made by Elders concerning the worship service.
3. Arrange to meet with the Pastor each month prior to the monthly meetings.
4. To advise the other Elders by phone of any change in the worship

schedule should it be necessary before the next scheduled meeting.

5. Appoint a head usher each year and advise each elder as to what month they are to serve communion.
6. Write a monthly newsletter article informing the congregation of all decisions made concerning the worship service.
7. The head elder should be a spiritual caretaker, who watches for the life and salvations of others.
8. Preserve confidentiality of member's concerns which are discussed at the monthly elder's meeting.

#### G. Format For Monthly Elders' Meeting

1. This meeting is designed to be Pastor and Elders only because of the confidentiality of topics discussed.
2. Any member of the church may attend by formal invitation of the board of Elders for a specific purpose.
3. A specific time during the meeting will be set aside for members requiring counsel with the Elders.

## Article V Board of Stewardship

### A. Membership

The board shall consist of a chairman, the financial secretary, and the treasurer, and as many other members as necessary. Members other than the treasurer shall be appointed by the chairman.

### B. Objective

To supervise the God pleasing management of the congregation's financial program and to promote in the lives of the membership an awareness of and a dedication to God's revealed principles of the stewardship of His creation and, in particular, the wealth over which He places man as manager.

### C. Guiding Principles

1. There should be a clear plan to everything we attempt and it should include an achievable goal.
2. In presenting any communication to the membership about the program ministry, and finances, use Hebrew (picture language) and not Greek (abstract concepts).

### D. Areas Of Responsibility

1. Assist in good stewardship training of the membership through stewardship talks, discussions, forums, visual aids, and whatever other materials and methods that may prove helpful. Ideally this should be carried out through one planned event per month.
2. Develop an ongoing and continually changing display in some visual or pictorial form which can present the budget/program to the congregation. This display should reflect the month by month changes in income and in some way demonstrate those portions of the program which have and have not been accomplished at any given time.
3. Furnish quarterly breakdowns of the total and envelope offerings to show averages, trends, graduations of offerings, etc. Such breakdown should be presented to the congregation in several different forms--posters, displays, newsletter inserts, individual mailings, etc.
4. Arrange for an annual stewardship campaign.
5. The board chairman along with the other members of the board (excluding the treasurer) shall strive to involve the membership in a meaningful manner in the various projects and work of the congregation.
6. General efforts also are to be made to help the membership become aware of the total life implications of stewardship.

## Article VI Board of Evangelism

### A. Membership

The Board shall consist of the chairman and as many other members as necessary. The members shall be appointed by the chairman.

### B. Objectives

To identify and pursue all possibilities for making Our Redeemer Congregation visible to the community and to proclaim the Good News of Jesus Christ both directly and indirectly in the community in such manner and to the end that as many as possible of those living in the community might be brought into a saving relationship with Christ and His Church.

### C. Guiding Principles

1. There should be a clear plan to everything we attempt and it should include an achievable goal.
2. God's plan for evangelism is basically that of individuals reaching individuals. (How can this become a reality in our situation?)

### D. General Statement

Since we have an extremely mobile, unsettled constituency from which we intend to gather our membership, certain things must have precedence.

1. Our congregation must be the friendliest, most open, receptive, sensitive, and aware fellowship possible. This means we need:
  - a. Guest Book usage, attention, and follow-up
  - b. Planned inviting and bringing of newcomers.
2. Our building and grounds must speak the most inviting visual message possible. This means we need to be concerned that everything be clean, orderly, painted, trimmed, landscaped and that the worship situation be conducive to worship.

3. Outreach into the surrounding area must be constantly emphasized and pursued through:
  - a. Publicity in newspapers; news sheets such as the Paraglide, etc., if possible, ads in the religious section of the newspapers and telephone book; as well as special ads in other parts of the newspapers.
  - b. Area coverage with brochure or handbill on a regular rotation basis.
  - c. More restricted area coverage with Sunday School and V.B.S. promotional brochures, heaviest emphasis being placed on those areas close to the church.
4. Personal Evangelism (each one reach one---or two or three or more.)
  - a. Some means of training all the membership in personal evangelism.
  - b. Development of some "how-to" guidelines for distribution to the membership: How to call on someone you don't know; How to call on a prospect; How to call on a person who has visited church.
  - c. A planned procedure for distributing names of visitors and prospects and for recording information from contacts made.
5. Programmed Evangelism (organized canvassing: witnessing canvasses, etc.) This would mean that special training programs would have to be established to equip carefully chosen callers who would normally be the basic Board of Evangelism. This group of callers would minister to persons who have come to our attention in a variety of ways.

#### E. Areas of Responsibility

1. Insure follow-up on visitors to worship and Sunday School.
2. Become aware of and urge proper attention to the visual and material condition of our building and grounds.
3. Plan a variety of systematic outreach programs into the surrounding area on a regular rotation schedule--ads, posters, handbills, billboards.
4. Plan, schedule and carry out training sessions and develop training and guideline materials for our membership in the area of personal evangelism.
5. Develop a procedure for distributing the names of visitors and prospects to member families living in the same area. This would be part of a "sponsor" program. The member family would be asked to visit the persons assigned to them, encourage them in attendance, answer questions, gather certain information, and report to the evangelism committee on results.
6. Plan and conduct special training sessions, canvasses, and witnessing outreach in the area of Programmed Evangelism.

### Article VII Board of Education

#### A. Membership

The board shall consist of the chairman and as many other members as necessary. The members shall be appointed by the chairman.

#### B. Objective

To assure the members of the congregation opportunity to grow in their understanding and practice of the Christian Faith by providing a program which will meet their needs, and promote their participation in the activities of God's family.

#### C. Areas of Responsibility

1. The general supervision of the Sunday School
    - a. Oversee the program
    - b. Enlist adequate teaching staff and provide for adequate training and for substitutes.
    - c. Insure that adequate records are maintained for the Sunday School.
    - d. Provide for lesson materials, supplies, and funding.
    - e. Arrange for adequate storage of all educational supplies.
    - f. Coordinate with the Church Council on the development of the Sunday School budget.
    - g. Assign the specific supervision of the Sunday School program to the Sunday School Superintendent.
  2. The development of the Adult Enrichment Program, assisting in the promotion and presentation of:
    - a. Adult Bible Classes
    - b. Christian Family Training
    - c. Leadership Training
    - d. Schools of Religion: such as Bethel Bible Series
    - e. Membership Instruction
    - f. Retreats and Seminars (for example, Congregational Family Camping)
    - g. This area of Adult Education should be assigned to one Education Board Member.
  3. The Supervision of Summer Education Activities
    - a. Plan and Enact a Summer Program
    - b. Enlist a Staff to carry out the program
    - c. Provide the materials and training necessary
    - d. This area should be assigned to one of the Education Board members.
- D. Duties of the Sunday School Superintendent
1. Supervise the activities of the Sunday School
  2. Keep accurate records on enrollment, attendance, and offerings.
  3. Receive the offerings of the Sunday School each week and insure their transfer to the Treasurer.
  4. Promote the prompt starting and closing of the Sunday School period.
  5. Insure an adequate supply of Sunday School teachers by maintaining an ongoing recruitment program.
  6. Arrange for the initial and ongoing training of the Sunday School Staff.
  7. Provide for the leadership of the Sunday School Opening Devotions.
  8. Greet and assist all visitors and enroll any new students, helping them to get acquainted.
  9. Insure that each new student's home is contacted or visited within one week after enrolling.
  10. Provide the Pastor and Board of Evangelism with the names, addresses, phone numbers of all new children as they enroll.
  11. Conduct the regular Sunday School Staff Meeting.
  12. Prepare and make all orders for Sunday School supplies, lesson materials, and other items.
  13. Plan in coordination with the Board of Evangelism, for periodic outreach and promotion campaigns.
  14. Make regular reports to the Church Council, directly or through the Education Board, on enrollment, attendance, and other matters.
  15. Plan for any Sunday School Christmas Program or other special programs after evaluation and consultation with the Pastor and Education Board.