

CONSTITUTION OF HOLY GHOST EVANGELICAL LUTHERAN CHURCH

CHANGES UPDATED TO THIS DATE - 2024

PREAMBLE

"Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe all that I have commanded you..." (Matthew 28:19-20), is the will of our Lord Jesus Christ for all Christians everywhere. To carry out this Great Commission effectively in our community and the whole world we, Lutheran Christians living in and near Monroe County, Michigan, believe that it is Christ's command that Christians

unite in worship (Hebrews 10:24-25),
practice fellowship with one another (Acts 2:42, Matthew 28:18-20),
witness to all people (Acts 1:8),
help each other grow in the Word (Ephesians 4:11-14),
serve the needs of all people in Christian love (Mark 10:42-44, John 13:35, Galatians 6:10, Ephesians:7-16),
administer the Office of the Keys as His Church (John 20:21-23, Matthew 18:15-20), and
maintain decency and order (I Corinthians 14:40) in the Church.

Therefore, we accept and subscribe to the following Constitution and By-laws, in accordance with which all spiritual and material affairs of our congregation shall be governed.

ARTICLE I - NAME

The name of this congregation shall be the Evangelical Lutheran Holy Ghost Congregation of the Unaltered Augsburg Confession, Raisinville Township, Monroe County, Michigan.

ARTICLE II - CONFESSION

This congregation as a whole, and all its members as individuals declare unreserved acceptance of and adherence to all canonical books of the Old and New Testaments as the revealed Word of God, verbally inspired, and the only rule and norm of faith and life, and to all Symbolical Books of the Evangelical Lutheran Church as contained in the Book of Concord of 1580, as the true and sound exposition of the Word of God. These Symbolical Books are

1. the Ecumenical Creeds (Apostles', Nicene and Athanasian)
2. the Unaltered Augsburg Confession
3. the Apology of the Augsburg Confession
4. the Smalcald Articles
5. Luther's Large Catechism
6. Luther's Small Catechism
7. the Formula of Concord

No doctrine or practice in conflict or inconsistent with the above norms of our faith and life shall be taught or tolerated in this congregation.

ARTICLE III - MEMBERSHIP

A. BAPTIZED MEMBERSHIP

Baptized members are all those who have been baptized in the name of the Triune God and who are under the spiritual care of this congregation.

B. COMMUNICANT MEMBERSHIP

1. Communicant Membership in this congregation may be held only by those who
 - a. are baptized in the name of the Triune God,
 - b. have declared their acceptance of and adherence to the Confession as contained in Article II of this Constitution,
 - c. have been accepted into communicant membership in accordance with the By-laws of this congregation and shall remain faithful to the responsibilities of membership as contained in these By-laws,
 - d. do not live in manifest works of the flesh (Galatians 5:19-21), but lead a Christian's life, and
 - e. are not members of a secret society or of any other organization conflicting with the Word of God and the conduct of a Christian (II Corinthians 6:14-18).
2. The membership and membership privileges of each communicant member shall remain in force as long as each communicant member shall
 - a. maintain eligibility according to the five (5) points in Article III, B 1, and
 - b. meet the requirements stated or implied in the disciplinary or other provisions of the By-laws.
3. A member who voluntarily severs his connection with this congregation, or who has been released or transferred, or who has been excommunicated or excludes himself according to the provisions of the By-laws, shall be deemed to have terminated his membership in this congregation, along with all rights and privileges of such membership. (Reference Article III, A, By-Laws)

C. VOTING MEMBERSHIP

Only confirmed members who have qualified according to the membership provisions of the By-laws shall be voting members of this congregation. (Reference: Article II, A, By-Laws)

ARTICLE IV - SYNODICAL MEMBERSHIP

This congregation shall be affiliated with the Lutheran Church-Missouri Synod as long as the confessions and constitution of said Synod are in accord with the confession and constitution of this congregation as laid down in Article II. This congregation shall, to the best of its ability, collaborate with said Synod and assist it in effecting all sound measures intended for the building up of the Kingdom of God.

ARTICLE V - ORGANIZATION

A. RESPONSIBLE GROUPS

1. VOTERS' ASSEMBLY

This congregation shall be represented by and administer all its affairs through its voting membership in the Voters' Assembly Meetings.

2. ADMINISTRATIVE BOARDS

Responsibility and authority for the daily administration of congregational affairs shall be delegated to the following boards:

- a. Board of Lay Ministry
 - b. Board of Evangelism
 - c. Board of Christian Education
 - d. Board of Christian Day School
 - e. Board of Youth Ministry
 - f. Board of Stewardship
 - g. Board of Church Properties
 - h. Board of Parish Fellowship
 - i. Board of Public Relations
- These two Boards were combined 5-11-2015 Duties however were not assigned accordingly

3. OFFICERS OF THE CONGREGATION

The Officers of the congregation shall consist of an Executive Director, Assistant Executive Director(s), and a Treasurer, elected from among the Voting Membership in accordance with the By-laws of the congregation.

The Executive Director of the congregation (or the Assistant Executive Director(s), when acting in the Director's capacity) shall have a voice on all administrative boards, but his right to vote shall be limited to such Board or Boards on which he may hold membership.

The Pastor(s) of the congregation shall be ex-officio, a member of all Boards and their associated committees, and may, at his discretion, attend any or all meetings related to congregational activities of any kind.

4. PARISH COORDINATING COUNCIL

The Parish Coordinating Council shall consist of the Pastor(s), the Executive Director, the Assistant Executive Director(s), and the Treasurer of the Congregation, the Purchasing Agent, and the Directors of all the Administrative Boards listed in Section B of this Article. They shall hold a position on the Parish Coordinating Council by virtue of their call or election by the congregation so long as the term of office continues.

B. RIGHTS AND POWERS

Subject to the limiting provisions and regulations of this Constitution and its associated By-laws, this congregation shall have supreme power in the administration of its affairs. No duly elected officers of this congregation shall have any power or authority beyond that conferred upon them by the congregation acting through its voting membership in the Voters' Assembly meetings. Each Administrative Board, along with the Parish Coordinating Council, shall be responsible for the performance of such duties as the Voters' Assembly may delegate to them by special resolution. Such specially delegated rights and powers, of officers and Administrative Boards, shall be subject to revision or complete withdrawal by the Voters' Assembly at its discretion.

ARTICLE VI - OFFICE OF PASTOR(S) AND TEACHERS

A. Only such Pastors and Teachers shall be called who

1. accept and acknowledge the confessional basis set forth in Article II of this Constitution, and in the call extended to and accepted by them, stand pledged to the same, and
2. have been examined by the Lutheran Church-Missouri Synod as to knowledge, ability and attitude, and have been found to possess the necessary qualifications for the Christian ministry.

B. In the administration of his office, the Pastor shall be held to

1. teach the Word of God in truth and purity in accordance with the confessional standards specified in Article II of this Constitution,
2. administer the Sacraments and the Office of the Keys according to Christ's institution and the confessional standards of Article II of this Constitution,
3. advise, admonish, and encourage individual members, whenever necessary, on the basis of God's Word,
4. supervise the instruction of the catechumens on the basis of the Bible as explained in Luther's Small Catechism, and
5. be a good example to the congregation for emulation in true piety.

C. In the administration of his/her office, the teacher shall be held to

1. teach the Word of God in truth and purity in accordance with the confessional standards specified in Article II of this Constitution,
2. be a good example to the congregation for emulation in true piety, and
3. carry out such specific duties as the By-laws describe.

D. The congregation at all times has the right to call its pastor(s) and teachers to account and, if circumstances require, to remove them from office by the observance of Christian principles, lawful order, and Synodically accepted procedures.

ARTICLE VII - SOCIETIES

- A. Societies may be organized within the congregation only with the expressed approval of the Voters' Assembly, and all such societies shall be under the supervision of the Pastor(s) and the appropriate Administrative Board under whose jurisdiction they function.
- B. Only communicant members of this congregation shall be officers of such societies or groups.
- C. Any decisions, enactment, or performance of or by societies or groups shall be invalid if they conflict with this Constitution and its associated By-laws.
- D. The Pastor(s), by virtue of his office, shall be the advisor for such societies or groups within the congregation.

ARTICLE VIII - PROPERTY RIGHTS

If at any time a separation should take place with this congregation, the advice of the officers of District and Synod shall be sought. If, despite all efforts to resolve differences in peace and love, a division into fractions of the congregation shall occur, the property of the congregation and all benefits therewith connected shall remain with those members who continue to adhere in confession and practice to Article II of this Constitution.

ARTICLE IX - DOCTRINAL LITERATURE

- A. Only such hymns, prayers, liturgies, and forms shall be used in the worship services of this congregation and in all ministerial acts as conform to the pure doctrine of the confessional standards of Article II of this Constitution.
- B. For religious instruction in the Christian Day School and all other educational agencies of this congregation, in addition to the BIBLE and Luther's SMALL CATECHISM, only such books and literature shall be used which do not contain anything contrary to the declaration of faith as set forth in Article II of this Constitution.

ARTICLE X - AMENDMENTS TO THE CONSTITUTION

- A. This Constitution may be changed or amended, with the exception of the articles listed in Section B of this Article, by a two-thirds majority of the votes cast in a regular meeting of the Voters' Assembly, provided that the intention to amend the Constitution and the wording of the amendments proposed shall be initiated at a regular Voters' Assembly and shall be read to the congregation assembled for worship on the two Sundays prior to the date on which the amendment is presented for action.
- B. Article II of this Constitution and all such articles or sections as pertain to Scriptural doctrine shall be unalterable and irrepealable.

CONSTITUTION BY-LAWS

ARTICLE I - COMMUNICANT MEMBERSHIP

A. ADMISSION

A communicant member shall

1. have been baptized in the name of the Triune God, and
2. either
 - a. have been confirmed in Holy Ghost Lutheran Church, Monroe,
 - b. have transferred from a recognized sister congregation, or
 - c. have received adult instruction and accept the doctrines of Article II of the Constitution.

B. PRIVILEGES AND DUTIES OF COMMUNICANT MEMBERS

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

1. grow in the Christian faith and life through faithful use of the means of grace, searching the Scriptures at home and in fellowship with other members of the congregation and its agencies and partaking of the Lord's Supper frequently,
2. live a morally decent life before God and men, abstaining from open works of the flesh (Galatians 5:18-21), and so conducting themselves at all times as to bring credit rather than blame upon the Church of Jesus Christ,
3. provide for the proper Christian training of their children by instruction at home and through the agencies of the Church,
4. contribute toward the maintenance of the Congregation and the extension of the Kingdom of God at home and abroad to the limit of their abilities, and
5. place their God-given talents and abilities at the disposal of the Pastor(s), the officers, and other agencies of the congregation as set forth in the Constitution and By-laws, so that the purpose and functions of the congregation may be effectively implemented.

ARTICLE II - VOTING MEMBERSHIP

A. ELIGIBILITY AND ADMISSION

1. Eligibility shall occur when communicant members have reached the age of eighteen (18) years,
2. Applicant shall attend a regular Voters' Assembly meeting, shall have read the Constitution and By-laws and expressed acceptance of them, and
3. If no valid protest is raised and sustained, the applicant shall then sign the Constitution and thus become a voting member.

B. PRIVILEGES AND DUTIES OF VOTING MEMBERS

It shall be the privilege of a Voting Member of this congregation to

1. conscientiously and prayerfully exercise his right of suffrage in all measures that will advance the word of Christ's Kingdom, both locally and in the church-at-large,
2. willingly serve in any office or capacity for which his talents and abilities equip him,
3. faithfully attend all meetings of the Voters' Assembly,
4. assist with wholehearted diligence in administering the temporal and spiritual affairs of this congregation, and
5. encourage by personal example, friendly interest and judicious counsel, such eligible communicant members who are not yet Voting Members seriously to consider accepting the responsibilities and privileges of Voting Membership.

C. RELEASE FROM VOTING MEMBERSHIP

A Voting Member who shall be absent from three (3) consecutive regular Voters' Assembly meetings without having offered a valid excuse to the Pastor or to a member of the Parish Coordinating Council shall be reminded in writing by the Council. If a member shall be absent from four (4) consecutive regular meetings without valid excuse to the Pastor or to a member of the Council, that member shall no longer be a Voting Member. Reinstatement shall be in the same manner as in Article II, A, of these By-laws.

ARTICLE III - DISCIPLINE IN THE CONGREGATION

All discipline in this congregation shall be administered in accordance with the order of discipline laid down in Matthew 18:15-20, and other related New Testament passages (I Corinthians 5). The following procedure shall be followed under the direction of the Pastor(s) and the Board of Lay Ministry.

A. COMMUNICANT MEMBERSHIP - TERMINATION

1. TERMINATION

a. TRANSFERS

A member desiring transfer to another sister Lutheran Church shall apply to the Pastor. Upon approval by the Pastor and the Board of Lay Ministry, a letter of transfer shall be issued by the Pastor. The Board of Lay Ministry shall report all transfers to the congregation via church publications and to the Voters' Assembly at the next regular meeting of that body.

b. JOINING OTHER CHURCH

In cases where communicant members of this congregation have joined non-Lutheran congregations, or nonaffiliated Lutheran congregations, they shall, upon the decision of the Pastor(s) and the Board of Lay Ministry, be deemed to have terminated their membership in this congregation, forfeiting all rights and privileges of such membership, and shall be notified by mail of such termination. Their names shall be removed from the membership list of this congregation.

c. WHEREABOUTS UNKNOWN

The names of members whose whereabouts are unknown and cannot be established within a period of six months shall be removed from the membership list of the congregation and placed in a file designated "Whereabouts Unknown." Such membership is terminated and shall be reported as such at the next regular meeting of the Voters' Assembly.

d. SELF EXCLUSION

1. A member of Holy Ghost Lutheran Church who has not communed for three (3) months will receive a visit from a Lay Minister and be admonished and encouraged.
2. A member who has not communed for six (6) months shall receive another visit by at least two members of the congregation, one the respective Lay Minister and either the Pastor or some other concerned member of the congregation. Additional admonition and encouragement shall be given.
3. A member who, after nine (9) months, still has not communed and is not attending the worship services of the church, shall be evangelically admonished more firmly and told that if such neglect continued another three (3) months, it shall be interpreted as impenitence, lack of faith in Jesus Christ, and indifference to church membership privileges and responsibilities.

4. A member's name shall be transferred to the mission file of the congregation if after twelve (12) months he has not communed and has not responded to Christian admonition as outlined above. The individual shall be notified of such action by certified mail with return receipt requested and shall be declared self-excluded from this Christian congregation. Such self-exclusion releases the individual from all responsibilities to this congregation, but it also excludes the member from privileges of church membership, including Christian burial, Holy Communion, transfer of membership, and from any claim against the properties of this congregation. SUCH A PERSON, HOWEVER, WILL AT ALL TIMES BE CORDIALLY WELCOME TO ATTEND ALL WORSHIP SERVICES IN OUR CHURCH.

e. EXCOMMUNICATION

Excommunication is to be applied to any member who conducts himself or herself in an unchristian manner (i.e., to one who openly adheres to false doctrine or gives evidence of an immoral and offensive life). The Board of Lay Ministry shall guide the Voters' Assembly in administering church discipline. The name shall be transferred to the mission file of the congregation.

2. RESTORATION

Persons who have been removed from membership by self-exclusion or excommunication shall be restored with all rights and privileges when they repent and ask forgiveness through the Pastor(s) and the Board of Lay Ministry. Both the acts of discipline and restoration shall be made known to all communicant members by whatever method the Pastor(s) and the Board of Lay Ministry deem most suitable.

B. PROVISION PERTAINING TO CHURCH OFFICERS AND BOARD DIRECTORS

Any officer or board director of the congregation who willingly neglects the duties of his office may be deposed by a two-thirds majority vote of the Voters present in a meeting of the Voters' Assembly. The Board of Lay Ministry shall initiate such disciplinary action. When an office is made vacant by deposition, resignation, death, or excommunication of the incumbent, a successor to such officer or director shall be elected by Voters' Assembly at the next meeting in accordance with Article VII-A section 6 of the by-laws.

C. PROVISION PERTAINING TO PASTORS AND TEACHERS

Sufficient grounds for deposing a pastor or duly called or contracted teacher shall be as follows: persistent adherence to false doctrine, scandalous life, willful neglect of official duties, or evident and protracted incapacity to perform the function of the sacred office. The Board of Lay Ministry, or in the case of a teacher, the Board of Christian Day School, shall carefully investigate charges on any of these counts. Should such charges be substantiated by clear evidence, the individual involved shall first be given an opportunity to resign this position in the congregation. Such opportunity having been given and declined, the above mentioned Board or Boards shall, after consultation with the appropriate officers of the Michigan District, notify the voting membership of the situation, and shall submit the matter for action at a special meeting of the Voters' Assembly. A three-fourth-majority vote of the voters present shall be required to depose a pastor or teacher.

Should the occasion to depose a pastor or teacher ever arise, the intended deposition shall be announced by the Director of Lay Ministry at regular divine services on the two Sundays preceding a special meeting of the Voters' Assembly called for that purpose. All voting members shall be notified by mail at least two weeks in advance.

ARTICLE IV - MEETING OF THE CONGREGATION

A. REGULAR MEETINGS

1. Regular meetings of the Voters' Assembly shall be held four times each year, on the second Monday in February, May, September and November, beginning at 7:30 P.M. and concluding no later than 10:30 P.M., unless an extension of the time be made by majority vote.
2. The May meeting will include the election of officers, who will be installed into office on the last Sunday in June during the first worship service, with their duties beginning July 1st.
3. Regular meetings shall be announced either in the preceding Sunday's bulletin or publicly at the time of the Sunday announcements.
4. All communicant members of the congregation may attend the meetings of the Voters' Assembly and may, with the consent of the Voters' Assembly, submit recommendations or participate in a discussion of any given item of business before the Voters' Assembly.
5. The voting members in attendance at a properly called Voters' Assembly meeting shall constitute a quorum.

B. SPECIAL MEETINGS

Special meetings may be called by the action of the Voters' Assembly, by the order of the Pastor (or Executive Director in the absence of a Pastor), or of the Parish Coordinating Council. The meetings shall be announced on the preceding Sunday, stating time, place and purpose of meeting.

C. ORDER OF BUSINESS AT REGULAR MEETINGS

Regular meetings of the Voters' Assembly shall proceed as follows:

1. Opening Devotion
2. Roll Call of Voting Members
3. Reception of New Voting Members
4. Minutes of Previous Meeting(s), including Special Meetings
5. Unfinished Reports
6. Financial Reports
7. Reports of Administrative Boards and Committees
8. New Business
9. State of the Parish Report by Pastor(s)
10. Adjournment
11. Closing Devotion

The Executive Director may, with the consent of the Voters' Assembly, vary the above order in the interests of efficiency. In general, for purposes of order, ROBERT'S RULES OF ORDER shall prevail.

ARTICLE V - THE OFFICE OF PASTOR AND TEACHER

A. PROCEDURE FOR SECURING A PASTOR OR TEACHER

After consultation by the Board of Lay Ministry with the President of the Michigan District or his representative, candidates for the pastorate shall be proposed at the next meeting of the Voters' Assembly or at a special meeting called for that purpose. In the case of a teacher, the Board of Christian Day School shall consult with the appropriate District representative and shall present a list of candidates in the same manner as described above. In either case, additional candidates may be proposed by any Voting member at the meeting called to discuss the candidates. The voters shall then adopt a list of candidates. At that meeting, or at a subsequent regular or special meeting of the Voters' Assembly, the voters shall elect one of the proposed candidates by ballot and simple majority. If a simple majority is not reached on the first ballot, a second vote will be taken and the candidate with the fewest votes will be eliminated. This procedure will be continued until a candidate has received a majority of the votes. It shall be the duty of the Executive to see that notice of his election is delivered promptly to the candidate in whatever manner the Voters' Assembly shall deem advisable.

Negotiations for contract teachers (new or renewal) shall be delegated to the Board of Christian Day School and such negotiations and the terms which are agreed to shall come before the Voters' Assembly for approval in regular or special meeting.

B. THE PASTORAL OFFICE

The Pastoral Office is the authority conferred upon pastors by God, through a call of the congregation (who are the holders of the priesthood and of all congregational authority), to exercise in public office the common rights of spiritual priesthood on behalf of all. The Pastoral Office is the primary office in the congregation from which all other offices of the congregation issue. However, the congregation may establish as many auxiliary offices as its needs require and determine what work is to be assigned to such offices.

Upon being installed, the Pastor is authorized and obligated to proclaim to the congregation, jointly and severally, the word of God in its truth and purity as contained in the canonical writings of the Old and New Testaments and professed in the Book of Concord of 1580. He is further to

1. administer the sacraments in accordance with their divine institution,
2. discharge toward all members of the congregation the function of a minister and curate of their souls in an evangelical manner, in particular to visit the sick and dying and to admonish indifferent and erring members,
3. guard the spiritual welfare of the younger members of the congregation and adults during their preparation for acceptance of Holy Communion,
4. guide the congregation in applying the divinely ordained discipline of the church;
5. provide spiritual leadership and oversight in the educational agencies and the various adult and youth organizations within the congregation, and
6. serve as an example by Christian conduct and do all that is possible for the up-building of the congregation and for the advancement of the Kingdom of Christ.

By reason of his position, the Pastor is not only a servant and steward of God but also of the congregation. The Pastor(s) shall have the authority and responsibility for supervising the musical portion of all worship services in conjunction with the Board of Lay Ministry, so that it is at all times in harmony with the doctrine and practice of the Lutheran Church.

Members of the congregation are obligated to

1. accord the Pastor(s) honor, love, and obedience in his ministry of God's Word,
2. support his ministrations with diligence and faithful prayer,
3. help him in the discharge of his duties by cordial one-mindedness, willing readiness, peaceful conduct, and
4. in every other way possible, provide for his maintenance according to the ability of the congregation.

In calling a Pastor to preach the Word of God and to administer the sacraments on their behalf, the members of the congregation exercise their royal priesthood and by no means relinquish it. This is the privilege and responsibility of all members of the Church.

C. THE OFFICE OF TEACHER AND PRINCIPAL

The office of a called teacher is the authority conferred upon a teacher by God, through a call of the congregation, to perform the duties of the office in all its parts according to the Word of God and the needs of the congregation. Upon being installed, a called teacher is authorized and obligated to

1. instruct and train children under his/her care diligently and faithfully in the Word of God as contained in the canonical books of the Old and New Testaments and confessed in the Confessional Writings of the Lutheran Church, and found in the Book of Concord of 1580, and to base such instruction on the SMALL CATECHISM of Dr. Martin Luther,
2. accord them also a thorough Christian Education in branches of learning prescribed by a course of study adopted and approved by the congregation,
3. maintain Christian discipline in the school and to this end, employ such means as are in accord with the Holy Scriptures and within the bounds of Christian reason and justice,
4. serve the congregation as an example of Christian conduct,
5. endeavor to live in brotherly unity with his/her Pastor(s) and his/her fellow teachers,
6. work under the supervision of the Pastor(s), principal and the Board of Christian Day School,
7. do, by the grace of God, everything possible within the sphere of his/her calling toward the promotion of the school and for the general advancement of the Kingdom of Christ, both locally and generally, and
8. perform such other offices as are in the interest of Christian Education, and to the welfare of church and school, and as have been mutually agreed upon, as the circumstances of the congregation may require and as time and ability may permit.

The following duties are assigned to the Principal:

1. The Principal shall represent the school whenever representation of the school as a whole is necessary and endeavor to work for the efficiency of the entire school.
2. He shall exercise his office in a climate of brotherly unity and serve as educational leader of the school.
3. He shall lead all his colleagues in zeal for and devotion to his school, and its improvement as an educational agency and a Christian institution.
4. He shall keep the Pastor(s) fully informed as to school activities and problems, counsel with the Pastor(s) and strive to manage and lead the school in accordance with the Pastor's spiritual advice, based on the Word of God.
5. He shall serve as executive advisor to the Board of Christian Day School, keep the Board informed as to the courses of study outlined by the Board for Parish Education of Synod, the local and State Department of Education, and administrate the policies established by this Board.
6. He shall periodically submit a report on some area of school work at regular meetings of the congregation.
7. He shall supervise instruction in the school, and have charge of enrollment, attendance, hygiene and sanitation, decorum, safety and records.
8. He shall be responsible for supervising the school lunchroom program,

9. He shall show interest in all endeavors in the field of Christian Education and perform such other duties as are assigned by the congregation,
10. He shall endeavor to advance professionally.
11. He shall prepare and administer the school budget in cooperation with the staff and the Board of Christian Day School.

Members of the congregation are obligated to

1. receive the teacher as a servant of the Word,
2. honor, love, and respect him as such,
3. keep our children in true Christian submission to his rule and training,
4. support his work among us with diligent, faithful assistance and prayer,
5. render the discharge of his duties pleasant for him by peaceable conduct,
6. encourage him, in every other way, by word and deed,
7. aid him in the maintenance of Christian discipline in school, and in love and respect, and
8. provide for his maintenance according to the ability of the congregation.

ARTICLE VI - ELECTION OF OFFICERS

A. NOMINATION PROCEDURE

At the February meeting of the Voters' Assembly in an election year, the Parish Coordinating Council shall announce its selection of six (6) qualified voting members who, together with the Pastor(s) shall serve as the nominating committee. At this meeting the Voters may submit to the committee names of possible candidates for office.

The Nominating Committee, as soon after the February meeting as possible, shall prepare a list of candidates drawn from among the communicant members of the congregation who are eighteen (18) years or over, and from the list submitted by the Voters at the February meeting. This list shall then be made available to communicant members of the congregation.

Following the publication of the Nominating Committee's list, any communicant member of the congregation may submit to the committee additional names for inclusion on the list, and such names shall be placed in nomination by the committee, along with the candidates already chosen, provided that

1. such names shall be submitted at least ten (10) days before the date of the May meeting of the Voters' Assembly, and
2. the Nominating Committee, through consultation with the Pastor(s) and the Board of Lay Ministry, shall have investigated the status of the proposed candidates and found them eligible for office and willing to serve.

At least eight (8) days before the date of the May meeting the Nominating Committee shall post conspicuously on a bulletin board the list of candidates for the following offices:

1. Executive Director
2. Assistant Executive Director
3. Treasurer
4. Directors of the various Administrative Boards

B. ELECTION PROCEDURE

From the list of candidates for each elective office submitted by the Nominating Committee, the Voter's Assembly shall, at its May meeting, elect by ballot and simple majority, the following officers in the order indicated:

1. Executive Director
2. Assistant Executive Director
3. Treasurer
4. Board Directors, specifically nominated for the directorship of that particular Board, in the following order:
 - a. Lay Ministry
 - b. Evangelism
 - c. Christian Education
 - d. Christian Day School
 - e. Youth Ministry
 - f. Stewardship
 - g. Church Properties
 - h. Parish Fellowship/Public Relations

Only candidates defeated for office may be placed in nomination by Voters' Assembly at the election meeting for any office not yet filled.

C. INSTALLATION OF OFFICERS - TERM OF OFFICE

The newly elected officers of the congregation shall be installed on the last Sunday in June, and shall assume their duties of office as of July 1st.

The term of office of all officers shall be two (2) years, with a maximum of two (2) consecutive terms in the same office.

ARTICLE VII - PARISH COORDINATING COUNCIL

A. COUNCIL IS RESPONSIBLE FOR

1. serving as the point of liaison between the Pastor(s), the officers of the congregation, and the various Administrative Boards in planning the total work of the congregation,
2. settling jurisdictional disputes between the several Boards,
3. implementing and executing major policies and decisions of the Voters' Assembly through its respective committee or Boards,
4. presenting to the Voters' Assembly, at its September meeting, a yearly plan of activity for the entire congregation, as well as long-range plans for the development and expansion of Christ's work in our midst,
5. appointing the Nominating Committee at the required time, and
6. filling unexpired terms or shortages of personnel by appointment. Vacancies on the Council shall be filled by majority vote of the council, being ratified by the Voters at the following meeting. The term of the person filling the vacancy shall terminate on June 30, following the next regular election meeting. Completion of an unexpired term shall not constitute a term of office when determining eligibility for election.

B. MEETINGS

Regular meetings of the Coordinating Council shall be held each month. Special meetings may be called by the Executive Director, or at the request of the Pastor(s).

ARTICLE VIII - BOARDS AND COMMITTEES

Administrative Boards and Special Committees expedite the decisions of the Voters' Assembly and the Parish Coordinating Council. Their purpose is executive, not legislative. They are also responsible for originating plans and programs in the respective areas of Kingdom responsibilities, and they make recommendations of the same to the Coordinating Council.

The membership of each Board shall be enlisted and selected (NOT elected) on the basis of talents, interest, and aptitude from the entire communicant membership of the congregation by the Board Director, who shall notify the Council of his/her selection in order to avoid duplication among the Boards. The Board of Lay Ministry shall have male members only.

The Boards shall have sufficient members and hold enough meetings to accomplish their work.

The guidelines for responsibilities for each Board and Office shall be known as the "*Manual for Parish Council and Boards*."

ARTICLE IX - AMENDMENT TO THE BY-LAWS

These By-laws may be amended at any regular or special meeting of the Voters' Assembly, provided that

1. the proposed amendment be initiated at a Voters' Assembly,
2. the proposed amendment to the By-laws be printed in PREVIEW prior to the Voters' Assembly,
3. there be a two-thirds majority vote of the Voters present, and
4. there be no conflict with Article II of the Constitution.

ARTICLE X - MANUAL FOR PARISH COUNCIL AND BOARDS

1. The Manual for Parish Council and Boards shall be considered an extension of the By-laws.
2. It may be changed or adjusted at the discretion of the Coordinating Council or at the direction of the Voters' Assembly.

MANUAL FOR PARISH COUNCIL AND BOARDS

The purpose of this Manual is to set guidelines for the division of the work of the Kingdom of God at Holy Ghost Lutheran Church, Monroe, Michigan, among the officers in such a way as to expedite the work.

ARTICLE I - EXECUTIVE DIRECTOR

1. The Executive Director is responsible that all elected or selected officers and boards of the congregation are functioning and carrying out their individual responsibilities.
2. He shall preside at all meetings of the Voters' Assembly and the Parish Coordinating Council.
3. He shall prepare an agenda for each Council meeting.
4. He shall encourage Board Directors, in the interest of stewardship of time, to adopt a principle of making concise written reports and well-worded recommendations to the Coordinating Council.
5. He shall discuss with the Council the needs, ways, and means of training officers, by use of personal conferences, retreats, dinner meetings, etc.
6. He shall conduct meetings in accordance with good "rules of order" and give attention to avoid long or "draggy" meetings.
7. He shall assist the Board Directors in making appointments to the membership of the separate Boards.
8. He shall appoint a secretary immediately after he has taken office who shall continue in office until the Executive Director's term of office expires. The Secretary shall be present at all Voters' Assembly meetings and at all Coordinating Council meetings and shall enter the minutes of all meetings of those groups in a permanent record book over his/her signature. A copy of same shall be kept on file also in the church office. The Secretary shall conduct all official correspondence of the congregational Boards and Committees under the supervision of the Executive Director. In general, the Secretary shall perform all the duties normally pertaining to this office and such additional duties as the Voters' Assembly may delegate to him/her.
9. He shall appoint an Auditing Committee consisting of any two (2) qualified communicant members of the congregation other than the Treasurer and Financial Secretary to audit the financial records of the congregation and its societies. The Executive Director shall submit the Auditing Committee's report to the Voters' Assembly no later than the MAY meeting each year.
10. He shall appoint the Assistant Executive Director to preside over all meetings of the Salary Committee. The Salary Committee shall consist of a member of the Board of Christian Day School, Board of Church Properties, Board of Stewardship, Board of Lay Ministry, the Treasurer, a member-at-large, and the Assistant Executive Director. The Salary Committee shall make recommendations to the Voters' Assembly as to salary compensation for all Holy Ghost employees.

ARTICLE II - ASSISTANT EXECUTIVE DIRECTOR

1. The Assistant Executive Director of the congregation in the absence of the Executive Director, shall act for, and in the stead of the Executive Director.
2. He shall be available for whatever duties the Executive Director shall assign to him as his representatives.
3. He shall present the recommendations of the Salary committee to the Voters' Assembly for approval.

ARTICLE III -TREASURER

1. The Treasurer shall be responsible for accurate recordings of congregational receipts and disbursements and budgeted and actual expenditures according to proper accounting procedures and, as deemed advisable, shall suggest for congregational consideration improved methods and systems for keeping financial records,
2. shall present a written, duplicated Financial Report at Voters' Assembly and preliminary report at the Coordinating Council meetings,
3. shall submit permanent financial records for annual audit,
4. shall be responsible for monthly remission of offerings for Missions and for payment of salaries and bills authorized by the congregation or the Boards and Directors as fully constituted sources. He/she shall make quarterly (in January, April, July, and October) remission of offerings for church agencies, e.g. Bethesda,
5. shall furnish the congregation a surety bond in the sum designated by the Voters' Assembly, and such bond shall be procured and the premiums paid by the congregation,
6. shall coordinate the flow of moneys from the treasury to the various Boards in such a way that an adequate balance is retained for the payment of salaries and other regularly recurring expenses,
7. shall reimburse the professional workers of the church for documented expenses while attending professional workshops, conferences, conventions, etc., approved by the Board under whose jurisdiction they function,
8. shall receive from the Financial Secretary a report of all moneys received through worship services, special offerings, or any other source and duly record same,
9. shall sign all checks for payment of bills, salaries, or other financial commitments of the congregation of any sort,
10. shall have available for all Boards a current record of their occurred disbursement and budget allotment,
11. shall have the authority to work with salaried workers of the congregation a breakdown of the workers' total compensation into salary and benefits, at the worker's request, and
12. shall choose such assistants as needed.

ARTICLE V - ADMINISTRATIVE BOARDS IN GENERAL

1. Each Administrative Board shall submit in writing a summary report of its activities at each regular meeting of the Voters' Assembly and on such other occasions as the Voters' Assembly shall require. Such records shall include specific recommendations (if any) for congregational action and/or approval.
2. Each Board shall initiate and carry out such activities and programs within the congregation as will enable it effectively to perform the functions and duties assigned to it by the Constitution, By-laws and Manual for Parish Councils and Boards, or by specific resolution of the Voters' Assembly.
3. Each Board shall be empowered to administer all funds set aside for its work by budget appropriation or by special resolution of the Voters' Assembly, provided that the Voters' Assembly may, at its discretion, restrict such expenditures to conform with the actual financial condition of the congregation at any given time. Each Administrative Board shall be jointly and severally liable for all expenditures not authorized either by the budget or by special resolution of the Voters' Assembly.
4. Each Board shall keep a permanent set of minutes of each meeting, and such minutes shall be the property of the congregation.
5. Each Board shall be under the direct control and supervision of the Director of that Board. Following the election of the Director of each Board, the Director shall immediately, in coordination with the Executive Director and the Coordinating Council, appoint members to that Board. Then the Board Director at his own discretion shall designate and appoint from among the Board members those individuals who are to be responsible for various phases of the work of that Board. Such appointments are to be made as soon as possible following the Election Meeting, and notification of such appointments is to be given to the Executive Director for publication to the members in the manner he deems most advisable.
6. The time and frequency of Board meetings shall be at the discretion of the Director of the Board and the Board members, except, that, for good and sufficient reason, either the Executive Director or the Pastor may call a meeting of the Board at any time. Meetings thus called shall be classified as special meetings and each person involved shall be notified of the date, time, and purpose of such a meeting.

ARTICLE VI - THE BOARD OF LAY MINISTRY

The nature of the duties of this Board requires only men noted for their Christian knowledge, zeal and experience in the spiritual work of the Kingdom of Christ shall be members. The Board shall consist of at least eight (8) members, including the elected Director of the Board. The basic objectives of the Board are:

1. The spiritual welfare of the Pastor(s) and congregational members, individually and corporately; and
2. The supervision of everything pertaining to congregational worship.

That the objectives of this Board may be carried out, the following specific responsibilities are assigned to the Board of Lay Ministry:

1. Pray for the Pastor(s) and other spiritual leaders.
2. Encourage the Pastor(s) in his work by word and action.
3. Be concerned about the spiritual, emotional, and physical health and welfare of the Pastor(s) and his family (adequate compensation, housing, free time, vacation, assistance in time of illness), and to that end, specifically review these items once a year.
4. Assist the Pastor(s) in counseling with difficult cases and in finding peaceful and God-pleasing solutions to personal problems within the congregation.
5. Review yearly the salary and performance of the Church secretary and make appropriate recommendations to the Voters' Assembly, or, in case of vacancy, interview and hire a replacement in conjunction with the Pastor(s).
6. Exercise leadership in gathering all lists and calling a new Pastor when a vacancy occurs.
7. Maintain discipline within the congregation according to Scripture, the Lutheran Confessions and Article 3 of the Constitution and Article 3 of the By-laws of this congregation, and exercise discipline when required.
8. Take spiritual charge and oversight of the geographical and familiar groupings assigned to them in liaison with the Pastor(s) and other concerned Boards of the congregation.
9. Insure that the congregation functions in accordance with the established doctrine of the Church as listed in Article 2 of the Constitution.
10. Determine eligibility for membership of all individuals and families applying for membership in this congregation according to Article 3 of the Constitution and Article 1 of the By-laws.
11. See to prompt transfer of all members who move away and of new Lutheran families moving into the congregation.
12. Engage in member conservation and discipleship training in conjunction with the Board of Evangelism and the Board of Stewardship.
13. Engage in continual review of communion and church attendance of all members, make calls on delinquents, and follow-up on all newborn children of the congregation until they are baptized.
14. Train and supervise a visitation committee and engage in visitations of all sick, hospitalized, aged, and shut-ins in the congregation continually.
15. Be concerned about and supervise the instruction of youth and adults for confirmation and church membership to ensure that it is in accordance with the policies and aims of the Board of Christian Education.
16. Be responsible for a friendly, personal welcome of visitors at worship and for orientation and integration of new members in conjunction with the Board of Evangelism.
17. Be present for periodic training as determined by the Pastor and this Board.
18. Encourage spiritual programs in the societies of the congregation generally.
19. Be concerned about and supervise the instruction for communion and confirmation of the developmentally disabled in accordance with the policies and aims of the Board of Stewardship.
20. Supervise the organist(s) of the congregation.
21. Provide for vicars, assistants, substitute pastors and guest speakers as needed.
22. Staff, train and supervise the ushering staff and the acolytes.
23. Assist the Pastor with communion distribution, reading of Scriptures, preaching, etc., as required.
24. Set the time, schedule and number of communion services in conjunction with the Pastor(s), and the Voters' Assembly.
25. Approve and disapprove new forms of worship, liturgies, and hymns for use in public worship.

26. Supervise the Altar Guild in the care, use, and maintenance of the sacred vessels, the altar, the altar furnishings, and vestments.
27. Maintain an adequate supply of expendable items for worship, such as communion cards, pencils, communion wine and wafers, baptismal napkins, candles, etc., in conjunction with the Altar Guild.
28. Coordinate with the Altar Guild all church and chancel decorations and the distribution of altar flowers to the sick and shut-ins.
29. Plan the services and special services for the year.
30. Supervise the budgeted allotment for the selections and procurement of appropriate music, supervision of choirs, and other related matters, in conjunction with the Director of Music.
31. Recommend and annually review compensation and personnel for the music staff, as required for public worship.
32. Maintain and supervise adequate nursery facilities and personnel.
33. Submit at the time and in the form required, an annual budget as requested by the Board of Stewardship.

ARTICLE VII- THE BOARD OF EVANGELISM

The Board of Evangelism shall consist of at least six (6) members, including the elected Director of the Board. The basic objectives of this Board are to

1. bring the Gospel to the unchurched,
2. enlist ALL of God's people in the work of spreading the Gospel,
3. deepen the faith and activity of the members of this congregation, and
4. practice proper soul-accounting at all times.

That the objectives of this board may be carried out, the following specific responsibilities are assigned to the Board of Evangelism

1. Assist the Pastor(s) in the entire program of proclaiming the Gospel to all people.
2. Encourage prayer in church and homes for sincere evangelistic concern toward all people inside and outside the Church.
3. Foster a climate of evangelism that encourages congregation members to witness Christ informally and spontaneously to
 - a. one another,
 - b. the backsliding, and
 - c. the unsaved.
4. Emphasize evangelism through an intensive EVERY MEMBER education program annually.
5. Offer people more than membership in a church -- offer them a saving relationship with Christ. Do this by maintaining an ongoing visitation program. Assign names from the guest book each week and complete a call on them before the following Sunday. Take along trainees in the various evangelism programs so they may watch and listen.
6. Promote and direct congregation-wide evangelism undertakings.
7. Utilize the evangelism potential of The Lutheran Hour, This Is the Life and other Synodical or Christian programs.
8. Emphasize and encourage evangelism programs in and through the societies and auxiliary organizations of the congregation and suggest projects for such organizations.
9. Emphasize, in conjunction with the Board of Christian Education, child and youth participation in evangelism, as well as evangelistic outreach for the children and youth of the community.
10. Canvass the congregation's area of responsibility and effectively record, study, and utilize the results in churching the lost and straying. Be genuinely concerned for those moving into the community and for those (both members and prospects) moving into other areas. Use any and all means available for maintaining such contacts.
11. Be responsible for the maintenance and follow-up of a prospect file at all times.
12. Be responsible for the maintenance and follow-up of the lay visitor's program.
13. Conduct, before organization of Pastor's instruction classes, special visitations to witness for Christ and to invite prospects to attend.
14. Be concerned for the reception, orientation, and integration of new members into the congregation. Review their progress after six to twelve months.
15. Be conscious of the atmosphere of friendliness in the congregation toward members and visitors and suggest ways and means of improvement.
16. Study and adopt or adapt suggestions by the evangelism department of Synod, District, and Circuit.
17. Supervise the work of the Lutheran Laymen's League for administrative purposes and program development.
18. Engage in a self-study of methods, progress and the like of this Board's work, at least once a year.
19. Submit at the time and in the form required, an annual budget as requested by the Board of Stewardship.

ARTICLE VIII - THE BOARD OF CHRISTIAN EDUCATION

The Board of Christian Education shall consist of at least four (4) members, including Sunday School Superintendent, and the elected Director. Any Director of Christian Education shall be an ex-officio member.

The basic objectives of this board are to

1. plan and administer, with the Board of Christian Day School, the total educational program of the congregation,
2. select Personnel for the various agencies, and
3. provide the necessary means and facilities for the agencies.

That the objectives of this board may be carried out, the following specific responsibilities are assigned to the Board of Christian Education:

1. Be responsible for the Christian nurture of children, youth, and adults.
2. Establish objectives, set policies for, and supervise the total educational program for each education agency in the congregation except for the Day School, including the personnel; i.e. for the Sunday School, confirmation classes, Bible classes, and all other educational groups.
3. Provide for active expression of Christian love and concern as an integral part of the total education program.
4. Approve curriculum and analyze performance of each education agency and seek constant improvement.
5. Continually review existing agencies to determine whether all age groups are being served, and recommend revisions and additions as deemed advisable.
6. Make annual analysis, by age groups, to determine the degree of participation of the total membership of the congregation in its total educational program.
7. Maintain a "people accounting system" to record membership participation in the educational program and to follow-up the uninvolved.
8. Be concerned, together with the Board of Youth Ministry, for the assimilation of newly confirmed youth into appropriate agencies for study and activity.
9. Work with organizations and other boards and committees to coordinate educational activities within the congregation.
10. Provide, in conjunction with the Board of Evangelism, for the recruitment of pupils for the educational agencies of the church.
11. Encourage increasing participation of every congregational member in Bible Study, privately and in formal and informal groups.
12. Delegate administration of education agencies to qualified persons utilizing the spiritual gifted where possible.
13. Exercise leadership in gathering lists of candidates for vacancies in the teaching staff other than the Day School.
14. Supervise the conduct of teachers of the congregational agencies other than the Day School.
15. Enlist, train, place, and continue to train lay teachers and leaders as the congregation's needs require.
16. Establish a system of commendation for and recognition of faithful service by all persons involved in the educational task of the congregation.
17. Strengthen families as basic units of Christian education and closely relate congregational agencies to the homes.
18. Encourage Christian educational programs in societies of the congregation.
19. Encourage special classes, courses, conferences, retreats, and the like for special purposes.
20. Consider provisions of special educational opportunities for mentally retarded and other handicapped persons.
21. Provide for the professional growth of the educational staff through conferences, conventions, continuing education, etc., and request the necessary funds for the same in the yearly budget.
22. Maintain, improve, and cultivate the use of a church media center (Library committee).
23. Study and adopt or adapt helps suggested by the education departments of Synod, District, and Circuit.
24. Establish and maintain, in conjunction with other boards, a continuing program for the recruitment of full-time workers in the church at large, such as pastors, teachers, deaconess's, etc.
25. Establish and maintain a permanent file for all children and youth of the congregation by age and grade level, and see that such a file is kept continually up to date, (e.g. Cradle Roll).

26. Examine the education facilities and equipment annually, and make recommendations to the Board of Church Properties as to upkeep, repairs and replacements needed, as well as new equipment needed.
27. Submit at the time and in the form required, an annual budget as requested by the Board of Stewardship.
28. Supervise the work of Boy Scouts, Gospel Lights, and other such agencies for administrative purposes and program development, and
29. Provide and/or promote subscriptions to church periodicals.

ARTICLE IX - THE BOARD OF CHRISTIAN DAY SCHOOL

The Board of Christian Day School shall consist of at least seven (7) members including the School Principal (nonvoting) and the elected Director. It is recommended that one appointed member shall have no children in the Day School. Faculty members may be part of the Board as nonvoting members.

The basic objectives of this board are to

1. plan and administer the program of the Christian Day School and day care / preschool program,
2. determine policies of the Day School, and
3. assist and support the Day school staff in the carrying out of policies and the exercise of discipline.

The following specific responsibilities are assigned to the Board of Christian Day School:

1. Provide for active expression of Christian love and concern as an integral part of the total education program.
2. Approve the curriculum, analyze its effectiveness and seek constant improvement..
3. Exercise leadership in finding candidates for vacancies in the Day School staff and in properly calling or contracting professional teachers.
4. Supervise the conduct of professional teachers on the staff of the congregation.
5. Be concerned about the spiritual, emotional, and physical health and welfare of the professional education staff and their families.
6. Review and make recommendations annually concerning the adequate compensations of the professional teachers on the staff.
7. Strengthen families as basic units of Christian Education and closely relate congregational agencies to the homes through parent-teacher organizations, conferences, etc.
8. Supervise the work of the Parent-Teacher League for administrative purposes and program development.
9. Provide for professional growth of the educational staff through conferences, conventions, continuing education, etc., and request the necessary funds for the same in the yearly budget.
10. Study and adopt or adapt helps suggested by the education departments of Synod, District and Circuit.
11. Establish and maintain, in conjunction with other boards, a continuing program for the recruitment of full-time workers in the church at large such as pastors, teachers, deaconess's, etc.
12. Examine the education facilities and equipment annually, and make recommendation to the Board of Church Properties as to upkeep, repair, and replacement required, as well as new equipment needed.
13. Check the safety of education facilities such as steps, hand rails, lights, exits, housekeeping practices, fire drills, etc. on a regular basis in conjunction with the Board of Church Properties.
14. Submit at the time and in the form required, an annual budget as requested by the Board of Stewardship.
15. Establish a system of commendation for and recognition of faithful service by all persons involved in the educational task of the congregation.
16. Maintain, improve, and cultivate the use of a school media center.

ARTICLE X - THE BOARD OF YOUTH MINISTRY

The Board of Youth Ministry shall consist of at least six (6) members, four (4) adults and two (2) youth, including the elected Director of the Board.

The basic objectives of this Board are to

1. involve the young people (teens and young adults) of the congregation in the work of Christ,
2. provide for their spiritual growth and nurture, and
3. promote genuine Christian fellowship for the young people of Holy Ghost.

That the objectives of this Board may be carried out, the following specific responsibilities are assigned to the Board of Youth Ministry:

1. Promote attendance and involvement of the congregation's young people at all youth activities.
2. Provide for the continuing spiritual growth of the young people of the congregation through Bible study, prayer, and Christian service.
3. Plan and carry out, together with other concerned Boards, a year-round program for the young people of the congregation.
4. Involve resource people in developing a planned parish program for young people.
5. Develop a program for the social fellowship of the young people of the congregation, including various recreational programs.
6. Actively engage in the selection and training of leaders for the young people's program at all times.
7. Plan and observe, together with the Pastor(s), a yearly Congregational Young People's Sunday.
8. Plan a special event to welcome the newly confirmed young people of the congregation and to invite them to join the young people's groups.
9. Provide for continuing education of young people on topics of current interest to them.
10. Provide opportunities for involvement as servants in the life of the community, such as, civic, school, cultural, humanitarian, recreational, and social groups.
11. Provide for public recognition of various youth achievement and accomplishment.
12. Plan and coordinate activities for youth with other young people's groups outside the congregation, particularly with other Lutheran young people's groups at various levels.
13. In conjunction with the Board of Evangelism, train and involve the young people of the congregation in bringing others to faith in Christ.
14. Provide counseling for the spiritual, moral, social, and vocational development of young people.
15. Recruit, together with the Board of Christian Education, young people for full-time service in the church, such as pastors, teachers, and the like.
16. Welcome and use college students during the summer months for various young people's activities.
17. Supervise the work of all youth groups in the congregation for administrative purposes and program development,
18. Submit at the time and in the form required, an annual budget as requested by the Board of Stewardship.

ARTICLE XI - THE BOARD OF STEWARDSHIP

The Board of Stewardship shall consist of at least eight (8) members, including the elected Director of the Board.

The basic objectives of this Board are to

1. initiate programs for the development of good stewardship attitudes in the members of the congregation in regard to time, talents, and treasures,
2. provide for the training and utilization of members of the congregation for the work of Christ's Kingdom, and
3. ensure the financial stability of the congregation and its work through a development program of dedicated, proportionate, first-fruits giving, (II Corinthians 8:3) and (I Corinthians 16:2).

That the objectives of this Board may be carried out, the following specific responsibilities are assigned to the Board of Stewardship:

1. Study the Scriptural principles regarding the total stewardship calling of the Christian -- as a member of his family, as a neighbor and citizen, and as a congregational member -- and share these insights with congregational members.
2. Contact and encourage new members for service to the congregation and endeavor to stir up the talents of present members for use in Christ' work.
3. Maintain a program to discover and enlist for Kingdom service the talents God has given members, old and new, young people and adults.
4. Be responsible for maintenance of a congregational talent file at all times, and provide for the immediate recording of the talents and abilities of incoming members and supply each Board Director periodically with an updated copy of this talent file.
5. Provide opportunities for the development of talents through training courses, workshops, seminars, and the like.
6. Conduct an intensive program annually to confront EVERY MEMBER personally with basic Biblical stewardship principles and practices.
7. Encourage the Gospel-motivated practice of joyous, worshipful, liberal, proportionate, first-fruits giving in response to received blessings and recognized needs.
8. Give every member an opportunity to make a commitment annually of his treasure for Kingdom work through the congregation.
9. Initiate an annual preparation and presentation to the congregation of a God-pleasing work program, determine anticipated receipts and supply this data to the Parish Coordinating Council.
10. Foster support for missions and charities through an ongoing program of mission information and education through education agencies, committees and organizations, rallies, festivals, film and filmstrips, letters and tracts, appearances of missionaries, the "Gift for the Christ-Child" and the like.
11. Administer the congregation's Welfare Fund in conjunction with the recommendation of the Board of Lay Ministry.
12. Plan and recommend a year-round program of support for Lutheran World Relief (financial gifts, clothing drives, kiddie kits, and the like) through the various agencies and committees of the congregation.
13. Enlist a Visitation Committee in conjunction with the Pastor(s) and the Board of Lay Ministry.
14. Prepare and submit as part of the annual budget of this Board a selected list of charities for the congregation and suggest the source of revenue designated for that purpose.
15. Evaluate and make recommendations for gifts of love by individuals and the congregation as a whole.
16. Screen all outside appeals for funds and make the appropriate recommendations to the Voters' Assembly or initiate the necessary action appropriate to such an appeal.
17. Review, accept, or decline all offers of non-solicited gifts to the congregation.
18. Evaluate various educational programs for endowments, remembrance of the congregation in wills, bequests, and the like, and suggest ways of implementation to the Director of Public Relations, as well as supplying workers at his request.
19. Study and maintain a list of available social agencies (either of Lutheran, private or public nature) for help with alcoholics, drug problems, delinquents, mental retardation, emotionally disturbed individuals, unwed mothers, and the like,

20. Study together with the Pastor(s) the possibilities and recommend implementation of offering spiritual services and care to hospitals, homes for the aged, prisons, and other institutions within the community.
21. Encourage and enlist in cooperation with the Board of Youth the young people of the congregation for full-time service in the church as pastors, teachers, and the like, especially through services provided by Concordia College, Ann Arbor.
22. Be concerned, together with the Treasurer and Financial Secretary, for safe deposit and recording of all funds, monthly remissions of offerings for missions and church agencies, and prompt payment of salaries and bills as authorized by the congregation and the appropriate Boards.
23. Evaluate the offerings of the congregation monthly, and share these evaluations with the members of the congregation.
24. Enlist, maintain and administer a secretarial pool of qualified persons who will be available to Boards and committees for special secretarial assignments.
25. Encourage stewardship programs in the societies and auxiliaries of the congregation.
26. Review the annual budgeting procedures of the congregation in conjunction with the Treasurer and Financial Secretary and recommend to the congregation any necessary improvements or revisions.
27. Submit at the time and in the form required, an annual budget as requested by the Board of Stewardship.

FINANCIAL SECRETARY

The Director of the Board of Stewardship shall appoint a Financial Secretary from among those people appointed to the Board. The Financial Secretary shall

1. be responsible for the accurate counting, recording, and depositing of all receipts for the congregation in a local financial institution or institutions, and to that end, shall enlist a staff of recording secretaries and a Finance Committee. The recording secretaries shall record all contributions by members for whatever purpose and shall notify the Board of Stewardship and the Pastor(s) concerning contributions by nonmembers. The Finance Committee shall be responsible, under the direction of the Financial Secretary, for the prompt counting of Sunday and other receipts.
2. be responsible for issuance of regular quarterly statements to members, showing their offerings to date.
3. furnish the Treasurer with a duplicate deposit slip for all deposits and a breakdown of receipts.
4. be responsible for the expediting and safe deposit and keeping of all funds.
5. be responsible for requisitioning and distribution of offering envelopes.
6. furnish the congregation a surety bond in the amount set by the congregation, and such bond shall be procured and the premium paid by the congregation.
7. give a quarterly report to the Voters' Assembly.

MINISTER OF SPIRITUAL GIFTS AND ASSIMILATION

The Director of the Board of Stewardship shall appoint a Minister(s) of Gifts and Assimilation from among the congregational members. The Minister(s) of Gifts and Assimilation shall

1. be responsible for nurturing the spiritual gifts of the congregation.

ARTICLE XII - THE BOARD OF CHURCH PROPERTIES

The Board of Church Properties shall consist of at least eight (8) members, including the elected Director of the Board.

The basic objectives of this Board are to

1. maintain and repair properly the church property,
2. represent the congregation in all legal matters, and
3. protect the congregation against loss or damage of whatever nature.

That the objectives of this Board may be carried out, the following specific responsibilities are assigned to the Board of Church Properties:

1. Make an annual inspection of church properties and equipment and recommend to the Voters' Assembly needed repairs, improvements or replacement.
2. Conduct an annual inventory of all church properties, equipment and supplies, including acquisition date and approximate value of each item.
3. Carry out all resolutions of the Voters' Assembly on purchases, repairs, replacement of church property and equipment in conjunction with the congregational Purchasing Agent.
4. Determine and engage, with the congregation's approval, adequate custodial help. The Board shall also meet periodically with custodians to discuss the care of the buildings and grounds, needs and problems in custodial service, and the like.
5. Prepare for the custodial help a detailed list of the required daily, weekly, monthly or annual maintenance of the facilities and equipment of the congregation.
6. Review annually and recommend salaries for all custodial help and to that end, study and recommend policies regarding union labor, fair employment practices and the like to be applied to suppliers and to the congregation.
7. Determine and establish, with the approval of the Voters' Assembly, regulations governing the use of church property and equipment.
8. Coordinate the schedule of activities within the facilities in conjunction with the Board of Parish Fellowship.
9. Make and issue keys for church property, and keep and review annually a list of the keys issued.
10. Supervise, control and recommend adequate storage facilities for all church property, equipment and supplies, and the orderly maintenance of the same.
11. Review annually the adequacy of all types of insurance for church property and equipment and negotiate insurance contracts.
12. Check all property twice a year for fire hazards.
13. Enlist work crews for special repair, improvement, cleaning, painting, decorating, landscaping and other projects.
14. Arrange for immediate repairs of an urgent nature and all normal repairs and alterations for which budget funds have been allocated.
15. Obtain legal information necessary for the wise consideration of contracts, deeds, and the like by the congregation.
16. Negotiate service contracts for the organ, office machines, and the like.
17. Make an annual inventory of official documents in safekeeping, and enter its completion in the official minutes of the congregation.
18. Sign official documents and contracts that have been negotiated and approved by the congregation. To this end the Director of the Board, together with one appointed member of the Board, shall serve as legal Trustees for the congregation.
19. Obtain legal information on the laws governing nonprofit organizations.
20. Be responsible for and administer the affairs of the Old Cemetery.
21. Set all policies and fees for rental, use and lending of church properties, (e.g. chairs, tables, etc).
22. Submit at the time and in the form required, an annual budget as requested by the Board of Stewardship.

ARTICLE XIII - THE BOARD OF PARISH FELLOWSHIP

The Board of Parish Fellowship shall consist of at least five (5) members, including the elected Director of the Board, who will choose the Board members from all organizations within Holy Ghost.

The basic objectives of this Board are to

1. strengthen the fellowship between congregational members, spiritually and socially,
2. integrate new members into the life of the congregation, and
3. build mutual cooperation, trust, and enjoyment among the members of the congregation.

That the objectives of this Board may be carried out, the following specific responsibilities are assigned to the Board of Parish Fellowship:

1. Coordinate functions within the church through the individual representatives from the various organizations.
2. Maintain constant contact with the other Administrative Boards, both suggesting to them ways of furthering the work of their Boards through fellowship and drawing from them requests and suggestions for fellowship activities.
3. Provide for the integration of new members and their families into the congregation through periodic fellowship nights, dinners, rallies, and the like, in conjunction with the Board of Evangelism.
4. Review and adopt or adapt materials and ideas from various sources that will bring congregational members into personal contact in groups, such as family nights, plays, talent shows, and the like.
5. Plan, supervise and implement recurring yearly events that will focus attention on the major aspects of the congregation's work.
6. Receive and approve requests for the use of the congregation's facilities for wedding receptions, recreational activities by various groups, and all other activities of whatever nature and whatever source, by the keeping of a "Hall" calendar, etc.
7. Develop policies and rules for the use of the facilities at the functions sponsored by this Board in conjunction with the Board of Church Properties.
8. Maintain and publish a weekly and monthly schedule of activities within the congregational facilities and coordinate, approve or disapprove requests for such activities in the best interest of the congregation.
9. Be responsible for and supervise the use of all property and equipment used for the various activities sponsored by this and other Boards, groups, or committees who have requested and received approval of activities in our facilities.
10. Supervise the total work of the Ladies' Aid and Lutheran Women's Missionary League for administrative purposes and program development.
11. Be responsible for publishing and posting all policies and rules for the use of church facilities.
12. Submit at the time and in the form required, an annual budget as requested by the Board of Stewardship.

ARTICLE XIV - THE BOARD OF PUBLIC RELATIONS

The Board of Public Relations shall consist of at least three (3) members, including the elected Director of the Board.

The basic objectives of this Board are to

1. present to the public a Christian image which will reflect favorably upon the work of Christ and of this congregation as His instrument,
2. publicize the work of the congregation through various channels, and
3. integrate the congregation's work into the life of the community.

That the objectives of this Board may be carried out, the following specific responsibilities are assigned to the Board of Public Relations:

1. Represent the congregation in community activities, and keep the congregation informed of social, political, and economic developments within the community.
2. Be concerned, together with other appropriate Boards, with the congregation's role in the community and develop useful means of becoming a better servant to the community.
3. Maintain contact with the "Fair Committee", so that our concession stand at the Monroe County Fair might enhance the image of our congregation.
4. Work with other churches to improve the Christian image to the community and to implement the church's mission.
5. Maintain contact with benevolent and charitable agencies in the community, state, and on the national level, and recommend to the congregation responses to opportunities for service.
6. Establish and maintain a continuing program of publicity for the congregation and its activities which will reflect favorably on the congregation and its commitment to the Gospel of Christ.
7. Be responsible for the publication of the congregation's monthly newsletter.
8. Maintain the church bulletin boards, indoors and outdoors, and recommend appropriate messages and themes for publications.
9. Establish and vigorously pursue, together with the Board of Stewardship, a program for endowing the congregation through wills, bequests, foundations, and other sources.
10. Work for the overall enhancement of the congregation's image in the various news media and publications of the community.
11. Establish and maintain friendly relationships between the congregation and the professional community services and governmental agencies within the community.
12. Work together with the Board of Lay Ministry in making visitors feel welcome in our midst.
13. Submit at the time and in the form required, an annual budget as requested by the Board of Stewardship.