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Constitution / by-laws
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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 by-laws.

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

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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. Types of Membership

1. Baptized Membership: All members of the congregation who are baptized in the name of the Father, Son, and Holy Ghost, and who are under the spiritual care of the Pastor of this congregation, including children who have not yet been confirmed.

2. Communicant Membership: Includes all who

a. Have been baptized in the name of the Triune God.

b. Have signified their acceptance of Christ as Savior and Lord through confirmation in the Lutheran Church--Missouri Synod.

c. Are familiar with at least the contents of Luther's Small Catechism.

d. Are not members of lodges or orders whose principles and conduct conflict with the Word of God.

3. Associate Membership: Are members of an LCMS church located elsewhere, but who worship locally at Our Redeemer. Because they expect to be in this area temporarily, they do not wish to transfer their membership. The Board of Elders will review each request for Associate Membership and make a recommendation to the Church Council, which will vote to approve or disapprove. Associate Members will join in either a baptized or communicant status. Associate Members have all rights and privileges of membership except for holding elective offices in the congregation. Associate Membership will be automatically terminated when the individual(s) or family departs the Our Redeemer area.

4. Voting Membership: This privilege and responsibility will be limited to communicant members of the congregation who have reached the age of 18 and who have signed the constitution.

B. Reception: Baptized, communicant, and associate members are received through the Sacrament of Holy Baptism, through the consent of one or both parents in the case of children who have been baptized in another Christian

congregation, through the rite of confirmation, through transfer from a sister LCMS congregation, through profession of faith or reaffirmation of faith. The Board of Elders will review all requests to join Our Redeemer and make a recommendation to the Church Council, which will approve or disapprove by vote. Eligible communicant members may be received as voting members upon requesting this such privilege and upon signing the constitution.

C. Duties: Members of the congregation shall conform their entire lives to the rule of God's Word, and to that end make diligent use of the means of grace, exercise faithful stewardship of God's many gifts and talents, impart and adept fraternal admonition as the need of such admonition becomes apparent, and be readily available for service in the kingdom of Christ within and beyond the congregation.

D. Termination of Membership

1. Membership shall be terminated by transfer to a sister LCMS congregation, by death, by joining a congregation outside the fellowship of the congregation, by excommunication, or by self--exclusion.

2. Communicant members who conduct themselves in an un-Christian manner shall be admonished according to Matthew 18:15-20; if they remain impenitent after proper admonition, they shall be excommunicated. Each case will be considered sequentially by the Board of Elders and the Church Council. Cases forwarded by the Council will be presented individually to the voters' assembly for a decision. If such members deliberately absent themselves from the meeting(s) at which their case is discussed, they will be regarded as having excluded themselves from the membership in the congregation.

3. Members who, without cause, absent themselves from worship for more than 6 months shall, at the discretion of the Pastor and Board of Elders, be placed on a mission list. They will be sent a letter offering spiritual encouragement and a request to rejoin the active ranks of the church. Those who request release or who don't respond within 2 months will be dropped from membership through self-exclusion. A letter confirming this will be sent.

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 by-laws 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 supersedes all documents of similar nature issued before this date. Revised on February 26, 1989.

BY-LAWS

Article I Calling of Pastors and Teachers

A. Nominations

1. When a pastor is to be called, every member of the congregation shall have the privilege of making one or more nominations.
2. All nominations shall be submitted in writing to the Call Committee appointed by the Council President.
3. All nominations shall be in accordance with Article VIII of the constitution.
4. The Call Committee shall forward the list of nominees to the District President for evaluation and consideration.
5. The Call Committee shall review the list of approved candidates received from the District President and publish a list of preferred candidates together with a biographical sketch of each.

B. Elections

1. A voter's meeting shall be convened for the purpose of calling a new pastor or teacher.
2. Voting shall be by secret ballot.
3. A Divine Call will be sent to the candidate receiving the majority of the votes.

C. Call Process

The Call Process 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 II 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 \$750. # 1,000

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, ¹ vice-president, ² secretary, ³ treasurer, ⁴ financial ⁵ secretary, ⁶ chairmen of the boards of stewardship, evangelism, education, ⁷ head, ⁸ elders, trustee and fellowship. ⁹ 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 January Voters' Assembly meeting and shall take office in February of the same year.
3. Vacancies, as defined in Section F, of any office, except the ¹⁰ president, shall be filled by appointment of the Church Council. A vacancy in the office of the ¹¹ president shall be filled by the vice-¹² president.
4. All voting members of the congregation ¹³ 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 preferred. The list of those persons nominated shall be included with the written notification for the January voters' assembly meeting. Additional nominations can be made from the floor at the January 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. *as deemed by the members*
3. Balloting shall continue until all officers and chairpersons are

Council
Voters
10

elected.

C. Officers

1. The officers of the church council shall consist of: *chairman* president, vice-president, secretary and treasurer. *financial secty*
2. The newly elected church council shall meet at the regular church council meeting in February.
3. The term of office for the church council officers shall be for one year beginning February 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.
4. *Emergency business can be called by 3 council members between normally scheduled meetings*

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 member 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 upmost prudence. They shall keep the council informed of their progress and bring any special problems before the council.

How is this done?

H. Duties of the Officers

1. President *CHAIRMAN*

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.
- g. Act as direct-line supervisor of paid church staff; prepare, with assistance of appropriate council members, elders, or church members, regular (90 days and 6 mos. when first hired, annually thereafter) written, performance appraisals; recommended pay and benefit levels and changes; recommend and request budget for continuing education of paid church staff as required; resolve any disputes as to scope of duties and chain of responsibility.

VOTERS

2. Vice-President *CHAD*

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

1 2 5. FINANCIAL SECRETARY
 TOTAL 5 VOTES
 Council

Article IV The Board of Elders

A. Objective: The Board of Elders supports the ministry of Our Redeemer Lutheran Church in accordance with the doctrine, guidance, and confessional standard of the Lutheran Church, Missouri Synod. The Elders serve as lay ministers, ensuring the spiritual well-being of the congregation, the Pastor, and their care groups. The Elders also assist the Pastor in the performance of his duties.

B. Qualifications, Composition, Election/Appointment, and Constitutional Authority

- 1. Qualifications: Elders should possess Christian knowledge, zeal, and maturity. They should be voting members of OR, at least 27 years of age, and members of an LCMS congregation for at least 3 years.
- 2. Composition/Election: The board shall consist of 10 members. ~~The term of office will be 2 years with 5 elected by the Voters' Assembly each year.~~ *Members can serve consecutive terms in good standing*
- 3. Appointment: 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. Should that term overlap with any congregational elections, the appointed elder's name will be put to the congregation for affirmation.
- 4. Constitutional Authority: The board will work within the doctrine and guidance of the LCMS and the Constitution and Bylaws of OR.

C. Responsibilities of Elders and the Head Elder

- 1. Ensure that worship, congregational functions, and all instruction and Sunday School/Bible classes are conducted in accordance with the established doctrine of the LCMS.
- 2. Assist the Pastor in the preparation of worship services by ensuring that ushers, acolytes, and readers are scheduled, that nursery care is provided, and that altar guild preparations are complete. Participate in the conduct of the service by assisting with the distribution of Communion or other parts of the service as appropriate.
- 3. Shepherd assigned care group member families through regular personal contacts, providing encouragement and assistance, and keeping the Pastor updated as necessary. Monitor communion and church attendance of member families, providing input to the mission list as

- appropriate.
4. Serve as an example to other members of the congregation through regular worship, participation in Bible Studies/devotions, and support of church activities.
 5. Participate in monthly (and additional, if necessary) elder meetings. Pray for leaders of our church, district, and synod. Perform other duties as required.
 6. Head Elder responsibilities: In addition to duties listed above, the Head Elder will preside over Elders' meetings and ensure coordination of elder actions/activities, routinely coordinate with the Pastor on church/congregational matters, ensure that worship services are conducted in the Pastor's absence, participate as a member of the church council, ensure all members of the congregation have an elder, and develop/monitor the mission list.

Article V Board of Stewardship

② or Financial Secretary?

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 ⁽³⁾

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 to 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 4

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.

Article VIII Board of Trustees 5

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 maintain and protect all property of the congregation in such manner that the appearance and upkeep of these things serve as a passive evangelism tool of the congregation in the meeting of its stated purpose of proclaiming Christ and bringing people into God's family.

C. Areas Of Responsibility:

1. General cleaning of the church building
 - a. Establish and implement a schedule of cleaning to be followed by the janitor.
 - b. Insure the cleaning of the building each week according to the cleaning guidelines developed for this purpose.
 - c. Schedule periodic cleaning of the windows and walls.
 - d. Polish the floors weekly and strip and re wax as needed.
2. Repair and maintenance of the building.

- a. Annual inspection of all church property to determine recommended maintenance and repairs to be undertaken.
 - b. Take required corrective action for any plumbing, electrical, storage, or other needs or problems that may arise.
 - c. Develop a yearly schedule of painting needs which will insure the renewal and protection of all surfaces subject to wear and deterioration due to use or weather.
 - d. Servicing of the furnace and air conditioning units on a regular basis (filters changed, parts oiled, etc.)
3. General Care of Grounds
- a. A schedule for the regular mowing of the grass should be developed and carried out.
 - b. A Plan should be developed for the regular care, placement, and replacement of shrubs; as well as the seeding and fertilizing of the lawn, so that the attractiveness of the building and grounds will be insured.
 - c. Periodic scheduling of Work Days for the purpose of carrying out of various planned projects and major cleanups.
 - d. Investigate and pursue the development of areas of property for picnics and recreational purposes (for example: volleyball court, permanent picnic tables, etc.)
4. ANNUAL property inventory and review of service contracts and insurance (report and recommendations to be made to the church council). The following items are to be included: service contracts on furnace and air conditioning units; insurance on building and grounds; safety check of building and property.

Article IX Board of Fellowship

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 create an atmosphere and series of activities that will facilitate fellowship among members and visitors. Fellowship is defined, in light of Acts 2:42-47 and I Corinthians 12:12-31, as an activity where individuals are "common" to each other, where walls are broken down and feelings of superiority and inferiority are eliminated.

C. Areas of Responsibility:

1. Assist the elders in creating a warm fellowship in each of the services.
2. Assist the elders and the Care Groups in assimilating and welcoming new members.
3. Establish and maintain a group of greeters who are trained in greeting and who will insure the proper usage of the Guest Books.
4. To enlist individuals who will sponsor "coffee fellowships" before or after services and other activities that will facilitate fellowship in existing programs or through additional activities.
5. To plan and coordinate a series of special fellowship events and activities for the entire church year that will involve all segments of the congregation.
6. To monitor fellowship events and report to the church council on fellowship needs.

Article X, Job Description Church Secretary

A. Purpose

The purpose of this description is to provide the general responsibilities and minimum qualifications of the church secretary, describe the environment in which the secretary will work, and detail to whom the secretary is accountable. Based upon this, the secretary should understand what is expected in the job as well as what criteria will be used to evaluate the secretary's performance, and, what may be expected from the Pastor and church officers.

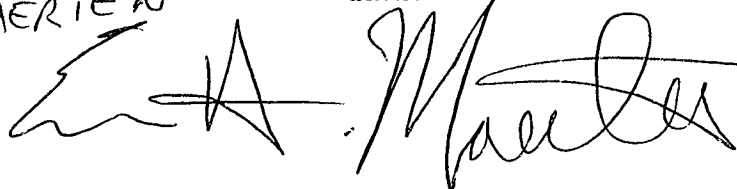
B. Scope:

The Secretary is the primary point of contact for people calling or visiting the church during the normal work week. As such, the secretary is initially responsible for establishing and maintaining a high degree of professionalism in their work area and in their personal demeanor; an essential element of this is maintenance of strict confidentiality concerning church matters and members. The Secretary must represent the church in a dignified and courteous manner and ensure that assigned tasks and duties are accomplished by the specified time; that required support to the Pastor, church officers, and, committees is provided, and that all decisions outside the purview of the Secretary are promptly referred to the appropriate individual. The Secretary will report on a solid-line basis (directly) to the Church Council President who will evaluate the performance of the Secretary, and, make recommendations concerning any employment issues to the Church Council. The Secretary will report on a dotted-line basis to the Pastor. The Church Council President will resolve any conflicting priorities, etc.

C. Specific Duties:

1. Daily: Keep office area neat and organized
Answer the phone, take messages, refer callers as necessary
Sort/refer/answer (as appropriate) mail
Maintain petty cash box; disburse as needed; report activity monthly.
2. Weekly: Collect information for and prepare bulletin; obtain approval of bulletin and monthly newsletter by designated council member
Take trash out
Change road sign
3. Monthly: Collect information for and prepare newsletter
Prepare volunteer sign-up sheets
4. As needed: Accomplish administrative tasks assigned by Pastor, Church President, Head Elder, or others as designated by those individuals
Maintain, and publish as requested, updated membership rolls
Advise trustee of needed repairs
Advise appropriate officer or member of correspondence or action required
Contact newspaper with worship updates
Change door sign
Initiate prayer requests with forwarded information; advise Pastor and Elder

ERIC H. MAERTEAN



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Establish and maintain files of church records
Prepare routine and special items for mail
Ensure stockage of routine office supplies
Order church related materials as appropriate or directed
by authorized church officials

D. Minimum Qualifications:

Ability to use Computer Hardware and WP Software
Be able to lift up to 30 lbs. as needed
Work without direct supervision to accomplish assigned tasks
Coordinate with others to get information to complete tasks
Ability to use basic office equipment
Possess telephone and people skills