

PREFACE

Reviewing and Understanding the organization

of

EMMANUEL'S CONSTITUTION

As you review this document, there are guides that will be helpful for you in understanding the organization, rationale and content. Further, the content seeks to provide flexibility, policy and procedural direction that can be of assistance in the coordination of ministry for this congregation through its evolving leadership. The document brings us face to face with who we are and to whom we belong.

There are sections of this constitution that reflect Emmanuel's history and the way that the congregation has done ministry and conducted official business in the past. There are also sections that have proven to be helpful to other congregations. In addition, this constitution is intended to update and give helpful direction for our shared ministry. As our future ministry evolves, constitutional changes will be necessary. This document embodies the most recent constitution recommendations from the ELCA and the South Carolina Synod.

There are sections of the document marked **(C*)**. These are parts of the constitution that are required by the ELCA and can not be changed. These sections may be deleted, revised, or new items added as changes come to us through the ELCA from time to time.

There are sections of the document that are marked with a **(C)**. These are parts of the constitution that can be changed by two-thirds of this congregation's voting membership when presented at an officially called congregational meeting that is called for this purpose. There are parts of the document in this category that are recommended by the ELCA, gleaned from our sister congregations and parts that are uniquely Emmanuel's.

The sections of the document marked **(BL)** are By-Laws. They can be changed by a majority of the congregational voters when presented at an officially called congregational meeting for this purpose.

The sections of the document that are marked **(CR)** are Continuing Resolutions and can be changed by a majority vote of the Congregation Council, without presentation to the congregation and without the approval of the congregational membership.

A six digit numbering system is used to help us find our way through the constitution in an orderly manner. This codification will help to locate a specific part of the governing document that is of concern. A similar system is used throughout the larger church organization. Further, this system facilitates flexibility. Changes may be made by removing pages or adding pages without renumbering or reprinting the whole constitutional document. This numbering system will make it easier to keep an updated constitution.

(00.00.00)

The **first two numbers** indicate the specific chapter number.

The **third and fourth numbers** indicate the specific paragraph of that chapter.

The **fifth and sixth numbers** indicate subject-related paragraphs or sub-topics.

Related Constitutional, By-laws, and Continuing Resolutions subjects are grouped in a reasonable and logical manner.

Constitution Committee,

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November 17, 2002

CONSTITUTION
for
EMMANUEL LUTHERAN CHURCH
West Columbia, S.C.
SOUTH CAROLINA SYNOD
EVANGELICAL LUTHERAN CHURCH IN AMERICA

***PREAMBLE**

We, the baptized members of the Church of Christ, responding in faith to the call of the Holy Spirit through the Gospel, desiring to unite together to preach the Word, administer the sacraments and carry out God's mission, do hereby adopt this constitution and solemnly pledge ourselves to be governed by its provisions. In the name of the Father and of the Son and of the Holy Spirit. AMEN.

CHAPTER 1

NAME AND INCORPORATION

1.01C The name of this congregation shall be Emmanuel Lutheran Church of the South Carolina Synod, Evangelical Lutheran Church in America.

1.02C For the purpose of this constitution, Emmanuel Lutheran Church of the South Carolina Synod, ELCA, is hereinafter designated as "this congregation."

1.03C The seal of this congregation shall be the seal of the South Carolina Synod, Evangelical Lutheran Church in America surrounded by the words "Emmanuel Lutheran Church, West Columbia, S.C."

1.04C This congregation shall be incorporated under the laws of the State of South Carolina.

CHAPTER 2

CONFESSION OF FAITH

2.01C* This congregation confesses the Triune God, Father, Son and Holy Spirit.

2.02C* This congregation confesses Jesus Christ as Lord and Savior and the Gospel as the power of God for the salvation of all who believe.

- a. Jesus Christ is the Word of God incarnate, through whom everything was made and through whose life, death and resurrection God fashions a new creation.
- b. The proclamation of God's message to us as both Law and Gospel is the Word of God, revealing judgment and mercy through word and deed, beginning with the Word in creation, continuing in the history of Israel and centering in all its fullness in the person and work of Jesus Christ.
- c. The canonical Scriptures of the Old and New Testaments are the written Word of God. Inspired by God's Spirit speaking through their authors, they record and announce God's revelation centering in Jesus Christ. Through them God's Spirit speaks to us to create and sustain Christian faith and fellowship for service in the world.

2.03C* This congregation accepts the canonical Scriptures of the Old and New Testaments as the inspired Word of God and the authoritative source and norm of its proclamation, faith and life.

2.04C* This congregation accepts the Apostles', Nicene, and Athanasian Creeds as true declarations of the faith of this congregation.

2.05C* This congregation accepts the Unaltered Augsburg Confession as a true witness to the Gospel, acknowledging as one with it in faith and doctrine all churches that likewise accept the teachings of the Unaltered Augsburg Confession.

2.06C* This congregation accepts the other confessional writings in the Book of Concord, namely, the Apology of the Augsburg Confession, the Smalcald Articles and the Treatise, the Small Catechism, the Large Catechism and the Formula of Concord as further valid interpretations of the faith of the Church.

2.07C* This congregation confesses the Gospel, recorded in the Holy Scriptures and confesses in the ecumenical creeds and Lutheran confessional writings as the power of God to create and sustain the Church for God's mission in the world.

CHAPTER 3

NATURE OF THE CHURCH

3.01C* All power in the Church belongs to our Lord Jesus Christ, its head. All actions of the congregation are to be carried out under his rule and authority.

3.02C* The church exists both as an inclusive fellowship and as local congregations gathered for worship and Christian service. Congregations find their fulfillment in the universal community of the Church and the universal Church exists in and through congregations. The Evangelical Lutheran

Church in America, therefore, derives its character and powers both from the sanction and representation of its congregations and from its inherent nature as an expression of the broader fellowship of the faithful. In length, it acknowledges itself to be in the historic community of the communion of saints; in breadth, it expresses the fellowship of believers and congregations in our day.

CHAPTER 4

STATEMENT OF PURPOSE

4.01C* The church is a people created by God in Christ, empowered by the Holy Spirit, called and sent to bear witness to God's creative, redeeming and sanctifying activity in the world.

4.02C* To participate in God's mission, this congregation as a part of the Church shall:

- a. Worship God in proclamation of the Word and administration of the sacraments and through lives of prayer, praise, thanksgiving, witness and service.
- b. Proclaim God's saving Gospel of justification by grace for Christ's sake through faith alone, according to the apostolic witness in the Holy Scripture, preserving and transmitting the Gospel faithfully to future generations.
- c. Carry out Christ's Great Commission by reaching out to all people to bring them to faith in Christ and by doing all ministry with a global awareness consistent with the understanding of God as Creator, Redeemer and Sanctifier of all.
- d. Serve in response to God's love to meet human needs, caring for the sick and the aged, advocating dignity and justice for all people, working for peace and reconciliation among the nations and standing with the poor and powerless and committing itself to their needs.
- e. Nurture its members in the Word of God so as to grow in faith and hope and love to see daily life as the primary setting for the exercise of their Christian calling and to use the gifts of the spirit for their life together and for their calling in the world.
- f. Manifest the unity given to the people of God by living together in the love of Christ and by joining with other Christians in prayer and action to express and preserve the unity which the Spirit gives.

4.03C* To fulfill these purposes, this congregation shall:

- a. Provide services of worship at which the Word of God is preached and the sacraments are administered.
- b. Provide pastoral care and assist all members to participate in this ministry.
- c. Challenge, equip and support all members in carrying out their calling in their lives and in their congregation.
- d. Teach the Word of God.

- e. Witness to the reconciling Word of God in Christ, reaching out to all people.
- f. Respond to human need, work for justice and peace, care for the sick and the suffering and participate responsibly in society.
- g. Motivate its members to provide financial support for the congregation's ministry and the ministry of other parts of the Evangelical Lutheran Church in America.
- h. Foster and participate in interdependent relationships with other congregations, the synod and the churchwide organizations of the Evangelical Lutheran Church in America.
- i. Foster and participate in ecumenical relationships consistent with churchwide policy.

4.04C* This congregation shall develop an organizational structure to be described in the bylaws. The Congregational Council shall prepare descriptions of the responsibilities of each committee, task force or other organizational group and shall review their actions.

4.05C* This congregation shall, from time to time, adopt a mission statement which will provide specific direction for its ministry.

4.05.01BL The congregational officers shall appoint a Task Force of no less than three persons to be responsible for writing and presenting a Mission Statement and Goals for the Congregation Council and the congregation for their consideration annually. The response to the statement and goals shall be reviewed and evaluated during the year. The evaluation results, with recommendations shall be presented to the Congregation Council by the regular August meeting each year.

4.05.02BL The proposed goals shall be measurable and shall contain both long and short range objectives. Further, the mission statement and goals shall challenge the congregation to grow in expressions of worship, outreach and ministry.

4.05.03BL The congregational budget shall reflect the needed financial support to achieve these goals.

CHAPTER 5

POWERS OF THE CONGREGATION

5..01C* The powers of this congregation are those necessary to fulfill its purpose.

5.02C* The powers of this congregation are vested in the Congregation Meeting called and conducted as provided in this constitution and bylaws.

5.03C* Only such authority as is delegated to the Congregation Council or other organizational units in the congregation's governing documents is recognized. All remaining authority is retained by the congregation. The congregation is authorized to:

- a. Call a pastor as provided in Chapter 9;
- b. Terminate the call of a pastor as provided in Chapter 9;

- c. call or terminate the call of associates in ministry, deaconesses and diaconal ministers in conformity with the applicable policy of the Evangelical Lutheran Church in America;
- d. Approve the annual budget;
- e. Acquire real and personal property by gift, devise, purchase, or other lawful means;
- f. Hold title to and use its property for any and all activities consistent with its purpose;
- g. Sell, mortgage, lease, transfer, or otherwise dispose of its property by any lawful means;
- h. Elect its officers and Congregation Council and require that they carry out their duties in accordance with the Constitution, Bylaws and Continuing Resolutions;
- i. Terminate its relationship with the Evangelical Lutheran Church in America as provided in Chapter 6.

5.04C* This congregation shall choose from among its voting members lay persons to serve as voting members of the Synod Assembly as well as persons to represent it at meetings of any conference, cluster, coalition, or other area subdivision of which it is a member. The number of persons to be elected by the congregation and other qualifications shall be as prescribed in guidelines established by the South Carolina Synod of the Evangelical Lutheran Church in America.

CHAPTER 6

CHURCH AFFILIATION

6.01C* This congregation shall be an interdependent part of the Evangelical Lutheran Church in America or its successor and of the South Carolina Synod of the Evangelical Lutheran Church in America. This congregation is subject to the discipline of the Evangelical Lutheran Church in America.

6.02C* This congregation accepts the Confession of Faith and agrees to the Purposes of the Evangelical Lutheran Church in America and shall act in accordance with them.

6.03C*. This congregation acknowledges its relationship with the Evangelical Lutheran Church in America in which:

- a. This congregation agrees to be responsible for its life as a Christian community.
- b. This congregation pledges its financial support and participation in the life and mission of the Evangelical Lutheran Church in America.
- c. This congregation agrees to call pastoral leadership from the clergy roster of the Evangelical Lutheran Church in America in accordance with its call procedures except in special circumstances and with the approval of the Bishop of the South Carolina Synod.
- d. This congregation agrees to consider associates in ministry, deaconesses, and diaconal ministers for call to other staff positions according to the procedures of the Evangelical Lutheran Church in America.
- e. This congregation agrees to file this constitution and any subsequent changes to this constitution with the South Carolina Synod of the Evangelical Lutheran Church in America for review to ascertain that all of its provisions are in agreement with the constitution and

bylaws of the Evangelical Lutheran Church in America and with the constitution of the Synod.

6.04C* Affiliation with the Evangelical Lutheran Church in America may be terminated as follows:

- a. This congregation takes action to dissolve,
- b. This congregation ceases to exist,
- c. This congregation is removed from membership in the Evangelical Lutheran Church in America according to the procedures for discipline of the Evangelical Lutheran Church in America,
- d. This congregation follows the procedures outlined in *C6.05.

6.05C* This congregation may terminate its relationship with the Evangelical Lutheran Church in America by the following procedure:

- a. A resolution indicating the desire of this congregation to terminate its relationship must be adopted at a legally called and conducted special meeting of this congregation by a two-thirds majority of the voting members present.
- b. The secretary of this congregation shall submit a copy of the resolution to the synodical bishop and shall mail a copy of the resolution to voting members of this congregation. This notice shall be submitted within ten (10) days after the resolution has been adopted.
- c. The bishop of the synod shall consult with the congregation during a period of at least ninety (90) days.
- d. If this congregation, after consultation, still desires to terminate its relationship, such action may be taken at a legally called and conducted special meeting by a two-thirds majority of the voting members present, at which meeting the bishop of the synod or an authorized representative shall be present. Notice of the meeting shall be mailed to all voting members at least ten (10) days in advance of the meeting.
- e. A certified copy of the resolution to terminate its relationship shall be sent to the synodical bishop at which time the relationship between this congregation and the Evangelical Lutheran Church in America shall be terminated.
- f. Notice of termination shall be forwarded by the synodical bishop to the secretary of this church and published in the periodical of this church.
- g. Since this congregation was a member of the Lutheran Church in America, it shall be required, in addition to the foregoing provisions in *C6.05., to receive synodical approval before terminating its membership in the Evangelical Lutheran Church in America.

6.06C* If this congregation considers relocation, it shall confer with the bishop of the synod in which it is territorially located before any steps are taken leading to such action. The approval of the Synod Council shall be received before any such action is effected.

CHAPTER 7

PROPERTY OWNERSHIP

7.01C* If this congregation ceases to exist, title to undisposed property shall pass to the South Carolina Synod of the Evangelical Lutheran Church in America.

7.02C* If this congregation is removed from membership in the Evangelical Lutheran Church in America according to its procedure for discipline, title to property shall continue to reside in this congregation.

7.03C* If a two-thirds majority of the voting members of this congregation present at a legally called and conducted special meeting of this congregation vote to transfer to another Lutheran church body, title to property shall continue to reside in this congregation. Before this congregation takes action to transfer to another Lutheran church body, it shall consult with representatives of the South Carolina Synod.

7.04C* If a two-thirds majority of the voting members of this congregation present at a regularly called and conducted special meeting of this congregation vote to become independent or related to a non-Lutheran church body, title to property of this congregation shall continue to reside in this congregation only with the consent of the Synod Council. The Synod Council, after consultation with this congregation by the established synodical process, may give approval to the request to become independent or to relate to a non-Lutheran church body, in which case title shall remain with the majority of this congregation. If the Synod Council fails to give such approval, title shall remain with those members who desire to continue as a congregation of the Evangelical Lutheran Church in America.

CHAPTER 8

MEMBERSHIP

8.01C* Members of this congregation shall be those baptized persons on the roll of this congregation at the time that this constitution is adopted and those who are admitted thereafter and who have declared and maintained their membership in accordance with the provisions of this constitution and its bylaws.

8.02C* Members shall be classified as follows:

- a. **Baptized members** are those persons who have been received by the Sacrament of Holy Baptism in this congregation, or having been previously baptized in the name of the Triune God, have been received by certificate of transfer from other Lutheran congregations or by affirmation of faith.
- b. **Confirmed members** are baptized persons who have been confirmed in this congregation, those who have been received by adult baptism or by transfer as confirmed members from other Lutheran congregations, or baptized persons received by affirmation of faith.
- c. **Voting members** are confirmed members. Such confirmed members, during the current or preceding calendar year, shall have communed in this congregation and shall have made a contribution of record to this congregation.

- d. **Associate members** are persons holding membership in other [Lutheran] [Christian] congregations who wish to retain such membership but desire to participate in the life and mission of this congregation, or persons who wish to retain a relationship with this congregation while being members of other congregations. They have all the privileges and duties of membership except voting rights and eligibility for elected offices or membership on the Congregation Council of this congregation.

8.02.01BL **Inactive members** are those members who have not communed and who have not made a contribution to this congregation as a matter of official record for one year.

8.03C* All applications for confirmed membership shall be submitted to and shall require the approval of the Congregation Council.

8.04C* It shall be the privilege and duty of members of this congregation to:

- a. Make regular use of the means of grace, both Word and sacraments;
- b. Live a Christian life in accordance with the Word of God and the teachings of the Lutheran church;
- c. Support the work of this congregation, the synod and the churchwide organization of the Evangelical Lutheran Church in America through contributions of their time, abilities and financial support as biblical stewards.

8.05C* Membership in this congregation shall be terminated by any of the following:

- a. Death;
- b. Resignation;
- c. Transfer or release;
- d. Disciplinary action by the Congregation Council, or
- e. Removal from the roll due to inactivity as defined in the bylaws.

Such persons who have been removed from the roll of members shall remain persons for whom the Church has a continuing pastoral concern.

CHAPTER 9

THE PASTOR

9.01C* Authority to call a pastor shall be in this congregation by at least a two-thirds majority ballot vote of members present and voting at a meeting legally called for that purpose. Before a call is issued, the officers or a committee, elected by the Congregation Council to recommend the call, shall seek the advice and help of the bishop of the synod.

9.02C* Only a member of the clergy roster of the Evangelical Lutheran church in America or a candidate for the roster of ordained ministers who has been recommended for the congregation by the synodical bishop may be called as a pastor of this congregation.

9.03C* Consistent with the faith and practices of the Evangelical Lutheran Church in America,

- a. Every ordained minister shall:
 - 1) Preach the Word;
 - 2) Administer the sacraments;

- 3) Conduct public worship;
 - 4) Provide pastoral care;
 - 5) Speak publicly to the world in solidarity with the poor and oppressed, calling for justice and proclaiming God's love for the world.
- b. Each ordained minister with a congregational call shall, within the congregation:
- 1) Offer instruction, confirm, marry, visit the sick and distressed and bury the dead;
 - 2) Supervise all schools and organizations of this congregation;
 - 3) Install regularly elected members of the Congregation Council;
 - 4) With the council, administer discipline.
- c. Every pastor shall:
- 1) Strive to extend the Kingdom of God in the community, in the nation and abroad;
 - 2) Seek out and encourage qualified persons to prepare for the ministry of the Gospel;
 - 3) Impart knowledge of this church and its wider ministry through distribution of its periodicals and other publications;
 - 4) Endeavor to increase the support given by the congregation to the work of the church wide organizations of the Evangelical Lutheran Church in America (ELCA) and of the South Carolina Synod of the ELCA.

9.03.01BL The pastor of this congregation shall serve, or shall designate the minister to serve as the officiating minister for all services at which the word of God is to be preached and the sacraments are administered and shall not be limited to worship, weddings, funerals and baptisms.

9.04C* The specific duties of the pastor, compensation and other matters pertaining to the service of the pastor shall be included in a letter of call, which shall be attested by the bishop of the synod.

9.05C*

- a. The call of a congregation, when accepted by a pastor, shall constitute a continuing mutual relationship and commitment, which, except in the case of the death of the pastor, shall be terminated only following consultation with the synodical bishop and for the following reasons:
- 1) Mutual agreement to terminate the call or the completion of a call for a specific term;
 - 2) Resignation of the pastor, which shall become effective, unless otherwise agreed, 30 days after the date on which it was submitted;
 - 3) Inability to conduct the pastoral office effectively in the congregation in view of local conditions, without reflection on the competence or the moral and spiritual character of the pastor;
 - 4) The physical or mental incapacity of the pastor;
 - 5) Disqualification of the pastor through discipline on grounds of doctrine, morality or continued neglect of duty;
 - 6) The dissolution of the congregation ;
 - 7) Suspension of the congregation as a result of discipline proceedings.

- b. When allegations of physical or mental incapacity of the pastor or ineffective conduct of the pastoral office have come to the attention of the bishop or the synod, the bishop in his or her sole discretion may, or when such allegations by the Congregation Council or by a petition signed by at least one-third of the voting members of the congregation, the bishop shall, investigate such conditions personally in company with a committee of two ordained ministers and one layperson.
- c. In case of alleged physical or mental incapacity, competent medical testimony shall be obtained. When such disability is evident, the bishop of the synod with the advice of the committee shall declare the pastorate vacant. Upon the restoration of a disabled pastor to health, the bishop of the synod shall take steps to enable the pastor to resume the ministry, either in the congregation last served or in another field of labor.
- d. In the case of alleged local difficulties that imperil the effective functioning of the congregation, all concerned persons shall be heard, after which the bishop of the synod together with the committee described in C*9.05.b shall decide on the course of action to be recommended to the pastor and the congregation. If they agree to carry out such recommendations, no further action shall be taken by the synod. If either party fails to assent, the congregation may dismiss the pastor at a legally called meeting after consultation with the bishop, either (a) by a two-thirds majority vote of the voting members present and voting where the bishop and the committee did not recommend termination of the call, or (b) by a simple majority vote of the voting members present and voting where the bishop and the committee recommended termination of the call.
- e. If, in the course of proceedings described in *C9.05.d., the committee concludes that there may be grounds for disciplinary action, the committee shall make recommendation concerning disciplinary action to the synodical bishop, who may bring charges in accordance with the provisions of the constitution and bylaws of the Evangelical Lutheran Church in America and the constitution of this synod.
- f. If, following the appointment of the committee described in *C9.05.b. or d., it should become apparent that the pastoral office cannot be conducted effectively in the congregation being served by the ordained minister due to local conditions, the bishop of the synod may temporarily suspend the pastor from service in the congregation without prejudice and with pay provided through a joint synodical and church wide fund and with housing provided by the congregation.

9.06C* At a time of pastoral vacancy, an interim pastor shall be appointed by the bishop of the synod with the consent of this congregation or the Congregation Council.

9.07C* During the period of service, an interim pastor shall have the rights and duties in the congregation of a regularly called pastor and may delegate the same in part to supply pastor with the consent of the bishop of the synod and this congregation or Congregation Council. The interim pastor and any ordained pastor providing assistance shall refrain from exerting influence in the selection of a pastor.

9.08C* This congregation shall make satisfactory settlement of all financial obligations to a former pastor before calling a successor. A pastor shall make satisfactory settlement of all financial obligations to this congregation.

9.09C* When a pastor is called to serve in company with another pastor or pastors, the privileges and responsibilities of each pastor shall be specified in documents to accompany the call and to be drafted in consultation involving the pastors, the Congregation Council and the bishop of the synod. As occasion requires, the documents may be revised through a similar consultation.

9.11C* With the approval of the bishop of the synod, the congregation may depart from *C9.05.a. and call a pastor for a specific term. Details of such calls shall be in writing setting forth the purpose and conditions involved. Prior to the completion of a term, the bishop or a designated representative of the bishop shall meet with the pastor and representatives of the congregation for a review of the call. Such a call may also be terminated before its expiration in accordance with the provisions of *C9.05.a.

9.12C* The pastor of this congregation shall:

- a. Keep accurate parochial records of all baptisms, confirmations, marriages, burials, communicants, members received, members dismissed or members excluded from the congregation;
- b. Submit a summary of such statistics annually to the synod;
- c. Become a member of this congregation upon receipt and acceptance of the letter of call.

9.13C* The pastor(s) shall submit a report of his or her ministry to the bishop of the synod at least 90 days prior to each regular meeting of the Synod Assembly.

9.20C Ecumenical pastoral ministry

9.21C Under special circumstances, subject to the approval of the synodical bishop and the concurrence of this congregation, an ordained minister of a church body with which the Evangelical Lutheran Church in America has officially established a relationship of full communion may serve temporarily under contract as pastor of this congregation.

CHAPTER 10

CONGREGATION MEETINGS

10.01C The semi-annual meetings of this congregation shall be held as specified in the bylaws.

- 10.01.01BL The Annual Meeting, Part I, of this congregation shall be held for the purpose of:
- a. Electing Congregation Council Members.
 - b. Adopting a budget for the following year.
 - c. Adopting a Congregation Mission Statement and Goals for the following year.
 - d. Presenting and responding to new business presented by council and voting members.

10.01.02BL The Annual Meeting, Part I, shall be held after worship no later than the Sunday that precedes the Congregation Council's regular December meeting and no earlier than two Sundays prior to the beginning of Advent.

- 10.01.03BL The Annual Meeting, Part II, of this congregation shall be held for the purpose of:
- a. Officially receiving the Congregation Council's annual report on committee work for the preceding calendar year.
 - b. Other specified business that has met the provisions of this constitution.

10.01.04BL The Annual Meeting, Part II shall be held after worship on a Sunday after January 1st, but prior to the first Sunday in Lent.

10.02C A special Congregation Meeting may be called by the pastor, the Congregation Council, or the president of this congregation and shall be called by the president of the congregation upon the written request of ten percent of the voting members. The call for a special meeting shall specify the purpose for which it is to be held and no other business shall be transacted. A special called meeting must be held no later than sixty (60) days after the special request has been officially made.

10.03C Notice of all meetings of this congregation shall be given at the services of worship on the preceding two consecutive Sundays and through an announcement in The Manger or by a special mailing to voting members 10 days prior to the meeting. Meeting announcements made through the mail are to be sent to the last known address.

10.04C One-third of the voting members shall constitute a quorum.

10.05C Voting by proxy or by absentee ballot shall not be permitted.

10.06C All actions by the congregation shall be by majority vote except as otherwise provided in this constitution.

10.07C Robert's Rules of Order, latest edition, shall govern parliamentary procedure of all meetings of this congregation.

CHAPTER 11

OFFICERS

11.01C The Congregation Council shall elect officers. Officers shall serve the Congregation Council and the congregation. The term of office is one year, or until a successor is elected. Office terms begin January 1st and end December 31st. *(Updated/Amended November 20, 2005)*

11.02C The officers of this congregation and the Congregation Council shall be the president, vice president, secretary, treasurer and financial secretary.

- a. Duties of the officers are specified in the by-laws.
- b. The president, vice president and secretary shall be members of the Congregation Council.
- c. The treasurer and financial secretary may, or may not be, members of the Congregational Council.

11.02.01BL The duties of the officers shall include, but not be limited to:

President

1. Presiding at all Congregation and Congregation Council Meetings.
2. Work cooperatively with the pastor in developing agendas for all meetings.
3. Shall work with all council committee representatives to insure that committees are functioning and accomplishing their respective responsibilities.
4. Shall support and be responsive to the congregational membership, committees and pastor in the accomplishment of current ministry goals.
5. Perform all duties prescribed by this constitution and directed by the congregation council.

Vice-President

1. Shall perform all duties of the president in the absence of the president and pastor.
2. Shall perform the duties assigned by the president.
3. Shall support all election activities by:
 - a. Preparing and distributing ballots for all voting at congregational meetings,
 - b. Designating tellers for voting at congregational meetings,
 - c. Having a current listing of the congregation's voting membership and be mindful of this list when distributing ballots,
 - d. Reconciling, announcing and publishing the results of all balloting,
 - e. Providing the president, pastor and secretary with reconciled copies of the balloting results by the following regular council meeting and
 - f. Preserving and storing all voted ballots for one year after the balloting.

Secretary

1. Shall record minutes of all congregation and council meetings.
2. Shall keep attendance record for council members with absentees being noted by name in minutes for current meeting.
3. Written minutes shall be distributed to the officers and council members within fourteen days following a meeting.
4. Have all minutes approved by the congregation council at the council's next regularly scheduled meeting.
5. Minutes from all congregational and council meetings for the calendar year shall be filed with the archives of the congregation by January 31st.

Treasurer

1. Shall be accountable to the Congregation Council for making all authorized disbursements.
2. Shall manage banking accounts and investments of this congregation at the direction of the Congregation Council.
3. Shall be a member of the Budget and Finance Committee.
4. Shall annually submit financial records to the congregation's audit committee and auditor employed by the congregation council.
5. Shall seek help from the Congregation Council, Audit Committee and auditor on any financial matter that is necessary to insure an efficient and accurate accounting procedure.
6. Shall observe the follow order in distributing financial resources; benevolence, staff salaries and their related support items, insurance, banking obligations, utilities and other operational expenses as financial resources will allow.
7. Shall refer payment decisions to the Congregation Council should there be inadequate financial resources to satisfy scheduled disbursements.

Financial Secretary

1. Shall be accountable to the Congregation Council for receiving, recording, crediting and reporting monetary income from all sources.
2. Shall assist the tellers in following an orderly procedure for counting, recording, preparing and making bank deposits.
3. Shall coordinate the activities of the tellers and office administrator for reconciling deposits.
4. Shall work with the membership committee in determining membership status.
5. Shall distribute financial statements to the congregation membership by July 31st and January 31st, or within 10 days upon an individual request.

Ex-Officio President

1. The pastor shall be the continuing ex-officio president, officer of the congregation and member of the Congregation Council.
2. Shall be an available advisor to the president in matters of parliamentary procedure and the conducting of meetings.
3. Shall be available to participate in meetings of the congregation and a ready advisor for committee work.

11.03C The term of office for congregational officers shall be:

- a. The president, vice-president and secretary shall serve at the pleasure of the Congregation Council for a one year term and shall not serve more than three consecutive years.
- b. The treasurer and financial secretary shall serve at the pleasure of the Congregation Council for a one year term and shall have no limit on the number of terms served.
- c. The pastor; ex-officio president, will serve continually in this office and in conjunction with the call as pastor of this congregation

11.04C No officer shall hold more than one office at a time.

11.05C The newly elected Congregation Council members and officers of this congregation shall be installed at the worship service on or by the Sunday preceding the first regular Congregation Council meeting for the new calendar year.

CHAPTER 12

CONGREGATION COUNCIL

12.01C The voting membership of the Congregation Council shall consist of the pastor(s), and the sixteen elected members. Any voting member of the congregation may be nominated and elected to serve this congregation as a member of the Congregation Council and shall be subject to term limitations as permitted in this office. A membership on the Congregation Council shall be declared vacant when the member:

- a. ceases to be a voting member of this congregation;
- b. is absent from three regular meetings of the Congregation Council during a calendar year. Absences may be excused by a three-fourths majority vote of the Congregation Council.
(Amended November 21, 2004)

12.02C This congregation shall elect fifteen members to serve on the Congregation Council for a three year term. In addition, one youth Congregation Council member shall be elected for a one-year term.

12.02.01BL A nominee for a three-year term on the Congregation Council must be eighteen years of age, or older. The youth nominee must be between fourteen to eighteen years of age when nominated.

12.02.02BL The Congregation Council shall nominate five persons to fill the three year expiring terms and one youth nominee for the one year term.

12.02.03BL In addition, a voting member of this congregation may nominate one candidate for the Congregation Council. This nomination must be given to the president in writing prior to the Congregation Council's regular November meeting.

12.02.04BL All Congregation Council nominees must agree to serve if elected.

12.02.05BL All Congregation Council nominees are to be listed alphabetically for balloting under a three-year or one-year term category. On the first ballot, all nominees shall be listed. On subsequent balloting, up to two persons receiving the largest number of votes from the previous balloting shall be listed for each position remaining to be filled. A nominee is elected when a majority vote has been received.

12.03C A Congregation Council member may serve a single full three-year term. Upon completion of a three-year term, this member will again be eligible for re-election in two years. A youth Congregation Council member will serve a single one-year term.

12.04C Terms for five of the fifteen three-year Congregation Council member positions shall end each year.

12.05C Should a Congregation Council membership position become vacant, the Congregation Council shall elect a successor to complete the unexpired term. Upon the completion of the unexpired term, this successor is an eligible nominee for a single full three-year term.

12.06C The Congregation Council shall have general oversight of the life and activities of this congregation, and in particular, its worship life, to the end that everything be done in accordance with the Word of God, the faith and practice of the Evangelical Lutheran Church in America.

12.07C The duties of the Congregation Council shall include, but not be limited to:

- a. Develop and present a Mission Statement with long-range and short-range planning, set goals and give priorities to the congregation at its Annual Meeting, Part I.
- b. Evaluate past ministry in light of its mission and goals.
- c. Encourage and seek the involvement of all members of this congregation in worship, education, evangelism, stewardship, community outreach and in the care, development and management of the congregation's property.
- d. Oversee and provide the administrative assistance that this congregation needs which will enable it to fulfill its functions and perform its mission.
- e. Develop and maintain a supportive relationship with the pastor(s) and staff and to annually evaluate the fulfillment of their calling, or employment.
- f. Be examples, individually and corporately, of a life style in ministry that is expected of all baptized persons.
- g. Promote a congregational climate of peace and good will. As differences and conflicts arise, endeavor to foster a mutual understanding.
- h. Arrange for pastoral services during sickness or during the absence of the pastor.
- i. Recommend and encourage the use of program resources produced or approved by the Evangelical Lutheran Church in America.
- j. Seek and encourage qualified persons to prepare for the ministry of the Gospel.
- k. Assist the pastor(s) in visiting the sick, the home bound, those who are hurting and in distress, bringing the inactive members back into active membership.
- l. Emphasize partnership with the synod and churchwide organizations of the Evangelical Lutheran Church in America, the South Carolina Synod, as well as cooperate with other congregations, both Lutheran and non-Lutheran, subject to the established policies of the synod and the Evangelical Lutheran Church in America.
- m. Encourage and support the ministries of this congregation through active personal participation.

12.08C The congregation council shall be responsible for financial and property matters of this congregation and shall:

- a. Be the board of trustees of this congregation, and as such shall be responsible for maintaining and protecting its property and the management of its business and fiscal affairs. It shall have the powers and be subject to the obligations that pertain to such boards under the laws of the State of South Carolina, except as otherwise provided herein.

- b. Have the authority to buy, sell or encumber real property with the congregation's approval.
- c. Have the authority to commit 20% of the current congregational budget without congregational approval.
- d. Annually prepare and present a proposed budget for adoption by this congregation.
- e. Include in the proposed budget the necessary funding to support the proposed Mission Statement's goals.
- f. Include in the proposed annual budget this congregation's full share in the support of the wider ministry being carried on in partnership with the synod and church-wide organizations.
- g. Supervise the expenditures of funds in accordance with the approved budget.
- h. Assure that the financial affairs of this congregation are being conducted efficiently, giving particular attention to recording and crediting all income, making prompt payment for all obligations and regularly forward benevolence monies to the synod treasurer.
- i. Be responsible for this congregation's investments and insurance programs.
- j. Retain the services of a certified public accountant to insure sound accounting procedures for the congregational treasurer.

12.09BL This congregation shall strive to give its total share of benevolence as suggested by the South Carolina Lutheran Synod prior to paying other congregational expenses.

12.10C The Congregation Council shall be responsible for seeing that the provisions of this constitution, its bylaws and continuing resolutions are carried out.

12.11C The Congregation Council shall provide for an annual review of this congregation's membership roster.

12.12C The Congregation Council shall be responsible for the employment and supervision of the salaried lay workers of this congregation.

12.13BL The pastor, chairperson of the committee responsible for the ministry area under which the employed lay person works, a representative from the Budget and Finance Committee and a representative from the Mutual Ministry Committee shall interview all prospective lay staff candidates and collectively make all employment and termination recommendations to the Congregation Council.

12.13.01CR Lay employees shall be supervised by and answer directly to the committee chairperson who is responsible for the area of ministry for which the person is employed, or to the person designated by the Congregation Council for this responsibility.

12.13.02CR The pastor, committee chairperson and a member from the Mutual Ministry Committee shall conduct a minimum of one annual job performance evaluation for each of the congregation's lay employees. The result of this evaluation is to be presented to the Congregation Council.

12.14BL The Congregation Council shall meet once a month. A special Congregation Council Meeting may be called by the pastor or the president. The president must call a special meeting at the

request of eight council members. An announcement for all special Congregation Council Meetings, along with the purpose, must be given to all council members at least three days prior to the meeting date.

12.14.01CR The regular monthly meeting of the Congregation Council shall be in the evening on the second Sunday night of each month unless otherwise changed by consensus of council and announced to the congregation 10 days prior to the changed scheduled meeting date.

12.14.02CR An annual Congregation Council Leadership Retreat shall be held by the end of February. Congregation leaders, other than Congregation Council members, may be invited to participate in this event.

12.15BL Ten or more members of the Congregation Council are to be present for the transaction of business.

12.16BL The pastor or interim pastor must be present for all regular or special Congregation Council meetings. However, the pastor or interim pastor may request or consent to be absent. In the absence of the pastor or interim pastor, prior approval of the meeting agenda must be given. Business not on the authorized agenda can not be considered at this meeting.

12.17BL Should there be repeated absences from Congregation Council meetings by the pastor or interim pastor and /or a refusal to approve the proposed Congregation Council meeting agendas for regular or special meetings, at the direction of the Congregation Council, the president shall seek the synod bishop's counsel in behalf of this congregation.

12.18BL The Congregation Council shall submit an Annual Report to this congregation at this congregation's Annual Meeting, Part II.

CHAPTER 13

ORGANIZATIONAL COMMITTEES

13.01BL The **Executive Committee** of this congregation shall be the officers. This committee shall perform all duties as authorized and directed by this congregation and/or the Congregation Council.

13.02BL The **Nominating Committee** shall be made up of the Congregation Council members whose three-year terms are ending and shall include the pastor, president and vice-president.

13.02.01CR On behalf of the Congregation Council, the Nominating Committee shall;

- a. be responsible for recruiting nominees as directed by this constitution and for the various positions of this congregation's committees.
- b. work with the vice-president in recruiting tellers, preparing ballots, organizing and conducting all elections for congregational voting.

13.03BL The **Audit Committee** shall be made up of three voting members who are not members of the Congregation Council and shall be elected by the Congregation Council. The term of office shall be three years, with one member being elected each year. Members shall be eligible for re-election.

13.03.01CR This committee shall:

- a. Audit the congregational financial records annually;
- b. Insure the coordination of work being done by the congregational treasurer, financial secretary and this congregation's administrative assistant in all matters relating to financial management;
- c. Seek the advice of the designated certified public accountant to insure that records are complete and that the most efficient accounting and reporting systems are being used.

13.04BL The **Mutual Ministry Committee** shall be made up of three members. They are to be appointed jointly by the president and the pastor. The term of appointment shall be for three years, with one new member being appointed each year. After two years a committee person would be eligible for reappointment. Members of this committee shall hold no office or be a committee chairperson while serving this committee.

13.04.01CR Members of the Mutual Ministry Committee, in conjunction with the employee and the committee chair that is responsible for the area under which the employee serves shall:

- a. Develop, revise, up-date the job description and maintain a record of employment reviews for each of the congregation's lay employees;
- b. Schedule and conduct a minimum of one annual interview with each employed lay staff member;
- c. Celebrate the contributions and strengths of the employees, discover their needs and concerns and design a plan for maintaining strengths and achieving growth in our shared ministry;
- d. Design, maintain and update all written job descriptions for lay employees;
- e. Report results of interviews to the Congregation Council;
- f. Make salary recommendations to the Budget and Finance Committee.

13.05C A **Call Committee** shall be appointed by the Congregation Council when a pastoral vacancy occurs. This committee shall be made up of five members. The term of office will end upon the installation of the newly called pastor.

13.05.01BL The Call Committee shall consult and work with the Bishop of the South Carolina Synod when there is a pastoral vacancy, following all of the synod's applicable procedures.

13.05.02BL In making appointments to the Call Committee, the Congregation Council shall appoint persons who:

- a. Actively share in this congregation's ministry;
- c. Understand and support the immediate and long-range ministry goals, as defined in the congregation's current Mission Statement;
- d. Represent the diversity found in the congregational membership.

13.06C A **Membership Committee** shall be made up of the president, pastor and a representative from the Evangelism Committee.

13.06.01BL The Membership Committee shall identify members who have been inactive for the preceding calendar year by January 31st. This identification shall be done in consultation with the Financial Secretary and the Congregational Registrar.

13.06.02BL The following course of action shall be taken when a member has not communed and has not made a contribution of record:

- a. A lapsed member shall be contacted by a committee member, or a designated congregational member. A visit by two members is to be scheduled if the member lives within a reasonable distance from the church. Those who live beyond a reasonable distance and those who decline to schedule a visit may be written a letter as a method of expressing an official concern. All contacts made are to reflect a spirit of love and concern for the individual on behalf of the congregation. These contacts are to be made within thirty (30) days.
- b. The records of the Financial Secretary and the Congregational Registrar shall be reviewed again after July 31st to determine any response made by the lapsed member.
- c. Should there be no positive response by the lapsed member, an official letter shall be mailed by August 31st. This letter is to be signed by the president. The intent of this communication is to remind the individual of the church family's continuing love and concern and give official notification of their impending inactive membership classification. Further, the letter is to advise that active membership shall be terminated from an active member status on December 31st, unless requirements of active membership have been met.
- d. Those who have been removed from the active membership roll of the congregation shall remain persons for whom the church has continuing pastoral concerns.

13.06.03BL With the termination of active membership, there is the loss of privileges that are associated with congregational membership, including but not limited to voting, the use of the church's facilities and burying in the church cemetery.

13.06.04BL An inactive membership may be restored to an active membership status as provided for in this constitution.

13.07BL The **Constitution Committee** shall be made up of three voting members of this congregation who are appointed by the Nominating Committee. A term of office shall be three years with one member rotating off each year and one member being appointed each year. Constitution Committee members may succeed themselves.

13.07.01CR This committee shall:

- a. Be responsible for presenting and interpreting changes that are made in the constitution that are suggested by the Evangelical Lutheran Church in America and the South Carolina Synod;
- b. Provide a current copy of the constitution for all council members and for all business meetings of the congregation and Congregation Council;

- c. Be present for congregation meetings and be able to identify the applicable part of the constitution in matters where there are questions and give direction for action as needed and requested by the president;
- d. Identify and make recommendations for additions, deletions, updating and changing of the constitution as the need arises;
- e. Make recommendations to the Congregation Council to help insure that all provisions of the constitution are being followed;
- f. Mail updated constitution section to congregational membership.

13.08BL The **Archives/Library Committee** shall have three members appointed by the Nominating Committee. A term shall be three years with one member rotating off each year and one new member being appointed each year. Committee members may succeed themselves.

13.08.01CR The committee shall:

- a. Store and preserve the documents of this congregation in a designated place and in such a manner as to insure an accurate historical record;
- b. Store the records of, but not limited to the secretary, treasurer, annual reports, congregational directory, auxiliaries and interest groups;
- c. Maintain and update the Memorial Book of this congregation.

LEARNING MINISTRY COMMITTEES

13.10BL The **Educational Ministry Committee** shall be made up of volunteer members and members who have been recruited by the Congregation Council's representative. The council representative is responsible for organizing the committee, attending all meetings and serving as the committee's liaison with the Congregation Council.

13.10.01CR The committee shall:

- a. Encourage all members of the congregation to further develop their relationship with God and their neighbors through participating in educational opportunities that are offered;
- b. Initiate, plan, organize and provide for promoting opportunities to achieve Christian educational development;
- c. Recruit officers, leaders, teachers and support staff who shall be recommended to the Congregation Council for approval;
- d. Work with the staff from each learning area in providing the necessary organization, location and materials necessary for the learning event;
- e. Be responsible for, but not limited to the learning areas of Sunday Church School, Vacation Bible School, Bible Studies, Catechetical Classes, SCS Christmas program, Shrove Tuesday, Graduate Day, Prospective Member Classes, Teacher Enrichment Opportunities, Advent Family Night, Easter Egg Hunt and Rally Day;

- f. Use materials that are published and approved by the Evangelical Lutheran Church in America as the basic learning and teaching resources;
- g. Offer and encourage the use of HOME ALTAR or LIGHT FOR TODAY for the daily family and personal devotions;
- h. Mail The Manger, The South Carolina Lutheran and The Lutheran to active and prospective members.

13.11BL The **Youth Ministry Committee** shall be made up of volunteer members and those members who have been recruited by the Congregation Council's representative. The council representative is responsible for organizing the committee, attending all meetings and serving as the committee's liaison with the Congregation Council.

13.11.01CR The functions of this committee are to:

- a. Design and provide learning opportunities beyond the church schools for the youth of this congregation; birth to eighteen years of age, developing, supporting and encouraging growth in faith;
- b. Provide love and support on behalf of the church family;
- c. Seek and promote ways in which the youth of this congregation may best serve as contributing members of church life;
- d. Provide a high level of commitment, volunteered time, talent and creative leadership with the necessary financial support to meet the needs of the maturing youth in this congregation.

SERVICE AREA MINISTRY

13.15BL The **Social Ministry Committee** shall be made up of volunteer members and members who have been recruited by the congregation council's representative. The council representative is responsible for organizing the committee, attend meetings and serving as the committee's liaison with the Congregation Council.

13.15.01CR The function of this committee is to give witness to the love of the Lord through providing services that help meet the needs of humankind through direct ministry with agencies which include, but are not limited to:

- a. Meals on Wheels
- b. Lutheran Family Services
- c. Sistercare
- d. Harvest Hope Food Bank
- e. Thanksgiving Breakfast
- f. God's Helping Hands
- g. World Hunger

- h. Provide limited emergency support for individual needs until the application for assistance can be made through community social relief agencies.

13.16BL The **Scout Committee** shall be made up of volunteer members and members who have been recruited by the Congregation Council's representative. The council representative is responsible for organizing the committee, attending meetings and serving as the committee's liaison with the Congregation Council.

13.16.01CR The members of this committee will:

- a. Work to provide volunteer help, supporting facilities and financial needs for the scouting programs which hold a scouting charter under the sponsorship of this congregation in order that they may be strong and perform a viable ministry for this community;
- b. Attend leadership planning sessions and be present for special scout review sessions;
- c. Report scouting activities and events to the Congregational Council.

SUPPORT AREA MINISTRY

13.19BL The **Budget and Finance Committee** shall be made up of volunteer members and members who have been recruited by the Congregation Council's representative. The council representative is responsible for organizing, attending all meetings and serving as the committee's liaison with the Congregation Council.

13.19.01CR The committee shall:

- a. Receive funding requests from committees to support their work;
- b. Receive recommendations for salary funding from the Mutual Ministry Committee and make staff salary recommendations to the Congregation Council;
- c. Provide funding for the support of this congregation's short and long range goals;
- d. Insure that the budget provides for an annual audit and/or review of the treasurer's books by a Certified Public Accountant;
- e. Prepare and recommend a congregational budget for the new year.

13.20BL The **Cemetery Committee** shall be made up of volunteer members and members who are recruited by the Congregation Council's representative. The council representative is responsible for organizing, attending all meetings and serving as the committee's liaison with the Congregation Council.

13.20.01CR The committee shall:

- a. Maintain a current and up to date layout of the cemetery with assigned and unassigned burial sites;
- b. Be on call to work with funeral directors when there is to be an interment, making sure the appropriate plot is identified and used;
- c. See that the grounds of the cemetery are well maintained and that proper preparations are made when an interment is scheduled;
- d. Make recommendations for the use, investment, and in general, be good stewards in the management of the Cemetery Fund;

- e. Receive applications for burial plots and make recommendations to the Congregation Council for assignments;
- f. Annually review the Cemetery Bylaws and make recommendations for updating the governing rules for the most fair and efficient use and care of the cemetery.

13.21BL The **Hospitality Committee** shall be made up of volunteer members and members who have been recruited by the Congregation Council's representative. The representative is responsible for organizing, attending all meetings and serving as the committee's liaison with the Congregation Council.

13.21.01CR The members of this committee shall:

- a. Be recognized as servant representatives for the congregation who perform essential hosting responsibilities;
- b. Plan for, purchase, prepare and serve meals when called on to do so by committees from the congregation;
- c. Exercise the initiative in promoting and keeping the food service areas of the church clean and well supplied with the necessary equipment and material for efficient food preparation and serving;
- d. Seek cooperation and help from sponsoring committees, or groups in providing adequate preparation time for doing decorations, setting up, taking down and cleaning up.

13.22BL The **Recreation Committee** shall be made up of volunteer members and members who have been recruited by the Congregation Council's representative. The council representative is responsible for organizing, attending all meetings and serving as the committee's liaison with the congregation council.

13.22.01CR The members of this committee shall:

- a. Be responsive to interests expressed by church members about team and individual recreational activities;
- b. Provide the organizational structure for pick-up teams that promote fellowship and wholesome informal play;
- c. Provide an avenue for participation in community church leagues where there is sufficient interest for participation;
- d. Seek to use and provide play space for recreational activities;
- e. Request funding that is necessary to support and develop recreational programs where there is sufficient interest.

13.23BL The **Nursery Committee** shall be made up of volunteer members and members who have been recruited by the Congregation Council's representative. The council representative is responsible for organizing, attending all meetings and serving as the committee's liaison with the Congregation Council.

13.23.01CR The members of this committee shall:

- a. Recruit volunteers, provide supervision and appropriate staff in order to provide for the care of children from birth to age four during Sunday worship and other worship services;
- b. Develop a schedule for nursery keepers, publish the schedule and remind the volunteers of their scheduled time of service;

- c. Establish written policies for the management of the nursery which list behavioral expectations that are appropriate for the children and furnish copies to volunteers and parents of the children who use nursery services;
- d. Recommend, approve and purchase supplies and support items that are needed and;
- e. See that facilities and toys are safe, kept in good repair and that toys are properly stored when not in use.

13.24BL The **Property Committee** shall be made up of volunteer members and members who have been recruited by the Congregation Council's representative. The council representative is responsible for organizing, attending all meetings and serving as the committee's liaison with the Congregation Council.

13.24.01CR The members of this committee shall:

- a. Monitor and see that the buildings, furnishings, fixtures and grounds are properly maintained;
- b. Make recommendations concerning the use, condition and the need for upgrading property;
- c. See that the property is adequately insured, including liability protection;
- d. Assure active members of their entitlement to the use of church facilities;
- e. schedule the use of facilities for important occasions in an active member's life and for community events;
- f. Schedule others for the use of facilities when scheduled fees are paid, supervision, property protection is provided, clean-up, liability ensured and the Congregation Council has granted approval;
- g. Annually review the facility fee structure charged to those who are not active members.

13.24.02CR The members of this committee shall (in regards to church bus):

- a. Ensure that the church bus is used as a support for church sponsored activities;
- b. Schedule the use of the bus, after committee and Congregation Council approval, for those other than church members;
- c. After each use, see that the bus is filled with gas, oil checked, cleaned and left in good order, noting any mechanical problems and service needs that are observed during use and report to the bus committee;
- d. Ensure that the requested information on the Bus Log is provided by the user;
- e. Ensure that the bus driver has a valid license appropriate for driving the bus and that the driver is approved by the Bus Committee;
- f. Be responsible for scheduling the use of the bus and for maintaining it in a safe and good running condition.

(Amended November 20, 2005)

13.25BL The **Stewardship Education Committee** shall be made up of volunteer members and members who have been recruited by the Congregation Council's representative. The council representative is responsible for organizing, attending all meetings and serving as the committee's liaison with the Congregation Council.

13.25.01CR The members of this committee shall:

- a. Promote gifts of time, talent and money for the work of the Lord as a way of life;

- b. Promote a plan of stewardship that encourages giving that makes the ministry of the church possible;
- c. Encourage a stewardship plan that is understood as an expression of one's thankfulness for all the gifts of God's grace;
- d. Provide motivation for growth and development in "the stewardship of life" through sermons, personal testimonies, temple talks and MANGER articles;
- e. Provide biblical references to stewardship principles that serve as helpful guides for the practice of faithful stewardship;
- f. Encourage an annual assessment of personal commitments in time, talent and money for the work of the Lord through this congregation;
- g. Present informative stewardship materials and events during the year with an emphasis in the fall of each calendar year;
- h. Conduct an Every Member Visit as the committee and the Congregation Council deems appropriate;
- i. Inform the membership of needs within the total ministry of the church and invite them to share in making the needed ministry possible;
- j. Challenge the membership to look beyond this congregation and respond to the needs within the community, state, nation and world;
- k. Recommend a growth goal of 1% annually in the support of Outreach Ministry until this congregation is giving 25% of its annual budget to benevolence;

13.26BL The **Tellers Committee** shall be made up of volunteer members and members who have been recruited by the Congregation Council's representative. The council representative is responsible for organizing, attending all meetings and serving as the committee's liaison with the Congregation Council.

13.26.01CR The committee members shall recruit and schedule an adequate number of volunteers to serve as tellers for each month of the year.

13.26.02CR The duties of the monthly tellers shall include, but are not limited to:

- a. Review the written procedures from the Financial Secretary on the first Sunday of the month in which they serve;
- b. Count the offering from the worship service and Sunday Church School;
- c. Complete the Teller's Weekly Offering Report;
- d. Organize, wrap, tube and package the offering for the day;
- e. Make the bank deposit;
- f. On Tuesday after serving as teller, check with the office's administrative assistant to reconcile the deposit;
- g. After making the deposit on the last Sunday of the month, provide the tellers for the following month with the bank deposit key;
- h. Being responsible for counting, preparing and making deposits from any special worship service during the month served.

13.28BL The **Yearbook and Bulletin of Reports Committee** shall be made up of volunteers and members who are recruited by the Nominating Committee.

13.28.01CR This committee shall be responsible for, but are not limited to:

- a. Designing, compiling, printing and distributing this congregation's yearbook and bulletin of reports, which consists of the church staff directory, committees, schedules, annual reports, directory of members and other appropriate and helpful information;
- b. The committee, with the assistance of the church's administrative assistant, will distribute the yearbook prior to the beginning of Lent, or a prior publishing date which has been duly announced.

WITNESS AREA COMMITTEES

13.32 BL The **Evangelism Committee** shall be made up of volunteer members and members who have been recruited by the Congregation Council's representative. The council representative is responsible for organizing, attending all meetings and serving as the committee's liaison with the Congregation Council.

13.32.01CR The goals of the committee are, but are not limited to:

- a. Inviting those persons in the community who are inactive in a church to share worship and ministry opportunities with this congregation;
- b. Encouraging the members of this congregation to give witness to their faith at every opportunity in their daily lives;
- c. Supporting the committee's chairperson, president and pastor in classifying members and in their work of restoring inactive members to an active member classification;
- d. Visiting new members, encouraging them to be involved in the ministry and fellowship activities of this congregation;
- e. Encouraging the church family to grow in the development and use of their evangelistic opportunities;
- f. Educate members to greet and promote this congregation's ministry;
- g. Recruiting and assisting members of the Greeter Committee in being proficient in their ministry task.

13.32.02CR The goals of the committee are, but are not limited to (in regards to Publicity):

- a. Seeing that plans, activities and achievements of committees, auxiliaries, interest groups and individuals of the congregation are publicized in an appropriate manner;
- b. Using the Sunday worship bulletin, announcement periods during Sunday worship, temple talks, The Manger, posters, flyers, exterior signs, radio, bulletin boards and special mailings for communication;
- c. Submitting articles to the South Carolina Lutheran, The Lutheran, local newspapers, radio, and television as it seems appropriate for the activity or news item to be promoted and/or shared;
- d. Recruiting and supporting the publication staff for THE MANGER.

(Amended November 20, 2005)

13.32.03CR The Newsletter of this congregation shall be **THE MANGER**. It shall be published monthly. The volunteer staff will work with the congregation's administrative assistant and shall be recruited and under the direction of the Evangelism Committee. *(Amended November 20, 2005)*

13.32.04CR The “Manger” staff shall:

Focus on congregational news, spiritual and inspirational growth items, information, worship opportunities, auxiliary schedules, activities, listing of worship stewards, upcoming events, reports, ministry emphasis, items to celebrate, names of church family members experiencing health concerns and serve as a medium for spiritual development. *(Amended November 20, 2005)*

WORSHIP AREA COMMITTEES

13.35BL The **Worship and Music Committee** shall be made up of volunteers and members who have been recruited by the Congregation Council’s representative. The council representative is responsible for organizing, attending all meetings and serving as the committee’s liaison with the Congregation Council.

13.35.01CR The responsibilities and duties of the committee shall be, but are not limited to;

- a. Maintaining a committee membership that consists of those who have expressed interest and have a desire to help develop and direct this congregation’s worship experiences in music and worship form;
- b. Cooperatively involving and working with the pastor in all matters relating to worship experiences;
- c. Assist in the interpretation of worship as being a source of great strength for the Christian’s life;
- d. Assisting in the selection and preparation of music for regular and special worship services;
- e. Programming the carillon with appropriate seasonal music;
- f. Cutting off the chimes for funerals, weddings, etc, and then cutting them back on after the event;
- g. Keeping the eternal candle replenished in the sanctuary;
- h. Responsible for the recruitment, support and encouragement of the Adult Voice Choir, the Youth Voice Choir and the Handbell Choir;
- i. Working cooperatively in the coordination of each of the following areas: flowers, ushering, assisting ministers, acolytes and crucifers;
- j. Working cooperatively with the Mutual Ministry Committee and the pastor in the employment, evaluation, direction and supervision of the employed organist, pianist and choir directors;
- k. Responsible for keeping an inventory, filing and storage of all music and hymnals;
- l. Seeing that robes are kept cleaned and in good repair;
- m. Having the pianos and organ serviced, tuned as needed;
- n. Seeking, recruiting and maximizing the use of volunteer worship leadership in as many areas as possible.

13.36BL The ministry of the **Altar Committee** is entrusted to this congregation’s Women of ELCA, but also open to all members.

13.36.01CR The duties of this committee shall be, but are not limited to:

- a. Working cooperatively with the pastor and the Worship and Music Committee;
- b. Preparing the chancel furnishings for worship;

- c. Placing the correct paraments, purchasing and preparing the wine, bread, candles, wicks and lighters;
- d. Cleaning and storing paraments, robes for the acolytes, crucifers and assisting ministers;
- e. Preparing, placing and storing of the funeral pall.

13.37BL The **Acolyte and Crucifer Committee** shall be made up of two members who volunteer and who are recruited by the Lutheran Church Youth Committee.

13.37.01CR The duties of this committee shall be, but are not limited to:

- a. Working cooperatively and in coordination with the pastor, Worship and Music Committee and the Altar Committee;
- b. Securing and teaching youth volunteers, including those from the confirmation program, to serve in this capacity;
- c. Responsible for scheduling acolytes, crucifers, banner bearers and assistants for communion, baptisms and Gospel processions at celebrative worship services.

13.38BL The **Assisting Minister Recruiter** shall be a person that has been recruited for this task by the Worship and Music Committee.

13.38.01CR The Assisting Minister Recruiter tasks shall be, but are not limited to:

- a. Providing the pastor and administrative assistant with a list of volunteers who have agreed to serve two weeks prior to the upcoming calendar quarter, with the dates for which the individuals have been scheduled;
- b. Reminding the volunteer assisting ministers of their scheduled time of service a week in advance of the Sunday they are to assist in worship leadership.

13.39BL The **Usher Committee** shall be made up of volunteer members and members who have been recruited by the Congregation Council's representative. The council representative is responsible for training ushers, organizing, attending all their meetings and serving as the committee's liaison with the Congregation Council.

13.39.01CR The duties of the members of this committee shall be, but are not limited to:

- a. Designating one person as Head Usher for each of the four quarters of the calendar year;
- b. The quarterly Head Usher is responsible to call and remind those who are scheduled to serve as ushers for the month;
- c. Scheduling four persons to usher for each Sunday's worship ;
- d. Making an effort to recruit ushers to serve who reflect the congregational membership in regard to age and gender;
- e. Having the ushers assist the pastor and administrative assistant in preparing the bulletins and other materials for distribution at each worship service;
- f. Greeting and welcoming worshipers and providing them with bulletins and appropriate materials to aid them in their worship experience for the day;
- g. Directing worshipers for communion or other worship experiences that necessitates congregational movement in worship;
- h. Helping those who arrive late to locate desired and available seating and encouraging them to enter at an appropriate time;
- i. Assisting in congregational meetings, distributing and collecting ballots;

- j. Posting of hymn numbers, making and recording attendance count, receiving the offering, seeing that there is appropriate lighting, that the air control and sound systems are functioning, being available to the pastor prior to and after worship to perform needed chores, picking up bulletins and hymnals left on the pews after worship and placing them back in the racks, adjusting air system and lights after worship.

13.40BL The **Flower Committee** shall be made up of at least two persons, the administrative assistant and one person that has been enlisted by the Women of ELCA.

13.40.01CR The duties of the Flower Committee shall be, but are not limited to:

- a. Developing a Flower Calendar, annually scheduling those persons who would volunteer to provide flowers celebrating and remembering special events in their lives;
- b. Reminding those persons who have volunteered to furnish flowers a week prior to their scheduled Sunday;
- c. Checking to see that flowers are in place for all worship services and funerals prior to service;
- d. Providing buds on the altar for celebrating births and in memory of those who have died;
- e. Noting that there are to be no flowers on the altar for Good Friday's worship.

13.41BL The **Greeter Committee** shall be made up of volunteers who are recruited and supported by the Evangelism Committee.

13.41.01CR The duties of the Greeter Committee shall be, but are not be limited to:

- a. Assisting this congregation's members and ushers in welcoming guests and fellow members to each worship service;
- b. Being assisted by the Evangelism Committee to developing appropriate welcoming skills and be provided introductory materials and suggestions;
- c. Learning and recording names and addresses of first time worshipers and giving this information to the designated Evangelism Committee member;
- d. Making as many introductions of guests to fellow worshipers as possible after worship;
- e. Expressing the church family's pleasure to visitors for having had them as worshipping guests.

13.47C New committees may be formed by this congregation as the need arises and at the direction of the Congregation Council.

13.48C The duties of all committees of this congregation shall be specified in the Continuing Resolutions.

CHAPTER 14

ORGANIZATIONS WITHIN THE CONGREGATION

14.01C All organizations within this congregation shall exist to aid in ministering to the members of this congregation and to all persons who can be reached with the Gospel of Christ. As outgrowths

and expressions of this congregation's life, the organizations are subject to oversight and direction. The Congregation Council shall approve objectives and activities as well as annually receive reports concerning membership, work and finances.

14.02C The Lutheran Men in Mission, Women of the Evangelical Lutheran Church in America and Lutheran Church Youth are the officially recognized auxiliary organizations of the Evangelical Lutheran Church in America that are a part of this congregation's ministry.

LUTHERAN MEN IN MISSION

14.03BL The **Lutheran Men in Mission** auxiliary shall support and endeavor to strengthen the witness of this congregation through men.

14.03.01CR The objectives of this congregation's Lutheran Men in Mission auxiliary shall be, but not limited to:

- a. Providing worship, spiritual, educational, fellowship and leadership development opportunities for men;
- b. Having monthly meetings and participating in the LMM activities of the Saxe Gotha Conference and the South Carolina Synod;
- c. Giving witness to one's personal faith that is "above and beyond" through work-projects and sharing of personal resources;
- d. Providing encouragement and cheer to those who are in need of comfort and support;
- e. Supporting the financial efforts that make the establishment of mission churches possible through the mission funds of the South Carolina Lutheran Men in Mission;
- f. Awarding LMM Life Memberships to men who have made a significant contribution to this congregation's ministry;
- g. Honoring the memory and supporting the families of those men from this congregation who die with a LMM Memorial Membership.

WOMEN OF THE EVANGELICAL LUTHERAN CHURCH IN AMERICA

14.04BL The **Women of the Evangelical Lutheran Church in America** auxiliary of this congregation recognizes that we are a community, created in the image of God, called to discipleship in Jesus Christ and empowered by the Holy Spirit.

14.04.01CR The objectives of the Women of ELCA in this congregation shall be to:

- a. Commit ourselves to grow in faith, affirm our gifts, support one another in our callings, engage in ministry and action and promote healing and wholeness in the church, the society and the world;
- b. Enable each woman to value herself and others as created in God's image and redeemed through Christ and to build up and celebrate relationships which are global, diverse and interdependent;
- c. Provide a variety of learning experiences which strengthen each woman as a whole person, develop her potential and equip her for ministry;

- d. Enable women to articulate and act upon their faith as Disciples of Christ in all areas of life.

LUTHERAN CHURCH YOUTH

14.05BL The **Lutheran Church Youth** organization of this congregation provides a structure through which the youth can find an identity group that will support them as they grow in commitment to the risen Christ, to the church and family.

14.05.01CR The objectives of the Lutheran Church Youth in this congregation shall be to:

- a. Assist youth in expressing their Christian faith through worship, learning, fellowship, witness, service and support;
- b. Develop and strengthen the leadership opportunities for youth so they can best fulfill responsibilities for their lives through shared ministry in the church.

14.11C Special ministry groups, other than those of the official organizations of the Evangelical Lutheran Church in America, may be organized. Authorization for such groups, with objectives and continuing resolution must be granted and approved by the Congregation Council.

EMMANUEL'S SPECIAL PEOPLE

14.12BL **Emmanuel's Special People** is an organization within this congregation that is designed to provide spiritual growth, special ministry, service projects and social enrichment for the senior members of this congregation.

14.12.01CR The objectives of this organization are to:

- a. Promote fellowship and church participation among senior members of this congregation;
- b. Provide development, understanding and educational opportunities that are appropriate for seniors;
- c. Share ministry opportunities that are supportive;
- d. Provide inspirational travel experiences, enhance activity, enjoyment and personal development.

LIL' LUTHERANS

14.13BL The **Lil' Lutherans** is an organization of this congregation that provides development and growth opportunities for parents and the congregation's youngest members. Parents join together in a saintly setting as they support each other in providing the spiritual, social and personal development opportunities for their young children.

14.13.01CR The objective of this organization shall be to:

- a. Provide a structure and an opportunity for members and friends of this congregation to regularly share purposeful activities;
- b. Develop programs that provide for participation by children, ages one through fifth grade and their parents;
- c. Conduct activities that will enable participants to learn, know the strength of mutual support, become stronger families and grow in ability to express faith;
- d. Develop a spirit of friendship and cooperation as a readiness experience for learning and participating in the ministry of this congregation.

CHAPTER 15

DISCIPLINE OF MEMBERS AND ADJUDICATION

15.01C* Denial of the Christian faith as described in this constitution, conduct grossly unbecoming a member of the Church of Christ, or persistent trouble-making in this congregation are sufficient cause for discipline of a member. Prior to disciplinary action, reconciliation will be attempted following Matthew 18: 15-17, proceeding through these successive steps:

- a) Private admonition by the pastor
- b) Admonition by the pastor in the presence of two or three witnesses
- c) Citation to appear before the Congregation Council

If for any reason, the pastor is unable to administer the admonitions required by a) and b) hereof, the president or vice president shall administer such admonitions.

15.02C* The process for discipline of a member of the congregation shall be governed as prescribed by the chapter on discipline in the Constitution, Bylaws and Continuing Resolutions of the Evangelical Lutheran Church in America. A member charged with the offense shall appear before the Congregation Council after having received a written notice at least ten days prior to the meeting, specifying the exact charges that have been made against the member. If the member charged with the offense fails to appear at the scheduled hearing, the Congregation Council may proceed with the hearing and may pass judgment in the member's absence.

15.03C* Members of the Congregation Council who participate in the preparation of the written charges or who present evidence or testimony in the hearing before the Congregation Council are disqualified from voting upon the question of guilt of the accused member. Should the allegations be sustained by a two-thirds majority vote of the members of the Congregation Council who are not disqualified, but who are present and voting, and renewed admonition prove ineffectual, the council shall impose one of the following disciplinary actions:

- a) Censure before the council or congregation;

- b) Suspension from membership for a definite period of time; or
- c) Exclusion from membership in this congregation.

Disciplinary actions b) and c) shall be delivered to the member in writing.

15.04C* The member against whom disciplinary action has been taken by the Congregation Council shall have the right to appeal the decision to the Synod Council. Such right may not be abridged and the decision of the Synod Council shall be final.

15.05C* Disciplinary actions may be reconsidered and revoked by the Congregation Council upon receipt of a) evidence that injustice has been done or b) evidence of repentance and amendment.

15.06C* For disciplinary actions in this congregation, “due process” shall be observed as specified in 20.41.03 in the Constitution, Bylaws, and continuing Resolutions of the Evangelical Lutheran Church in America.

15.07C* No member of a congregation shall be subject to discipline for offenses that the Congregation Council has previously heard and decided, unless so ordered by the Synod Council after an appeal.

15.10C* Adjudication

15.11C* When there is disagreement among factions within this congregation on a substantive issue that cannot be resolved by the parties, members of this congregation shall have access to the synodical bishop for consultation after informing the chair of the Congregation Council of their intent. If the consultation fails to resolve the issue(s), the Consultation Committee of the synod shall consider the matter. If the Consultation Committee of the synod shall fail to resolve the issue(s), the matter shall be referred to the Synod Council, whose decision shall be final.

CHAPTER 16

BYLAWS

16.01C* This congregation may adopt bylaws. No bylaw may conflict with this constitution.

16.02C* Bylaws may be adopted or amended at any legally called meeting of this congregation with a quorum present by a majority vote of those voting members present and voting.

16.03C* Changes to the bylaws may be proposed by any voting member provided, however, that such additions or amendments be submitted in writing to the Congregation Council at least 60 days before a regular or special Congregation Meeting called for that purpose and that the Congregation Council notify the members of the proposals with its recommendations at least 30 days in advance of the Congregation Meeting.

16.04C* Approved changes to the bylaws shall be sent by the secretary of this congregation to the synod.

CHAPTER 17

AMENDMENTS

17.01C* Amendments to this constitution may be proposed by at least ten percent of the voting members or by the Congregation Council. Proposals must be filed in writing with the Congregation Council 60 days before formal consideration by this congregation at its regular or special meeting called for that purpose. The Congregation Council shall notify the members of the proposal with the council's recommendations at least 30 days in advance of the meeting.

17.02C* A proposed amendment to this constitution shall:

- a) Be approved at a legally called meeting according to this constitution by a majority vote of those present and voting;
- b) Be ratified without change at the next annual meeting by a two-thirds majority vote of those present and voting; and
- c) Have the effective date included in the resolution and noted in the constitution.

17.03C* Any amendments to this constitution shall be sent by the secretary of this congregation to the synod. The amendment shall become effective within 120 days from the date of the receipt of the notice by the synod unless the synod informs this congregation that the amendment is in conflict with the constitution and bylaws of the Evangelical Lutheran Church in America or the constitution of the South Carolina Synod of the ELCA.

17.04C* Whenever the Model Constitution for Congregations is amended by the Churchwide Assembly, this constitution may be amended to reflect any such amendment by a simple majority vote at any subsequent meeting of the congregation without presentation at a prior meeting of the congregation, provided the Congregation Council has submitted by mail notice to the congregation of such an amendment or amendments at least 30 days prior to the meeting. Following the adoption of an amendment, the secretary of the congregation shall submit a copy thereof to the synod, consistent with C*17.03*

CHAPTER 18

CONTINUING RESOLUTIONS

18.01C* The Congregation Council may enact continuing resolutions. Such continuing resolutions may not conflict with the constitution or bylaws of this congregation.

18.02C* Continuing resolutions shall be enacted or amended by a two-thirds vote of all voting members of the Congregation Council.

18.03CR Memorial Policy

Donations made to honor the memory of a friend or loved one are subject to the following:

- a) The family of the person who is being memorialized
 - i) May request that the memorial fund be used for a specific project or item at Emmanuel Lutheran Church. The requested project or item must be paid in full by the funds in the memorial and approved by the council.
 - ii) Has six months from the date of the first deposit to recommend and get a project or item approved.
- b) The family of the person who is being memorialized with a pre-existing memorial has six months from the passage of this resolution to make a recommendation and receive approval.
- c) Seven months after the date of the first deposit, the treasurer may use memorials for the Building Fund.
- d) A majority of the council may direct that these funds be used for other expenses.

18.04CR Fund Raising

- a) “The ELCA does not have a policy on fund raising in congregations.” The following is adopted from the ELCA’s “Considerations Regarding Commercialism in the Church.”
- b) Fund raising and commercialism in the church is defined as the sell of any product or service designed to make a profit. This includes but is not limited to bazaars, rummage sales, food, sales, book sales, and Friday Family Fellowship dinners. Such events can and do provide opportunities for the sharing of time, talents, and energies, as well as generating financial support.
- c) Fund raisers must be approved by the council.
- d) Games of chance are not permitted.
- e) Fund raisers should not be used to pay for operating budget items.

18.05CR Drivers of vehicles owned by Emmanuel Lutheran Church must

- a) Be active members of the church
 - i.) Have the appropriate class driver’s license
 - ii.) Be approved by the Council. This may include being checked out by the other approved bus drivers.
- b) After which they will be added to the church’s insurance policy.
- c) Only after being added to the church’s insurance policy may someone drive the bus.
- d) Drivers studying or testing for the appropriate class driver’s license may use the vehicles provided an approved driver is present

18.06CR Job Descriptions

18.06.01CR Administrative Assistant

JOB TITLE: Administrative Assistant

REPORTS TO: The Pastor

JOB SUMMARY: Under general direction and supervision from and in support of the pastor, the administrative assistant manages the church office and performs the clerical functions necessary to carry out the ministries of the congregation.

ESSENTIAL JOB FUNCTIONS:

- Manages the church office, including but not limited to, answering the telephone, receiving visitors and responding to routine information requests.
- Responsible for typing, copying, faxing, mailing, etc. of church related communications, certificates and documents. Serves as contact for maintenance of office equipment. Distributes mail, purchases office supplies and keeps church mail permit current.
- Publishes church newsletter, Sunday bulletin, special bulletins and maintains the church calendar.

- Responsible for parish register, including memorial gifts, contributions, church event calendar facilities rental. Coordinator for items borrowed from the church and use of church van.
- Bookkeeping duties including, but not limited to:
 - ✓ Recording of all receipts and disbursements in accordance with financial system.
 - ✓ Posting of all individual offering records and files envelopes.
 - ✓ Reconciles monthly bank statements.
 - ✓ Prepares monthly financial report with assistance of church treasurer and appropriate records and reports required by government.
 - ✓ Maintains record of purchase orders, invoices, etc.
 - ✓ Prepares checks for approved expenditures

OTHER DUTIES:

Upon request, types sermons, minutes of council meetings and committee minutes. As time permits, assists congregational committees with various clerical needs. Performs other duties as assigned.

EDUCATION & EXPERIENCE:

Requires a high school diploma or equivalent. Excellent telephone and interpersonal skills required. Two to three years of computer experience with software programs, including but not limited to, Microsoft Word, Publisher, Excel and Church Windows. Strong organizational abilities are essential. Must have excellent communication skills and ability to solve problems and handle sensitive situations with diplomacy. Confidentiality must be observed without exception.

Last Update 08/13/2004

18.06.02CR Sexton

EMMANUEL LUTHERAN CHURCH
2491 EMMANUEL CHURCH ROAD
WEST COLUMBIA, SC 29170-1143
Revised Sept 12, 2005

POSITION: SEXTON

GENERAL REQUIREMENTS

1. The Sexton is responsible to the Chairman and Council Representative of the Property Committee.
2. Notify the church office of any problems or need of supplies.
3. Supply rooms will be maintained in a clean and orderly condition.
4. Arrange for coverage in case of absences.
5. Contract cancellation upon 30 day written notice by either party.
6. The Sexton must obtain coverage with proper insurance. Proof of this insurance will be required.
7. These cleaning requirements are a minimum standard. The restrooms, kitchen and sanctuary should be inspected and cleaned, as needed, each day worked.

CLEANING OF OFFICE, CDC, SANCTUARY AND CLASSROOMS

1. All trash cans will be emptied weekly or as needed, liners replaced and trash taken to the outside receptacle. Trash cans will be washed and sanitized as needed.
2. All desktops, furniture, window ledges, filing cabinets, shelves, counters, partitions, tables, and pews will be dusted and cleaned.
3. The organ and piano will be dusted weekly as close to Sunday Worship as possible.
4. Drinking fountains and sinks will be cleaned and sanitized weekly.
5. All carpeting will be vacuumed weekly. Any stains should be reported to the church office.
6. All tile floors will be swept and damp mopped weekly.
7. Floors in heavy traffic areas will be spray buffed as needed.
8. Walk-off mats will be swept/vacuumed/shaken out weekly.
9. Clean door hardware on Sanctuary entrance weekly.
10. Spot clean all glass doors and front windows weekly.
11. Clean and set up chairs for Sunday School.
12. Clean spider webs from all inside areas and entrances as needed.
13. Twice a year all glass doors and windows should be cleaned, both inside and outside.
14. All burnt out lights or other problems reported to the church office.

CLEANING OF RESTROOMS

1. All trash cans will be emptied weekly or as needed, liners replaced and trash taken to the outside receptacle. Trash cans will be washed and sanitized as needed.
2. All mirrors and partitions will be cleaned weekly.
3. Partitions at all urinals will be damp wiped.
4. All surfaces of commodes and urinals will be cleaned and sanitized inside and out weekly.
5. Countertops and sinks will be cleaned weekly.
6. All paper towel dispensers, toilet paper dispensers and sap dispensers will be refilled as needed.
7. All floors will be mopped using a germicidal solution weekly.
8. Walls behind sinks, commodes, and urinals will be wiped down weekly.

CLEANING OF KITCHEN AND NURSERY

1. All trash cans will be emptied weekly or as needed, liners replaced and trash taken to the outside receptacle. Trash cans will be washed and sanitized as needed.
2. All countertops and sinks will be cleaned weekly.
3. All floors will be mopped using a germicidal solution weekly.
4. Carpeting in the nursery will be vacuumed weekly. Any stains should be reported to the church office.

Bid Amount (annual) \$ _____

Signature: _____

Date: _____

Phone Number: _____

18.06.03CR Groundskeeper

EMMANUEL LUTHERAN CHURCH
2491 EMMANUEL CHURCH ROAD
WEST COLUMBIA, SC 29170-1143
Revised Sept 12, 2005

POSITION: GROUNDSKEEPER

DUTIES FOR CEMETERY AND YARD MAINTENANCE

1. Cut grass around the building weekly during the growing season. (Mow as close to the end of the week as possible.) Check the irrigation system during the growing season. Inform the church office of any problems.
2. Cut cemetery grass at least twice a month during the growing season. Trim grass around coping and graves monthly.
3. Prune shrubbery three times a year. Heavy pruning and sawing to be done at least once a year during January or February.
4. Edge grass on sidewalks and parking lot as needed.
5. Blow off sidewalks, doorways and parking lot after mowing. In the fall, blow leaves from sidewalks and doorways for Sunday Worship.
6. Pick up litter around buildings and cemetery.
7. Arrange for coverage in case of absences.
8. Groundskeeper must furnish all necessary equipment.
9. The Groundskeeper is responsible to the Chairman and Council Representative of the Property Committee.
10. Contract cancellation upon 30 day written notice by either party.
11. The Groundskeeper must obtain coverage with proper insurance. Proof of this insurance will be required.

Bid Amount (annual) \$ _____

Signature: _____

Date: _____

Phone Number: _____

18.06.04CR Choir Director

JOB DESCRIPTION FOR CHOIR DIRECTOR
EMMANUEL LUTHERAN CHURCH
WEST COLUMBIA, SOUTH CAROLINA

1. The choir director will be responsible to the pastor and the Worship and Music Committee.

2. The choir director should teach a volunteer choir the fundamentals for leading the congregation musically and in a liturgical setting.
3. The choir director should participate in all rehearsals of the Senior Choir and at any special rehearsals deemed necessary.
4. The choir director will attend the regular Sunday services and the special services of the church: Christmas Eve, Ash Wednesday evening Lenten services, Holy Week, Thanksgiving Eve, when applicable, and any other special service.
5. The choir director is expected to be responsible for the selection of anthems and special music for each service which is appropriate for use in the liturgical service.
6. The choir director is responsible for assembling a choir and special music for a funeral service if requested by the family.
7. The choir director shall receive a vacation of one month (four Sundays and four Wednesday rehearsals). The choir director should use discretion in scheduling vacations so as not to coincide with the special services of the church; i.e., Christmas, Easter, etc.
8. The choir director shall be sponsored by the church and membership maintained in the Association of Lutheran Musicians.
9. The choir director will be expected to attend monthly Music Staff meetings and periodical Worship and Music Committee meetings at Emmanuel.
10. The choir director is encouraged to participate in church approved music conferences, expenses for such being shared by the church, and should attend a minimum of one workshop or seminar related to church music yearly to continue and upgrade education.
11. At the end of a three month probationary period, the choir director will have the privilege of a performance evaluation.
12. The choir director shall give notice of termination of employment at least thirty (30) days in advance of termination. The church shall likewise give thirty (30) days advance notice in the event of termination of employment.
13. If the organist should resign, the Worship and Music Committee will endeavor to fill the organist position. However, if a capable, qualified person cannot be hired for the single position of organist, the Worship and Music Committee would be compelled to combine the positions of organist and choir director in order to hire a qualified competent candidate.

4/91

Amended 11/92

18.06.05CR Youth Choir Director

?????

18.06.06CR Organist

JOB DESCRIPTION FOR ORGANIST
EMMANUEL LUTHERAN CHURCH
WEST COLUMBIA, SOUTH CAROLINA

1. The organist will be responsible to the pastor and Worship and Music Committee.

2. The organist should be experienced in reading and playing vocal and keyboard music.
3. The organist should assist the choir director in teaching a volunteer choir the fundamentals for leading the congregation musically and in a liturgical setting and will participate in all rehearsals of the Senior Choir and at special rehearsals at the discretion of the choir director.
4. The organist will play for the regular Sunday services and for the special services of the church: Christmas Music service, Christmas Eve, Ash Wednesday, Wednesday night Lenten services, Holy Week, Thanksgiving Eve, when applicable, and any other special service.
5. The organist is expected to be responsible for the selection of and provision of musical preludes, postlude, offertory, etc. for each service which is appropriate for use in the liturgical service.
6. The organist will play for all funerals conducted for members within the church, or at the funeral home, when possible.
7. The organist may be asked to play for all weddings in the church, unless another organist is proposed by the bridal party. The organist shall receive an additional fee for professional services rendered for each wedding, paid by the bridal party. The use of secular music shall not be permitted.
8. The organist shall receive a vacation of one month (four Sundays and four Wednesday rehearsals). A substitute organist shall be secured by the Worship and Music Committee in consultation with the organist, choir director and pastor. (The organist should use discretion in scheduling vacations so as not to coincide with the special services of the church: i.e., Christmas, Easter, etc.)
9. The organist shall be responsible for securing and paying a substitute organist in the event of absences for personal leave.
10. The organist shall be sponsored by the church and membership maintained in the Association of Lutheran Musicians.
11. The organist will be expected to attend monthly Music Staff meetings and periodical Worship and Music Committee meetings at Emmanuel.
12. The organist is encouraged to participate in church approved music conferences, expenses for such being shared by the church, and should attend a minimum of one workshop or seminar related to church music yearly to continue and upgrade education.
13. The organist shall have permission to use the organ for private lessons or instruction, if desired, after consultation with the pastor and Worship and Music Committee. The purpose of this provision is primarily for the musical training of the young people of our church.
14. At the end of a three month probationary period, the organist will have the privilege of a performance evaluation.
15. The organist shall give notice of termination of employment at least thirty (30) days in advance of termination. The church shall likewise give thirty (30) days advance notice in the event of termination of employment.

11/90

18.06.07CR Youth Accompanist

???

18.06.08CR Youth Ministry Coordinator

EMMANUEL LUTHERAN CHURCH YOUTH MINISTRY COORDINATOR

REQUIREMENTS AND RESPONSIBILITIES

- Effectively communicate the love of Christ to all youth through sound teaching and personal example.
- Develop programs designed to reach and nurture youth both from within our congregation and the unchurched from the community. These programs should present an opportunity to experience fun, fellowship, and service together in a Christian environment.
- Recruit and train dedicated adults to participate in youth ministry.
- Encourage youth to share their gifts in various congregational settings.
- Inspire, teach, and lead children, youth, and adults to grow in their relationship to Jesus Christ and the Church.
- Be knowledgeable about resources for youth ministries.
- Present a monthly report to the Church Council.
- Coordinate youth group programs and activities.
- Work with appropriate committees to develop annual budget requests.
- Assist youth committee in evaluating programs/special events and maintain records for future use.
- Regular participation in Sunday School, worship, and fellowship activities is expected.
- Needs to have good writing and verbal skills.
- Must be organized.
- Must be a self-motivated person who is able to motivate others.
- Attend ELCA, synod, and community conferences, meetings, and workshops to remain current in youth development programs, goals, and activities.
- Participate in continuing education as made possible by the congregation's annual budget and as approved by the pastor.

SUPERVISORY RESPONSIBILITIES

- The Youth Ministry Coordinator reports directly to the pastor.

TIME INVOLVEMENT

- Twelve hours per week.

BASE SALARY

- \$6,000-\$7,000

CHAPTER 19

INDEMNIFICATION

19.01C* Consistent with the provisions of the laws under which this congregation is incorporated, this congregation may adopt provisions providing indemnification for each person who, by reason of the fact that such person is or was a Congregation Council member, officer, employee, agent, or other member of any committee of this congregation, was or is threatened to be made a party to any threatened, pending, or completed civil, criminal, administrative, arbitration, or investigative proceeding.

19.01.01BL This congregation agrees to indemnify and hold harmless each member(s) of the Congregation Council, officer, employee, agent, or other member(s) of any committee of this congregation, their successors or assigns, harmless from and against any and all damages, losses, claims, liabilities, defenses and obligations including attorney fees of every kind and description, contingent or otherwise, arising out of related actions or threats of actions in which the member(s) aforementioned was or would be a party to any threatened or pending or completed civil, criminal, administrative, arbitration/mediation, or investigative proceedings which would occur or continue during or as a result of being on such Congregation Council, officer, employee, agent, or other member(s) of any committee of this congregation.