



St. Paul's
Lutheran
Church & School

**Constitution
and
Bylaws**
2024

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ST. PAULS LUTHERAN CHURCH AND SCHOOL CONSTITUTION

Voter adopted 10/15/2023

1.0 NAME

The name of this congregation shall be St. Paul's Lutheran Church and School, located at 500 Sixth Avenue Southwest, Perham, Otter Tail County, Minnesota.

2.0 MISSION

- 2.1 The mission of St. Paul's Lutheran Church: To bring the saving Word of God to all people while sharing the love of Jesus.
- 2.2 The mission of St. Paul's School: Impacting lives forever spiritually, intellectually, emotionally, physically, and socially with the love of Jesus.

3.0 CONFESSIONAL STANDARD

- 3.1 This congregation acknowledges and accepts all the canonical books of the Old and New Testaments as the revealed and inerrant Word of God, verbally inspired, and submits to them as the only infallible authority in all matters of faith and life.
- 3.2 This congregation acknowledges and accepts all the confessional writings of the Evangelical Lutheran Church, contained in the Book of Concord of the year 1580, as true and genuine expositions of the doctrines of the Bible. These confessional writings are the three Ecumenical Creeds (Apostles', Nicene, and Athanasian), the Unaltered Augsburg Confession, the Smalcald Articles, the Apology of the Augsburg Confession, Luther's Large and Small Catechisms, and The Formula of Concord.

- 3.3 Only such hymns, songs, prayers, and liturgies will be used in the public services of the congregation and in all ministerial acts, as to conform to the confessional standard of this article. Likewise, in all classes for instruction in Christian doctrine, only such instructional material will be used as to conform to this standard.

4.0 SYNODICAL MEMBERSHIP

This congregation shall be a member of The Lutheran Church - Missouri Synod (LCMS) as long as the Synod conforms to the congregation's confessional standards as set forth in this constitution.

- 4.1 Two-thirds majority vote of a quorum at a properly called Voters Assembly shall be required, to withdraw from membership in The Lutheran Church--Missouri Synod. For determining synodical membership, a quorum shall be 15% of the voting membership of this congregation as of January 1st of the current year. In the absence of a quorum, those present shall fix the date for an adjourned meeting and at least five days written notice shall be given. The members who are present at such an adjourned meeting shall constitute a quorum.

5.0 MEMBERSHIP

This congregation distinguishes among three types of congregational membership.

- 5.1 The membership of this congregation includes the following:

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

- 5.1.2 *Communicant* members are those baptized members who have been instructed and are familiar with the contents of *Luther's Small Catechism*, have confirmed their baptismal vows, and accept the confessional standard of this constitution.
- 5.1.3 *Voting* members are communicant members who have reached the age of 18 years.
- 5.2 The members of this congregation are received in the following manner:
 - 5.2.1 Baptized members are received through the Sacrament of Holy Baptism or through the consent of one or both parents in the case of children who have been baptized in the name of the Triune God in another Christian congregation.
 - 5.2.2 Adult members are received through the Sacrament of Holy Baptism and then confirmation, through transfer from a sister congregation, or through profession of faith or reaffirmation of faith. This shall be approved by the board of elders, who will communicate the admissions of these members to the Church Council. Before transferring into this congregation, those who desire to do so will consult with the pastor.
 - 5.2.3 Eligible communicant members automatically become voting members upon reaching 18 years of age.

- 5.3 Members of this congregation shall strive to conform their entire lives to the authority of God's Word and to that end shall make diligent use of the means of grace, exercise faithful stewardship of God's many gifts and talents, impart and accept fraternal admonition as the need of such admonition becomes apparent, and be readily available for service in the kingdom of Christ within and beyond the congregation. Membership in organizations whose principles and conduct conflict with the Word of God is prohibited.
- 5.4 Membership in this congregation shall be terminated as follows:
- 5.4.1 Membership shall be terminated by transfer to a sister congregation in the LCMS, by joining a congregation outside the fellowship of this congregation, by self-exclusion, when whereabouts are unknown, by death, or by excommunication.
- 5.4.2 Communicant members who conduct themselves in an un-Christian manner shall be admonished according to Matthew 18:15-20, the goal of which shall be to call them to repentance. If they remain impenitent after proper admonition, they shall be excommunicated. Each case of excommunication or self-exclusion shall be presented to the Voters Assembly for a decision. A two-thirds majority vote of those present at a properly called Voters Assembly shall be required.
- 5.5 Requests for change in membership shall be processed by the pastor in conjunction with the board of elders. All changes in membership shall be reported in church publications such as the Sunday bulletin, newsletter, or annual report.

6.0 CALLED CHURCH WORKERS

The Voters Assembly of this congregation shall have the exclusive right to call ordained or commissioned ministers. This responsibility shall not be delegated to a smaller body and never to an individual.

- 6.1 The pastoral office shall be conferred only upon ordained ministers who are members of The Lutheran Church--Missouri Synod, candidates for the pastoral ministry who have satisfied the qualifications and requirements for assignment of first calls by Synod, or ordained ministers who are members in good standing of church bodies that have been formally recognized to be in altar and pulpit fellowship with the Synod when agreements for such calls are in place.
- 6.2 Only those commissioned ministers shall receive a call who adhere to the confessional standard set forth in this constitution, who are qualified for the work of the ministry to which they are called, and who have been endorsed by and are members of The Lutheran Church--Missouri Synod, or are candidates of LCMS colleges and universities who have satisfied the qualifications and requirements for assignment of first calls, or are commissioned ministers in good standing from church bodies that are in altar and pulpit fellowship with The Lutheran Church--Missouri Synod.
- 6.3 The right of calling ordained or commissioned ministers shall be vested in the voters assembly and shall not be delegated otherwise.

- 6.4 Called ordained or commissioned ministers may be removed from office in Christian and lawful order by a two-thirds majority ballot vote of the voters present at a properly called voters assembly for one of the following reasons: persistent adherence to false doctrine, scandalous life, willful neglect of the duties of office, the inability to perform those duties, or domineering in office. This shall be done only in consultation with the President of the Minnesota North District.
- 6.5 When a vacancy occurs in an office of an ordained or commissioned minister, the congregation shall notify the President of the Minnesota North District to receive assistance in temporarily filling the vacancy and to receive his counsel in calling a new pastor, teacher, or other church worker.

7.0 AUTHORITY OF AND WITHIN THE CONGREGATION

The Voters Assembly shall be the governing body of this congregation and shall be empowered to administer and manage all its affairs including calling and/or contracting professional staff.

- 7.1 The establishment and conduct of all organizations and societies within the congregation or related directly to the congregation shall be subject to the overall authority and general oversight of the Voters Assembly.
- 7.2 All matters before the Voters Assembly shall be decided by a majority vote unless otherwise specified by this constitution or bylaws. Matters of doctrine and conscience shall be decided only on the basis of the Word of God.

- 7.3 Officers, board members, and committee members shall have no authority beyond that which has been conferred upon them. Whatever power may have been delegated to them shall at all times be subject to change or revision by the Voters Assembly.
- 7.4 This congregation may receive, acquire, hold title to, and manage real estate and other property in order to accomplish its purpose. It may also sell or dispose of such real estate or build new facilities in order to accomplish its purpose. A two-thirds majority vote of the Voters Assembly is required for such action.
- 7.5 The Church Council shall serve as the legal representative of the congregation.

8.0 VOTERS ASSEMBLY MEETINGS

Meetings of the Voters Assembly shall be held as determined in the bylaws.

- 8.1 Announcements of regular meetings shall be made in the services of the two previous Sundays or printed in the Sunday bulletin for the two previous Sundays.
- 8.2 Announcements of special meetings shall be made in the services of the two previous Sundays or in the services of the previous Sunday when accompanied by notification by mail unless deemed an emergency meeting. Such special meetings may be called at the request of the pastor, chairman, church council, or ten (10) voting members. The business at a special Voters Assembly shall be limited to the reason for which it was called.
- 8.3 All voting members present at a properly called meeting shall constitute a quorum unless otherwise specified in this constitution.

- 8.4 It shall be the obligation of every voting member to attend all meetings of the Voters Assembly. By being absent a voter waives the right to vote in that meeting. Absentee ballots or voting by proxy shall not be allowed.
- 8.5 The attendance of each voter shall be recorded by the secretary.

9.0 OFFICERS, BOARDS, AND COMMITTEES

- 9.1 The officers of this congregation shall be:
 - 9.1.1 A chairman, who shall conduct the meetings of the Voters Assembly, Church Council, and congregation.
 - 9.1.2 A vice-chairman, who shall serve in the chairman's absence or inability to act.
 - 9.1.3 A secretary, who shall keep the minutes of the Voters Assembly and the Church Council.
 - 9.1.4 A treasurer, who shall be responsible for the financial records of the congregation.
- 9.2 The boards of this congregation shall be:
 - 9.2.1 A board of elders, consisting of up to 9 members, which shall assist the pastor in the spiritual life of the congregation.
 - 9.2.2 A board of properties, consisting of up to 6 members, which shall be responsible for the physical properties of the congregation.

- 9.2.3 A board of finance, consisting of up to 6 members, which shall be responsible for the receipt of all contributions and which shall deposit the same in an account established in the name of the congregation.
- 9.2.4 A cemetery board, consisting of up to 6 members including the sexton, which shall be responsible for the operation and maintenance of the cemeteries.
- 9.2.5 A trust fund board, consisting of up to 6 members, which shall be responsible for the management of the trust fund.
- 9.2.6 A board of discipleship and evangelism, consisting of up to 7 members, which shall be responsible for integrating new members into the congregation and for leading members of the congregation in outreach into the community.
- 9.2.7 A board of education, consisting of up to 5 members, which shall be responsible for overseeing the day school and preschool.
- 9.2.8 A board of youth and family, consisting of up to 5 members and the DCE as an advisory member, which shall be responsible for the congregation's youth activities.
- 9.2.9 As appropriate, the number of members of these boards may be changed by the Church Council to reflect the needs of the congregation.

9.3 The committees of this congregation shall be:

9.3.1 A financial review committee, consisting of 3 members, which shall review the books of the treasurer annually and report at the next Voters Assembly.

9.3.2 A nominating committee, consisting of at least 5 members, which shall be responsible for the nominations and elections to office.

9.4 Any officer, board member, or committee member who fails to carry out his or her duties of office or who fails to perform the responsibilities of confirmed membership may be removed from office by the Voters Assembly by a two-thirds majority ballot vote, in Christian and lawful order. Reasons for such removal shall normally include persistent adherence to false doctrine, scandalous life, willful neglect of the duties of the office, or inability to perform the duties of the office. Matthew 18 should be followed under such circumstances.

9.5 The pastor, by virtue of his office, shall be an advisory member of all boards and committees.

10.0 LIMITATIONS ON HOLDING OFFICE

Women who hold voting membership may serve as officers and as members of boards and committees of this congregation which do not call upon them to carry out the specific functions of the pastoral office (preaching in or serving as the leader of the public worship service, the public administration of the sacraments, the public exercise of church discipline).

Accordingly, a woman may not serve as pastor of this congregation or as a member of the board of elders. Also, they may not serve as chairman or vice-chairman of the congregation.

11.0 DIVISION

If at any time a division of the congregation should take place for any reason, the following principles will govern.

- 11.1 The President of the Minnesota North District shall be contacted for his counsel before any final decision is made regarding a division.
- 11.2 The property of the congregation and all benefits connected therewith shall remain with those communicant members who continue to adhere in confession and practice to the confessional standards set forth in this constitution.
- 11.3 In the event that the congregation dissolves, all property shall be disposed of by the final Voters Assembly for the payment of debts and all just claims against the congregation. Any and all surplus and all rights connected therewith shall be conveyed to and become the property of The Minnesota North District of the LCMS.

12.0 AMENDMENTS

This constitution may be amended in a properly convened meeting of the Voters Assembly.

- 12.1 Amendments to articles other than article 3 may be adopted at a regular or special voters assembly meeting provided that:
 - 12.1.1 They do not conflict with the provisions of article 3 or with any other article that pertains to scriptural doctrine and practice.

- 12.1.2 The proposed amendment has been submitted in writing at a previous meeting of the Voters Assembly and published in the Sunday bulletin at least one Sunday prior to the meeting at which the proposed amendment will be acted upon.
- 12.1.3 A two-thirds affirmative vote of the voters present at a properly called meeting shall be required for adoption.
- 12.2 Amendments to Article 3 shall follow the above procedures. Any changes to this article shall not destroy the essential meaning of the same.
- 12.3 The revised constitution shall, as a condition of continued membership in the LCMS, be submitted to the President of the Minnesota North District for review by the district's constitution committee and favorable action by the district's board of directors before being implemented by the congregation.

BYLAWS

13.0 PROCEDURES FOR CALLING MINISTERS OF RELIGION

When this congregation calls a minister of religion, ordained or commissioned, the following procedure shall be followed:

- 13.1 When a pastor or commissioned minister is to be called, every member of the congregation shall be provided opportunity to suggest one or more names for consideration.

- 13.2 A call committee shall consist of the board of elders and others, as approved by the Church Council, to serve as a screening committee and shall submit all suggested names to the District President for information and evaluation. The District President may add additional names as necessary. The committee shall then review, evaluate, and interview, as needed, the candidates. Then the committee will present to the congregation by public announcement its proposed list of candidates and make available information on each candidate.
- 13.3 This information shall be made available to the congregation for two Sundays prior to a Voters Assembly called for the purpose of calling a pastor or commissioned minister. All congregation members shall be allowed to attend this meeting regardless of whether they are a member of the Voters Assembly or not. However, only eligible voters may cast a vote.
- 13.4 Ballot voting shall continue until a majority vote determines the disposition of the call.
- 13.5 If at all possible, a unanimous voice vote by registered voters shall be the last vote for the candidate who was elected.

14.0 CHURCH COUNCIL

The Church Council shall provide direction to the congregation on behalf of the Voters Assembly.

- 14.1 The Church Council shall consist of the congregation's officers and elected board members. The pastor, DCE and principal are advisory members.

- 14.2 The Church Council shall meet monthly. Special meetings of the Church Council may be called by the chairman, the pastor, or any three members of the Church Council by providing notice at least 24 hours prior to the meeting.
- 14.3 The Church Council members present at a properly called meeting shall constitute a quorum.
- 14.4 The principal duty of the Church Council shall be to coordinate the program and activities of the various boards of the congregation. It shall also have the power to act on behalf of the congregation between meetings of the Voters Assembly within limitations established by the Voters Assembly and the constitution and bylaws. Actions of the Church Council shall be reported to the members in the next newsletter.

15.0 NOMINATIONS, ELECTIONS, APPOINTMENTS, AND TERMS OF OFFICE

The procedure for the nomination and election of officers and board members, appointment of committees, and appointment to vacant offices shall be as follows.

- 15.1 A nominating committee shall be appointed by the Church Council for the purpose of presenting a slate of candidates for each elected office. The committee shall include those board members whose term of office is expiring. The committee shall attempt to provide two names for each office. Additional nominations may be made from the floor. No person shall be nominated without his or her consent.
- 15.2 A majority of the votes cast at a properly called voters assembly shall be required for all elections. Candidates receiving the lowest number of votes shall be eliminated in each succeeding ballot.

- 15.3 All officers shall be elected for a term of one year. Each officer may serve for an unlimited number of consecutive terms.
- 15.4 Members of each board shall be elected for a term of 3 years. Each board member may serve for an unlimited number of consecutive terms.
- 15.5 With the exception of the members of the trust fund board, an individual may only hold one elective office at a time. Elected individuals may serve on appointed committees at the same time as serving in an elected office.
- 15.6 The Church Council shall appoint all committee members.
- 15.7 Officers and board members shall assume office on January 1. They shall be inducted into office in a worship service of the congregation.
- 15.8 In case of a vacancy in an elective office, the Church Council may appoint a successor to fill the unexpired term.
- 15.9 The following restrictions shall prevail.
 - 15.9.1 All elective offices of the congregation shall be reserved to members of the Voters Assembly who have been voting members for at least one year.
 - 15.9.2 The chairman, vice-chairman, and members of the board of elders shall be reserved to male members of the congregation.
 - 15.9.3 Only elected members of a board may vote on matters of that board. One person cannot make decisions for a board.

16.0 OFFICIAL DUTIES

Officers and members of boards and committees shall perform the duties as provided in the addendum and bylaws.

16.1 Each board shall elect a chair at their first meeting of the calendar year.

16.2 The congregation shall have the right to detail and expand upon those responsibilities developed by the Church Council and approved by the Voters Assembly.

17.0 MEETINGS OF THE VOTERS ASSEMBLY

The Voters Assembly shall meet in January, April, July, and October. The October Voters Assembly shall be designated as the annual meeting of the congregation at which time the election shall take place. The April Voters Assembly shall be designated as the meeting during which the Ministry Funding Plan shall be presented for approval. The Voters Assembly shall normally meet on the third Sunday of the month. However, the chairman and Church Council shall have the authority to schedule the meetings for any day of the month.

18.0 RULES OF ORDER

In addition to principles laid down in Scripture and in the constitution and bylaws of this congregation, accepted parliamentary procedures such as *Robert's Rules of Order* shall be followed.

19.0 AMENDMENTS

These bylaws may be amended in a properly convened meeting of the Voters Assembly.

- 19.1 Amendments shall be adopted by a majority of all votes cast, provided the proposed change has been submitted in writing in a previous meeting or has been provided in writing to all voting members at least two weeks prior to the meeting.
- 19.2 The revised bylaws shall, as a condition of continued membership in LCMS, be submitted to the President of the Minnesota North District for review by the district's constitution committee and favorable action by the district's board of directors before being placed into practice by the congregation.

ADDENDUM TO THE CONSTITUTION AND BYLAWS

In accordance with article 16.2 of the bylaws, this addendum details job descriptions for all officers, boards, and committees. These job descriptions may be changed by the Voters Assembly without submitting them to the President of the Minnesota North District for review and approval.

DUTIES OF OFFICERS AND BOARDS

It is the responsibility of each board that deals with personnel to have a background check of each person for which they are responsible, and this shall be kept on file in the church office.

CHAIRMAN

1. Chair all meetings of the congregations, the Voters Assembly, and the Church Council.
2. Call meetings of the congregation, the Voters Assembly, or the Church Council as regularly scheduled or whenever necessary.
3. Assist the pastor in the administration of the temporal affairs of the congregation.

4. Assist the Church Council in appointing board and committee members as necessary, including formation of the financial review committee in June and the nominating committee in July.
5. Perform such other duties as assigned by the Voters Assembly.

VICE-CHAIRMAN

1. Perform the duties of the chairman during his absence or inability to serve.
2. Perform such other duties as assigned by the Voters Assembly.

SECRETARY

1. Keep a permanent written record of actions of the Voters Assembly and the Church Council in the form of minutes of these meetings.
2. Create an accurate roster of the members attending the Voters Assembly.
3. Be responsible for the safe keeping of the current copy of the constitution and bylaws and have a copy available at regular Voters Assembly and Church Council meetings.
4. Perform such other duties as assigned by the Voters Assembly.

TREASURER

1. Keep an accurate account of all receipts and expenditures.
2. Make written monthly reports to the Church Council and written quarterly reports to the Voters Assembly.
3. Ask for assistance in completing these assigned tasks as necessary.
4. Support an annual review of the church financial records by the financial review committee.
5. Pay all bills authorized by the appropriate board.

THE BOARD OF ELDERS

Spiritual

1. Assist the pastor in all spiritual matters of the congregation.
2. Cultivate peace, harmony and love among the members.
3. Encourage those who are negligent in worship service participation or in the use of the sacraments.
4. Consider cases of church discipline and bring them to a satisfactory conclusion or bring them to the attention of the Voters Assembly in accordance with Matthew 18.
5. Be concerned about the spiritual, emotional, and physical welfare of the pastor and his family (i.e.: adequate compensation, housing, free time, vacation, assistance in times of illness) and review these items annually.
6. Pray for the pastor, spiritual leaders and other church workers and encourage them in their work by word and action.

Worship Content

7. Ensure that the worship services are conducted decently and in order, that the Gospel is preached in its purity and in accord with sound Lutheran doctrine, and that all instruction, religious or secular, is in accord with the Word of God.
8. Approve content of special worship services, entertainments, performances, or any other functions planned for presentation to the congregation, general public, or any society or organization.
9. Supervise the care, use, and maintenance of all items such as communion ware, chancel furnishings, banners, vestments, etc.

Pastoral Assistance

10. Coordinate the pastoral care of the sick, the shut-in, and the needy.
11. Make provision for pastoral care and services in the absence, sickness, or disability of the pastor or in times of a pastoral vacancy.

12. Assist the pastor in the administration of the sacraments in whatever ways are considered necessary and mutually agreeable.
13. Assist the pastor in processing changes of membership.
14. Encourage pastor's continued education.

Supervisory

15. Exercise leadership in gathering call lists and calling a new pastor when a vacancy occurs.
16. Supervise the DCE, church clerical, administrative and music staff and, as necessary, in coordination with and approval of the Church Council, maintain adequate staff levels. Hire and guide visitation pastor as needed.
17. Supervise the ushers.
18. Review annually at a minimum clergy, DCE, church clerical, administrative and music staff benefit packages and recommend changes to the Voters Assembly.
19. Oversee the use of congregational facilities by boards, teams, members, and non-members individuals or groups.

THE BOARD OF PROPERTIES

1. Be responsible for the maintenance and repair of real and personal property of the congregation.
2. Take such action as may be necessary in an emergency to protect the property and interest of the congregation.
3. Arrange proper insurance coverage for the property.
4. Make periodic inspections of all buildings and authorize necessary repairs costing up to \$1500. For major repairs and improvements, they will make recommendations to the Church Council and/or the Voters Assembly and supervise work on approved projects. In cases of emergency, they will contact the chairman or vice chairman of the congregation for approval.
5. Hire, fire, and supervise church custodial help, with the approval of the Church Council. Maintain a list of duties for the custodial staff.

6. Be concerned about the spiritual, emotional, and physical welfare of the custodian and custodial help and their family or families (i.e.: adequate compensation, assistance in times of illness) and to specifically review these items annually.
7. Pray for all the custodial help and encourage them in their work.

BOARD OF FINANCE

1. Consist of elected members and up to 4 alternate members, approved by Church Council to assist with counting offerings.
2. Divide into teams of two and setup a schedule for counting offerings.
3. Meet up to 4 times a year based on need.
4. Supervise the ordering and distribution of the offering envelopes to the members of the congregation.
5. See that the offerings and gifts are properly counted and credited to the members. Also see that they are promptly deposited and a record of transactions is given to the treasurer.
6. Supervise special drives authorized by the congregation, i.e. thank offering.
7. Obtain and supervise secretarial assistance as needed.
8. In collaboration with the treasurer, prepare the budget for the coming year after receiving budget request from the chairman of the various boards.

CEMETERY BOARD

1. Is responsible for the operation and maintenance of the cemeteries.
2. Establish policies for the use of the cemeteries and establish prices for the lots and fees for their care, subject to the approval of the Church Council.
3. Money received for lots and care will be deposited to the cemetery fund. Any money in the cemetery fund in excess of operating requirements will be invested so that the interest can be used for perpetual care.

4. The chairman of the congregation will appoint a sexton when necessary (subject to the confirmation of the Voters Assembly) as an ex officio non voting member of the Cemetery Board.
 - a. The sexton will maintain up-to-date maps of the cemeteries and will see that graves and grave markers are properly located. Copies of the cemetery map will be stored in at least two separate locations. The sexton will also be empowered to enforce cemetery policies.
 - b. The sexton will maintain satisfactory records of money received for lots and report any changes to the Church Council.

TRUST FUND BOARD

1. Members of this board meet when necessary and may serve on other boards.
2. Receive, record, invest and disburse gifts that are designated for a specific purpose by the donor.
3. Use undesignated gifts as the board deems appropriate.
4. Review and act on requests from the perpetual side of the Trust Fund.
5. Keep all funds separate from other funds belonging to the congregation.
6. At the January Voters Assembly, provide a complete report of all the action that has taken place within the fund during the preceding year.

BOARD OF DISCIPLESHIP AND EVANGELISM

1. Schedule the greeters, who welcome visitors and help them feel welcome at our church.
2. Visit prospective members.
3. Welcome new members and bring an information packet to them. Coordinate new member welcome as needed.
4. Encourage members to be involved in the activities of the congregation.

5. Send greetings to members in the military and members included in the bulletin prayer list.

BOARD OF EDUCATION

1. Promote the welfare of the day school and preschool.
2. Oversee instruction of the students and encourage regular attendance.
3. See that equipment and supplies provided further the spiritual and temporal education of the students.
4. See that the principal and teachers, if possible, have synodical training. Those without synodical training will be contracted.
5. Write contracts for teachers without synodical training.
6. Review teachers' contracts annually and make classroom visits periodically.
7. Prepare the budget for the day school and preschool and present it to the board of finance.
8. Encourage the teachers to continue in educational growth.
9. Obtain and supervise additional assistance with the approval of the Church Council.
10. Pray for teachers, students, and all those connected to the school and encourage them in their work.
11. Be concerned about the spiritual, emotional, and physical welfare of the teachers and their families (i.e.: adequate compensation, housing, free time, vacation, assistance in times of illness) and specifically review these items annually.
12. Appoint one board member as a liaison to the Christian Education Association (CEA).

BOARD OF YOUTH AND FAMILY

1. Promote attendance and involvement of the congregation's youth at all youth activities.
2. Provide for the continuing spiritual growth of the children and youth through education, Bible study, prayer, fellowship, and Christian service.

3. Set up and promote family ministry opportunities.
4. Encourage the members of the congregation to enter full-time church work and provide information regarding available scholarships and/or grants.
5. Be concerned about the spiritual, emotional, and physical welfare of the DCE and his/her family. Intercede on behalf of the DCE to reduce his/her workload as needed.
6. Pray for the DCE, encourage him/her in their work, and encourage him/her in continued education.

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