

POLICIES OF THE CONGREGATION



ST. PAUL EVANGELICAL LUTHERAN CHURCH & SCHOOL

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ATTENDANCE POLICY TO MAINTAIN MEMBERSHIP IN CONGREGATION

This policy outlines the attendance requirements for maintaining active membership at St. Paul Lutheran Church. Regular attendance is essential for fostering community, spiritual growth, and participation in the congregation's mission. God commands and encourages us to hear His Word together (3rd Commandment, Hebrews 10:25). Members should attend worship services *as often as possible* for their own spiritual benefit as well as for the benefit of their fellow members.

Active Membership Requirements:

To maintain active membership in St. Paul Lutheran Church, communicant members are expected to:

- **Commune at least four times per year**, unless prevented by illness, disability, or other extenuating circumstances. Members who are unable to attend church are visited by the pastors at their homes.

Consequences of Non-Attendance:

- **Annual Notification:** In January of each year, members who did not meet the attendance requirements during the previous year will be notified of their noncompliance with the congregation's attendance policy by the council of deacons. These members will be granted a full year to increase their attendance to the minimum of four times per year. If the requirement is met during this year, the member will maintain his or her active membership.
- **Second Year of Non-Compliance:** If attendance requirements are not met for a second year (one year of not sufficiently attending, followed by another year of not sufficiently attending after being notified), the council of deacons will notify these members that they are no longer active. They are inactive. Prior to attending communion, these inactive members must meet with a pastor to affirm their intentions of living a faithful Christian life and their willingness to return to active membership.
- **Removal Process:** After one additional year (totaling three years of non-compliance with the attendance requirement), inactive members may be removed by a unanimous vote from the council of deacons. The congregational assembly will be informed of all removals. The member who has been removed will be notified. Former members who desire to rejoin may do so through our new member process.

IMMORALITY POLICY

“Flee from sexual immorality. Every other sin a person commits is outside the body, but the sexually immoral person sins against his own body. Or do you not know that your body is a temple of the Holy Spirit within you, whom you have from God? You are not your own, for you were bought with a price. So glorify God in your body.” (1 Cor. 6:18-20)

We here at St. Paul Lutheran confess with the rest of true Christianity that indeed we have been “bought with a price.” That price is not gold or silver but the precious blood of Jesus Christ, shed for us for the forgiveness of all of our sins. St. Paul instructs us in 1 Corinthians 6, that since we have been purchased from sin, death, and the power of the devil through the blood of Christ, we are to glorify God in our bodies. Therefore, we are to flee from all types of sexual immorality.

Today we live in a world where it is commonplace for people to live together before and outside of marriage. But as Paul instructs us, such sexual immorality is not to be found among the people of God. (Eph. 5:3 “But sexual immorality and all impurity or covetousness must not even be named among you, as is proper among saints.”)

Living together outside of and before marriage carries its own set of problems – unwanted pregnancy, the possibility of sexually-transmitted diseases, and often emotional problems due to one’s own conscience and also pressures and estrangement from family because of the awkwardness of the situation. Even the secular world is now reporting that living together outside of marriage as a “trial period” for marriage in no way insures the success of the marriage. Living together, even if it is with the person that one plans to marry, is clearly condemned by Holy Scriptures. Hebrews 13:4 “Let marriage be held in honor among all, and let the marriage bed be undefiled, for God will judge the sexually immoral and the adulterous.”

So also Holy Scripture informs us that those who practice such things are openly separating themselves from the work of the Holy Spirit who calls us to lead chaste and decent lives. “For this is the will of God, your sanctification: that you abstain from sexual immorality ... For God has not called us for impurity, but in holiness. Therefore whoever disregards this, disregards not man but God, who gives his Holy Spirit to you” (1 Thess. 4:3,7,8). One cannot willfully and repeatedly violate his/her conscience and the clear Word of God without ultimately destroying one’s relationship with God, as St. Paul warned that by disregarding “faith and a good conscience” some have “made shipwreck of their faith” (1 Tim. 1:19).

Such issues cannot be ignored by the Church, especially in situations where individuals request privileges from the church in a public church setting, such as Baptism, church membership, weddings, and funerals.

Because those who continue to participate in such sins are separating themselves from God and from His Church, and because such behavior gives “public offense,” that is, it distorts the witness of the Church, both to the world and to the members of the Church as to the Word and will of God concerning proper Christian behavior and Christian marriage, we the Pastors, the Council of Deacons, and the Congregational Assembly of St. Paul Lutheran Church declare that members of this congregation who continue to live together before and outside of marriage, are living in a state of impenitence, and after repeated attempts by the members of this congregation to call them to repentance, such persons are subject to church discipline.

In 1 Corinthians 6, St. Paul issues the following warning: “Do you not know that the unrighteous will not inherit the kingdom of God? Do not be deceived: neither the sexually immoral, nor idolators, nor adulterers, nor men who practice homosexuality, nor thieves, nor the greedy, nor drunkards, nor revilers, nor swindlers will inherit the kingdom of God.” St. Paul’s warning is clear that those who continue in such things are not part of the Holy Christian Church of all believers, but after this stern warning, St. Paul reminds the church, “and such were some of you. But you were washed, you were sanctified, you were justified in the name of the Lord Jesus Christ and by the Spirit of our God.” Many who had committed such sins had been called out of their sinful way of life and called into the Church by the grace and power of the Holy Spirit, through the Gospel of Jesus Christ.

No doubt some in our congregation have committed such sins in the past, and now by the grace of God, are enjoying the peace and comfort of knowing that in Christ Jesus their sins are forgiven, that they are now living God-pleasing lives, and that many of the problems that arose from their former lifestyles have ceased or are ceasing. We in this congregation pray and seek that God-pleasing end for any that might at this time be caught up in living together outside of marriage.

Therefore, we encourage any who are members of this congregation, who might be involved in such behavior to repent and turn from their current immoral lifestyle and seek forgiveness through Jesus Christ, who has indeed “bought us with a price.” We, the members of this congregation, who have been forgiven much in the past and who continue to be forgiven daily for many sins of weakness, stand ready to assist in any way we can, any member who desires to cease such immorality and return to a God-pleasing life.

POLICY CONCERNING KNOWN MEMBERS OF THE CONGREGATION COHABITING WITH ANOTHER OUTSIDE THE ESTATE OF MARRIAGE

On the basis of God's clear command, and for the sake of the consciences of the pastors, and also for the confusion that such inconsistent action brings to the members of the church, and to aid in repentance upon notification of those parties *publicly known to us* who are cohabiting outside of the estate of marriage, *we will no longer serve them Christ's body and blood at the altar*, until such time as the offending parties bring forth the fruits of repentance usually by separation or legal marriage. Should such parties approach the altar after they have been notified, we will deny them the Sacrament as discreetly as possible for the sake of those in the congregation who are not aware of their offense. Our hope is that such people will see the seriousness of their sin, and then repent through separation or lawful marriage. If however, they continue in unrepentance, we will seek through the Congregational Assembly their removal from church membership again in hope of repentance and reconciliation.

POLICY CONCERNING PUBLIC BAPTISM OF CHILDREN BORN TO PARENTS OUT OF WEDLOCK

While God desires the Sacrament of Baptism for little children, and in no way holds them responsible for the sins of their parents, when a child has been conceived outside the estate of marriage there has been clear sin committed against God, and such sins are also offensive to Christ's Church. Again, for the sake of the consciences of the pastors and also because of the confusion that such cases bring to the members of the Church, we will not perform Baptism for that child *in the public worship service*, unless the parent(s) has acknowledged his/her sin and asked for God's forgiveness in private confession and absolution with a called pastor of this congregation. Therefore, if the members of the congregation witness such a Baptism in public worship, they should be at peace that the sin of the parent(s) has been truly resolved. In addition, the pastor involved will report the situation to the Council of Deacons and assure them of the repentance of the parent(s) and the forgiveness of sins for him/her in Christ Jesus. In such cases, as the people of God, we should give glory and thanks to God that grace and forgiveness abound in His Church. Should the case ever arise that the parent(s) would refuse to repent and seek Christ's forgiveness for his/her sin, the pastor will evaluate the situation, and will most likely still baptize the child (privately), and pray God's continued grace for that child, so that in the end, he/she might inherit eternal life. (*Needless to say, this policy does not mean that every private Baptism performed by the pastor is an indication of unresolved sin on the part of the parents, or any other spiritual problem.*)

REQUIREMENTS LEADING TO CONFIRMATION

A. The role of catechetical instruction in preparation for Confirmation is to assist parents/guardians in bringing up their children in the fear and admonition of the Lord through instruction in God's Word (Deut. 6:6-7; Prov. 22:6; Mark 10:13-16; Eph. 6:4). We expect that parents/guardians will be examples to their children in church attendance and the life of the congregation and ensure that their children are responding positively to the instruction and discipline carried out in the classroom. All children enrolled in our school receive religious instruction by their teachers daily and by the pastors in other years. Children enrolled in public schools receive instruction by the pastors in the 5th, 6th, 7th, and 8th grades.

B. We expect parents/guardians not only to encourage regular attendance at worship and Sunday School and class for their children, but themselves to set the example by their regular attendance at worship and organized Bible study.

C. A requirement for enrolling and continuing in catechetical instruction is for the parents/guardians and child attend worship at least 50% of the Saturday/Sundays. Parents and guardians of children who will be receiving catechetical instruction from the pastors will be notified in writing of the requirements the year before instruction will begin. Before instruction begins, a parent/guardian and child must attend an orientation meeting before enrolling in one of the classes, at which meeting the parent/guardian and child will sign an agreement acknowledging and agreeing to the requirements.

A requirement for entering the final year of instruction (ordinarily in the 8th grade) is to recite from memory to a pastor at least three of the required Six Chief Parts of the Small Catechism with their meanings. During the final year a meeting will be held concerning the public examination and the Rite of Confirmation.

Sunday School attendance is highly recommended for all children of that age.

D. Church attendance will be monitored throughout the years of Instruction. If parents/guardians and children have poor church attendance (less than 50% of Saturday/Sundays in a three-month span), they will be notified that they have been placed on "probationary status" for the next two months. If the required improvement has not been made by then, the issue will be discussed at the next Council of Deacons meeting and a decision whether or not to dismiss the child from class for the rest of the year will be made.

E. We require that all assignments in memory work, assigned readings, sermon reports, and workbook assignments will be completed on time. Understanding individual needs, we are open to alternate testing methods and to working individually with special needs students. We

expect parents/guardians to assist in assigned homework, sermon reports, other class activities, and in discipline concerns. If class is missed, it is the responsibility of the student to contact the pastor to receive any new assignments.

F. Displaying an attitude of faith toward Jesus Christ and an attitude of love for His Church will be the major indicator considered for Confirmation. Incomplete classroom work, poor attitude and behavior, and spurning worship are indications of lack of spiritual attitude and will serve as reasons for not confirming individuals if deemed appropriate by the pastors and the Council of Deacons.

G. We expect the confirmands to witness to their faith and to assist the congregation in reviewing the Six Chief Parts of Luther's Small Catechism through a public examination.

H. Parents/guardians will be informed of their student's classroom work and behavior in writing or personal contacts, as appropriate.

I. We expect parents/guardians and children to remain active members of the congregation after Confirmation in the areas of worship, communion attendance, Sunday School and Bible class attendance, use of time and talents, and in financial support of the Lord's work through regular offerings.

Procedures

1. The summer before entering catechetical instruction a letter will be sent to the parents/guardians with the policies along with a report of how well the attendance requirement was met the previous year.
2. Before the first year of instruction a letter will be sent inviting at least one parent/guardian and the student to a required orientation meeting. The last twelve months of attendance will be noted and a copy of the policy will be included in the letter. The policy will be signed at that meeting (see "C" above).
3. After the first six (6) weeks of instruction a progress report will be given to the parents about how well the requirements for remaining in class have been met.
4. Students' families are encouraged to fill out an attendance card and place it in the offering plate so that accurate attendance records are kept.

SUNDAY SCHOOL & YOUTH BIBLE CLASS POLICY

No Sunday School or Youth Bible Class shall leave the church premises for liability reasons.

POLICY REGARDING NONMEMBER WEDDINGS AT ST. PAUL LUTHERAN CHURCH

A. Marriage, though a civil status, is a divine institution (Gen. 1 & 2, Matt. 19:6)

B. “A pastor should be very careful in marrying strangers of whom he knows nothing.” (Fritz, *Pastoral Theology*, p. 145)

C. “It is a fine old Christian custom that Christians are married at church in the presence of their fellow Christians, who with them implore God for His blessings upon their married life. This, not the pomp and show often connected with them, is the real purpose of church weddings.” (Fritz, *Pastoral Theology*, p. 159)

D. A pastor is under no obligation to marry every couple that applies to him.

E. When nonmembers apply for a wedding date, their relationship to a church must be ascertained. If they are not members of any Christian church and are not prospects for Adult Confirmation or transfer to this congregation, their wedding here must be denied.

F. If those nonmembers applying are members in good standing of a sister Lutheran Church—Missouri Synod parish, contact will be made with that pastor to seek his counsel and blessing for the wedding.

G. If those nonmembers applying are prospects for the Adult Instruction Class or transfer of membership and are willing to go through the premarital work required, their wedding here may be approved at the discretion of the pastors.

H. The Council of Deacons should be advised of such a request by the pastor; any exceptions must be approved by the Council of Deacons.

CUSTODIAL CHARGES FOR WEDDINGS

Please refer to the “Our Wedding Service” booklet for all charges pertaining to weddings.

USE OF FACILITIES

FUNERALS:

Regarding use of church basement or gymnasium for funeral dinners: If less than 220 meals are served, the meals will be served in the basement; more than 220 meals will necessitate use of the gymnasium.

WEDDINGS: See Wedding Booklet.

FACILITIES:

1. Usage of the facility by non-members will be denied unless the event is in compliance with #3 below.

2. Athletic events that are not sponsored or affiliated with the church or school will be denied.
3. Community organizations that are not affiliated with the church may request to use the facilities when adult church members are present and the event has been approved by the Board of Trustees. The charges for the use of our facilities by these organizations will be \$100.00 per room for the first two hours. An additional charge of \$50.00 per hour is required for any extra hour(s). The minimum charge is \$100.00.
4. Charges for members wishing to use church facilities will be \$50.00 per room for the first two hours. An additional charge of \$25.00 per hour is required for any extra hour(s). The minimum charge is \$50.00. **These charges DO NOT affect weddings or funerals.**

SUPERVISION AND ARRANGEMENTS FOR ALL FACILITIES

1. Anyone wishing to use the facilities should make arrangements at least a week in advance through the church secretary, pastor, or with the school principal (for sports activities in the gym). If an outside group, authorization is needed by the Board of Trustees.
2. Foul language or unseemingly behavior will not be permitted.
3. Each group is responsible for breakage.
4. Facilities are to be left clean. If janitorial services are needed, there will be a cleanup charge of \$25.00/hour.
5. **The aforementioned charges are to be paid prior to the event, preferably at the time of reservation.**

MISCELLANEOUS

- No tables or chairs are to be taken off the church premises.
- No other church equipment may be used outside of the church.

GRIEVANCE PROCEDURE – A COMMITMENT TO BIBLICAL CONFLICT RESOLUTION

The following policy delineates recommended principles and procedures in ministering to the spiritual, emotional, and physical well-being of members and nonmembers associated with the St. Paul Evangelical Lutheran Church and School family.

As people reconciled to God by the death and resurrection of Jesus Christ, we believe that we are called to respond to conflict in a way that

is remarkably different from the way the world deals with conflict (Matt. 5:9; Luke 6:27-36; Gal. 5:19-26. We also believe that conflict provides opportunities to glorify God, serve other people, and grow to be like Christ (Rom. 8:28-29; 1 Cor. 10:31–11:1; James 1:2-4). Therefore, in response to God's love and in reliance on His grace, strengthened through Word and Sacrament, we commit ourselves to respond to conflict according to the following principles:

Glorify God – Instead of focusing on our own desires or dwelling on what others may do, we will rejoice in the Lord and bring Him praise by depending on His forgiveness, wisdom, power, and love, as we seek to faithfully obey His commands and maintain a loving, merciful, and forgiving attitude (Ps. 37:1-6; Mark 11:25; John 14:15; Rom. 12:17-21; 1 Cor. 10:31; Phil. 4:2-9; Col. 3:1-4; James 3:17-18; 4:1-3; 1 Peter 2:12).

Get the Log out of Your Eye – Instead of blaming others for a conflict or resisting correction, we will trust in God's mercy and take responsibility for our own contribution to conflicts – confessing our sins to those we have wronged, asking God to help us change any attitudes and habits that lead to conflict, and seeking to repair any harm we have caused (Prov. 28:13; Matt. 7:3-5; Luke 19:8; Col. 3:5-14; 1 John 1:8-9).

Gently Restore – Instead of pretending that conflict doesn't exist or talking about others behind their backs, we will overlook minor offenses or we will talk personally and graciously with those whose offenses seem too serious to overlook, seeking to restore them rather than condemn them. When a conflict with a Christian brother or sister cannot be resolved in private, we will ask others in the body of Christ to help settle the matter in a biblical manner (Prov. 19:11; Matt. 18:15-20; 1 Cor. 6:1-8; Gal. 6:1-2; Eph. 4:29; 2 Tim. 2:24-26; James 5:9).

Go and Be Reconciled – Instead of accepting premature compromise or allowing relationships to wither, we will actively pursue genuine peace and reconciliation – forgiving others as God, for Christ's sake, has forgiven us, and seeking just and mutually beneficial solutions to our differences (Matt. 5:23-24; 6:12; 7:12; Eph. 4:1-3, 32; Phil. 2:3-4).

By God's grace, we will apply these principles as a matter of stewardship, realizing that conflict is an assignment, not an accident. We will remember that success in God's eyes is not a matter of specific results, but of faithful, dependent obedience. We will pray that our service as peacemakers will bring praise to our Lord and lead others to know His infinite love (Matt. 25:14-21; John 13:34-35; Rom. 12:18; 1 Peter 2:19; 4:19).

The above-mentioned principles and the following procedures are not intended for the resolution of frivolous or petty issues of individuals or groups, rather, this policy is intended for resolving conflict in a constructive manner.

DEFINITIONS

Responsible Council/Board: The responsible council/board shall be the council or board that has been tasked with the supervision of the individuals involved. Different councils/boards supervise the professional church workers, other congregation and school employees, and volunteers. This will typically be the Council of Deacons, Board of Education–Lutheran School, Board of Education–Parish Ministries, Board of Trustees, or other board.

1. When a conflict arises between individuals, and the offense is too serious to be overlooked or will damage a relationship if not dealt with, go and speak in private to the person with whom you are in conflict in order to resolve the personal or relational issue through confession, loving correction, and forgiveness. The conflict shall not be discussed with any other individual before this step has been taken.

2. If the conflict cannot be resolved between the individuals, all parties involved in the conflict should ask one or two objective people to meet with them in private to help them resolve the conflict and explore possible solutions through mediation. If the conflict is:

- personal: bring in a coworker, administrator, pastor, or other appropriate objective outsider.
- work related in the school: bring in the administrator.
- work related in the church: bring in the direct supervisor.
- involves the school administrator or supervisor: bring in one of the pastors.
- involves one of the pastors: bring in the other pastor or Circuit Visitor as an objective mediator.

3. If the matter has not been resolved, the chairman of the appropriate council or board (Deacons, School, Parish Ministries, Trustees, etc.) shall meet with those involved in order to clarify issues and resolve the conflict in a mutually agreeable manner.

4. If the matter has not been resolved, it shall be brought before the appropriate council or board in a closed and unpublicized meeting together with those persons involved in the conflict.

5. If the conflict is not resolved after fully exhausting all avenues within the congregation, only then will outside mediation be asked to come in, using “district reconcilers” when appropriate (see current *LCMS Handbook* Bylaw 1.10 “Dispute Resolution of the Synod”).

6. If outside mediation does not successfully resolve the conflict, and a material issue is involved, the parties will agree to appoint one or more arbitrators approved by the Council of Deacons to listen to their

arguments and render a binding decision to settle the issue (1 Cor. 6:1-8). Initiating or threatening civil litigation during this process will be considered in violation of the spirit of biblical conflict resolution and shall be grounds for termination from a position in the church or school.

Approved at 6-23-10 Congregational Assembly meeting.

MISCELLANEOUS

A. It is preferred that our own organists be used. Use of the organ and engagement of other organists must be cleared with the Music Director or one of the pastors. Remuneration should be given in consideration of time involved for practice, wedding rehearsal and the event itself.

B. The called pastor(s) of St. Paul Lutheran will normally handle all weddings and funerals. Special requests for the participation of guest pastors shall be made through our pastors. All special requests shall be approved by our pastors and the Council of Deacons.

C. It shall be to the discretion of the pastor as to the time or day of a funeral. Morning funerals are allowable at his discretion.

D. The pastor(s) and chairman of the Council of Deacons will decide if the pastor will perform funeral of nonmember and the location.

E. If weather conditions are questionable, the service(s) may be canceled in consultation with the chairman of the Council of Deacons.

F. Welcome of new members in the Divine Service will occur any weekend as approved by the pastor(s).

G. The Council of Deacons and Board of Education—Lutheran School policy regarding staff serving jury duty: “St. Paul Lutheran faculty and staff called to serve jury duty will be fully paid for their days of service. Such person shall remit to the congregation his/her daily jury duty pay, less mileage (and overnight expenses if it is federal duty).

H. No use of alcohol or marijuana products on church or school premises on any occasion.

I. No smoking/vaping permitted anywhere within church and school buildings.

J. Only Missouri Synod members or those synods in fellowship with the Missouri Synod shall be considered sponsors for baptisms. All other practicing Christians shall be able to be witnesses.

V. H. HARLEY SCHOLARSHIP FUND RESOLUTION

WHEREAS: The Lord in His Word is telling us to “Feed My Lambs.” (John 21:15-17)

WHEREAS: The Word of God is the only way people can come to faith – “Believe in the Lord Jesus Christ and thou shalt be saved.” (Acts 16:31)

WHEREAS: The means of teaching and training our young people to feed the sheep and feed the lambs is a responsibility of every Christian congregation.

WHEREAS: The need of workers is very urgent and through the method of planting seed (God's Word) ... schools of learning are provided such as Lutheran grade schools, high schools, and colleges.

WHEREAS: St. Paul Lutheran of Fairmont, Minnesota has accepted this responsibility to teach and preach the Gospel to all its members and to provide them with teaching facilities in all walks of life.

THEREFORE BE IT:

RESOLVED: That through the V. H. Harley Scholarship Fund money be distributed annually for needy students in our Lutheran high schools, colleges, and seminaries.

BE IT FURTHER RESOLVED: That annually a committee of five (5) officers of St. Paul Lutheran Boards – two (2) Deacons, one (1) Board of Stewardship, one (1) Budget & Finance, and one (1) Evangelism – distribute the money according to need.

BE IT FINALLY RESOLVED: That the students who receive the money be instructed to repay the money if their vocation is not full time for the mission of the church.

Points of explanation:

- Needy students affiliated with St. Paul Lutheran, Fairmont, will be required to provide applications, and financial qualifications will be assessed.
- A letter of commitment will be supplied and signed by students.
- Continued appeal for other personal funds, memorials, etc. be made to enhance the growth of this fund.
- Committee of officers is selected to provide experience every year for furtherance of this cause.

The congregation shall inform our members often of money available to seek an education for full-time service to the Lord.

Applications are due annually on OR BEFORE August 1st. All Scholarships awarded will be given out by September 15th.

ST. PAUL LUTHERAN CHURCH ENDOWMENT FUND

ST. PAUL LUTHERAN CHURCH, a member congregation of the Lutheran Church–Missouri Synod, whose current address is 211 Budd St., Fairmont, Minnesota, desires to maintain a fund which shall operate as a revocable fund [hereinafter sometimes referred to as the ST. PAUL

LUTHERAN CHURCH ENDOWMENT FUND, or Fund] to be initially and always managed by the FUND COMMITTEE of St. Paul Lutheran Church under the Board of Stewardship. The committee chosen from the members of St. Paul Lutheran membership shall consist of nine members who are willing to serve in the capacity of managers of the FUND. At least two committee members should be from the Board of Stewardship, at least three should be voting members of the Congregational Assembly, and three others adult members of the congregation. One pastor will also serve on the Fund Committee. There is no definite time for these members to serve, but must always be a staff of nine members. These positions must be filled as vacancies arise. The Board of Stewardship of St. Paul Lutheran Church must select this committee. Therefore, ST. PAUL LUTHERAN CHURCH hereby establishes the ST. PAUL LUTHERAN CHURCH ENDOWMENT FUND, to be maintained and administered as follows:

ARTICLE ONE: The provision of this ARTICLE shall apply to contributions to the ST. PAUL LUTHERAN CHURCH ENDOWMENT FUND.

A. Gifts and contributions from any individual, firm, or corporation, in money, in securities, or in any other form of property including, by way of explanation and not in limitation, direct gifts for the purpose of the Fund, gifts in memory of any deceased person or in appreciation or recognition of any living person, gifts in the form of a devise or bequest under Will or Trust instrument, and gifts of proceeds or portions of proceeds of insurance, annuity, or endowment policies or contracts, may be made at any time to the Fund, directly by donors or by action of ST. PAUL LUTHERAN CHURCH.

B. Means for acknowledging the receipt of each gift and contribution shall be established and maintained, including, whenever feasible, a designation of the value ascribed to each gift. Gifts and contributions may be made upon special terms or conditions or containing limitations or directions as to the investment or use of the substance of the gift, the use or accumulation of the income [as distinguished from those terms and conditions hereinafter specifically set forth] provided that such are acceptable to ST. PAUL LUTHERAN CHURCH. Separate identification and recording shall be made of all transactions with respect to any such special or restricted gift or gifts.

ARTICLE TWO: The provisions of this ARTICLE shall apply to the distributions from the ST. PAUL LUTHERAN CHURCH ENDOWMENT FUND.

A. There shall be a FUND COMMITTEE who shall administer the fund and who shall be responsible to the Council of Deacons and Congregational Assembly. The Fund created by this agreement shall be a revocable fund. The Fund may be terminated as follows:

1. The request for the termination shall be presented to the Fund Committee for review.
2. Fund Committee shall present the request for termination to the Board of Stewardship, who shall present it to the Council of Deacons, who after reviewing the request, shall present it to the Congregational Assembly. Termination of the Fund requires a two-thirds (2/3) majority vote of those present at this meeting and those eligible to vote. If so terminated, all the assets of the Fund shall be distributed to the General Treasury of St. Paul Lutheran Church.

B. During the continuance of the Fund, there shall be distributions of the total net income of the Fund at least annually to ST. PAUL LUTHERAN CHURCH, unless ST. PAUL LUTHERAN CHURCH designates in writing that some or all of the income shall be reinvested in the Fund [which designation is revocable and can be altered by written designation by ST. PAUL LUTHERAN CHURCH.]

C. Distributions to ST. PAUL LUTHERAN CHURCH shall be made from the principal assets of the Fund only upon specific request by the Congregational Assembly of ST. PAUL LUTHERAN CHURCH. No single specific request shall deplete the principal assets by more than 5% of the Fund, withdrawn on July 1 each year. Such request may be satisfied by distributing cash or property or both, it being provided that no liability shall be incurred for any loss or diminishment to the Fund that may result from such distribution.

ARTICLE THREE: The provisions of this ARTICLE shall govern investment and management of the ST. PAUL LUTHERAN CHURCH ENDOWMENT FUND by the ST. PAUL FUND COMMITTEE and BOARD OF STEWARDSHIP.

A. The property constituting the corpus of the Fund shall be invested and reinvested in any kind of property, [whether real or personal, tangible, and/or domestic or foreign], including, but not limited to, securities, real estate, oil, gas, and other natural resources and/or accounts or certificates of banks or lending institutions, and each investment shall be managed and protected in accordance with the principles herein established. In

exercising the authority granted in this section, the decisions with respect to investments shall be guided by the concept of a prudent investor whose investment purpose includes both income and capital appreciation and shall not otherwise be restricted by any law, rule or custom requiring safety of corpus as a primary consideration. It is further understood that any part or all of the Fund may be invested in obligations of the Missouri Synod Foundation and the Lutheran Church Extension Fund of the Missouri Synod, St. Louis, Missouri, to assist to the extent possible in its activities identified with the Minnesota South District program.

1. To acquire interests in property by purchase, lease, rental or other method; to sell, option, exchange, redeem, or convert any property interest; and to rent or lease property of the Fund.
2. To exercise all rights and privileges accruing to a holder of securities including [without limitation] all conversion, subscription, and preemptive rights; to deposit any securities with delegate discretionary power to, and participate, cooperate and contract with, as a member or otherwise, any protective committee of security holders; and to effectuate any merger, consolidation, dissolution, reorganization or financial adjustment of the issuer of any securities and/or any transfer, demise, or encumbrance of any of its properties;
3. To manage and/or develop any real property owned, leased or otherwise held by the Fund; to erect, repair, remodel, on it; to partition or subdivide it; to dedicate all or any part of it to public or semipublic use, and to grant easement or other charges with respect to it;
4. To abandon any property interest deemed worthless or of insignificant value;
5. To borrow money from any source, to encumber property of the Fund and to repay any loan due by the Fund;
6. To foreclose any mortgage, lien or other encumbrance, and to purchase the encumbered property, whether foreclosure or private arrangement;
7. To establish and maintain, out of income, depreciation, depletion and/or amortization reserves;

8. To maintain a portion or all of the property constituting the Fund in liquid or nearly liquid form, even though little or no income is earned thereon;

9. To use income or corpus funds [irrespective of their derivation] for any purpose of the Fund and with respect to any property of the Fund [irrespective of the income, if any, it produces] even if such funds are derived from the sale of or the income from, other property as security.

B. Without limiting the authority otherwise conferred, the additional authority is hereby granted to be exercised as is believed to be in the best interest of the Fund by the St. Paul Fund Committee and Board of Stewardship.

1. To accept any receipt for any inter vivos testamentary or other transfer of property to the Fund;

2. To hold property, and to negotiate and execute documents on behalf of the Fund, in the name of the Fund or in the name of a nominee[s] without disclosing any fiduciary relationship to anyone;

3. To allocate between income and corpus [in case where reasonable doubt of the applicable law exists] in equitable proportions, and money or other property received, and any loss or expenditure incurred;

4. To vote, or refrain from voting, securities having voting privileges, and to give any type of proxy [with or without voting directions] to vote the same;

5. To make division and distribution of property held in the Fund [whenever directed to do so] either in kind or in cash, or partly in kind and partly in cash and for such purpose to set values upon any property of the Fund;

6. To protect the Fund and its property by insurance against damage, loss or liability;

7. To establish checking account[s] into which may be deposited income and/or corpus cash; and

8. To employ, at the expense of the Fund, attorneys, investment counsel, brokers, custodians of assets, and other agents and employees;

9. To establish programs for promoting the Fund. This includes scheduling appropriate speakers and working with the Council of Deacons.

ARTICLE FOUR: The provisions of this ARTICLE shall apply to the administration of the ST. PAUL LUTHERAN CHURCH ENDOWMENT FUND:

A. For tax, accounting, distribution, or other purposes, the fiscal year [whether terminating December 31 or otherwise] of ST. PAUL LUTHERAN CHURCH shall be the fiscal year of the Fund;

B. An itemized written statement accurately reflecting the position of the Fund's income and corpus accounts as of a date reasonably close to the date the statement is submitted, and the receipts, disbursements and changes therein since the Fund's inception or the previous accounting, as the case may be, shall be submitted quarterly to the ST. PAUL FUND COMMITTEE and Board of Stewardship for review and presentation to the Deacons' meeting and Congregational Assembly.

Project proposals shall be submitted in accordance with the *Outline of St. Paul Lutheran Church Endowment Fund Proposals*, a copy of which can be obtained at the church office.

ST. PAUL LUTHERAN SCHOOL ENDOWMENT FUND BYLAWS

I. SUBJECT

St. Paul Lutheran Church and School shall have a School Endowment Fund. The Fund shall be called the St. Paul Lutheran School Endowment Fund. The Fund shall be administered by a committee (hereinafter called the "Fund Committee"). The Fund Committee shall be called the St. Paul Lutheran School Endowment Fund Committee.

II. PURPOSE

A. General. The Fund's purpose shall be to receive and administer gifts and bequests and to apply such funds and assets in accordance with the terms of these Bylaws. All funds and other assets received by and for the Fund shall be segregated from other funds and assets of St. Paul Lutheran Church and School and shall not be used for normal operating expenses or general budgetary items of the congregation or school. Subject to the terms of Section II.B., in general, the Fund shall distribute funding for school financial aid and for school improvements:

The financial aid dimension shall focus on:

1. Youth attending St. Paul Lutheran School needing financial help for required fees. An application form approved by the Board of Education–Lutheran School will be used to help determine the need.

2. Youth attending Martin Luther High School who are members of St. Paul Lutheran Church or who attended St. Paul Lutheran School and need financial help. An application form approved by the Board of Education–Lutheran School will be used to help determine the need.

3. School staff (called, contracted, or hired) for enhancement, improvement and enrichment of skills above and beyond those considered basic.

The Board of Education–Lutheran School will manage and have oversight of the school financial aid program.

The improvement dimension shall focus on:

1. Providing funds necessary for enabling or improving a unique ministry of St. Paul Lutheran School.
2. Obtaining new equipment.
3. Remodeling and renovating existing property.
4. Building of new property.
5. Acquisition of new property.

(Entire copy of St. Paul Lutheran School Endowment Fund Bylaws is on file in school principal's office and church office.)

ST. PAUL LUTHERAN GIFT AND MEMORIAL COMMITTEE

- Shall consist of seven members including one pastor, principal, chairman of the Board of Stewardship, plus four members appointed by the Congregational Assembly.
- Shall meet at least annually (or more frequently if needed) to review memorial fund.
- Shall set list of priorities for undesignated memorials.
- Shall see that earmarked funds are spent as indicated.
- Shall allow Treasurer of the Congregation to borrow funds from the Memorial Account.
- Bookkeeper/Treasurer has permission to send designated mission money.
- The Committee shall be directly responsible to the Board of Budget and Finance.

POLICY FOR UNDESIGNATED GIFTS OF \$10,000 OR MORE

All undesignated funds will be deposited into the general fund undesignated gifts account #41070. The Deacon of the Budget and Finance Committee will be notified by the church secretary when an undesignated gift of \$10,000 or more has been deposited. (1-27-16 *Congregational Assembly minutes*)

NON-CASH DONATIONS

All non-cash donations should be liquidated as soon as possible. (10-24-01 *Congregational Assembly minutes*)

SALARY AND OTHER BENEFITS

A. Full-time staff (Full-time indicated by working thirty hours or more per week – less than thirty not eligible – as understood by Worker Benefit Plans of Missouri Synod).

1. Pastors and teachers – paid salary according to guidelines as set by the Council of Deacons or another committee so designated by the congregation.
2. Car allowance paid to pastors at rate agreed upon by the Council of Deacons. The amount set will be an annual figure and will be paid in twelve equal payments. The employee will justify the payment as a travel expense with the Internal Revenue Service, and any amount over the actual business use will be earned income to the employee and the Church will not be responsible for the taxes on that amount.
3. For arriving teachers who come over the summer months to begin service for the new school year, the employee benefits paid by the congregation shall normally begin on the first day of August. For departing teachers who leave over the summer months to begin service elsewhere for the new school year, the same benefits shall normally end on the last day of July.
4. Payments for benefits (medical only – will be reviewed annually by the Council of Deacons from the budget presented.
5. Medicare Policy: Full-time employees and dependents of full-time employees that become eligible for Medicare will no longer be eligible for medical benefits under the employer plan. This will become effective the first of the month that Medicare eligibility begins. Remaining non-Medicare eligible members of the household shall continue to be eligible. A monthly stipend may be provided to Medicare eligible employees and Medicare eligible dependents. The amounts

provided will be reviewed by the Council of Deacons from the budget presented.

B. Part-time and substitutes:

1. Regarding substitute pastors: mileage will be paid by IRS limits. \$100 for one service and \$50 for each additional service (unless otherwise noted) plus \$25.00 for teaching Adult Bible Class.
2. Regarding substitute organists: \$70 for single service, plus \$50 each for any repetition(s) of aforementioned service.
3. Regarding substitute secretary: one able to perform full duties will receive ten percent less than full-time secretary; doing receptionist duties only will receive minimum wage.

SALARY SCHEDULE

A. Pastors:

1. Salaries shall be guided by Pastor Compensation Guidelines of the MN South District of the LCMS with the base salary to be established by the congregation.
2. Car allowance established with annual budget.

B. Teachers:

1. Salaries shall be guided by the Teacher Compensation Guidelines of the MN South District of the LCMS with the base salary to be established by the congregation.

VACATION

(Noncumulative – except by special arrangement of respective board.)

A. Pastors should be encouraged to use their allotted time for the benefit of their ministry and personal health and the welfare of their families. The following schedule of vacation time is recommended with the approval of the Council of Deacons.

<u>Total Years of Church Service</u>	<u>Days of Vacation</u>	<u>Sundays</u>
1-4	14	2
5-8	21	3
9-over	28	4

B. Called full-time workers (12 month)

1. After eight months experience, they are on the adopted vacation schedule. Less than eight months and more than four

months of experience they receive one-half of the starting amount of vacation days.

2. Two weeks of paid summer vacation after five years of professional church work.

3. Three weeks of paid summer vacation after fifteen years of professional church work.

C. Non-called church employees

1. Two weeks after one year of full-time employment.

2. After five years of full-time employment, one additional day of vacation per year will be given, up to a maximum vacation time of three weeks.

D. School teachers and staff

1. Determined according to School Board Policy Manual

PAID HOLIDAYS

A. Holidays (not counted as PTO) are taken when schedule permits, if they fall on Saturday or Sunday: New Year's Day, Easter Monday, Memorial Day, July 4th, Labor Day, Thanksgiving Day, Christmas.

B. As established by Board of Trustees for custodian: Holidays: New Year's Day, Easter Monday, Memorial Day, July 4th, Labor Day, Thanksgiving Day, Christmas,.

C. No paid holidays for part-time workers.

SICK LEAVE

A. Sick leave will be granted at full pay for full-time workers for maximum of ten days per year (noncumulative).

B. For a part-time worker (secretary, bookkeeper, etc.), five days of sick leave at full pay per year will be granted (noncumulative).

C. School teachers and staff: refer to School Board Policy Manual

PASTORAL CONTINUING EDUCATION POLICY

A. Pastors have a special obligation to be committed to academic and spiritual excellence to serve the church according to their calling.

B. Attendance at circuit, district, and state pastoral conferences is encouraged and is seen as one avenue of professional growth.

C. Our pastors are encouraged to set aside regular time for study and research, for personal edification, and for service to the body of Christ.

D. The pastor is encouraged to spend seven days each year (or fourteen days a year if not used one year) in an organized study/professional growth experience. This may be a course at the seminary or college or extension center, or a learning vacation or symposiums or workshops or seminars or synodically-recognized service projects of a missionary nature, or other agreed-upon growth experiences. No more than fourteen (14) days shall be taken in one calendar year.

E. All pursuit of further degrees that would mean more time away from the congregation must be approved by the Council of Deacons and Congregational Assembly.

F. An amount for professional growth should be annually established by the congregation. This amount should take into consideration the actual costs of the learning experience. This amount is to be shared by the pastors.

PASTOR RECOGNITION

The recognition of pastors for faithful years of service in the pastoral office shall be established by the Board of Parish Ministries.

LUTHERAN SCHOOL AND SUNDAY SCHOOL TEACHER RECOGNITION

Christian Day School teacher recognition based on years of service shall be established by the Board of Education–Lutheran School.

Sunday School teacher recognition shall be established by the Board of Education–Parish Ministries.

DESCRIPTION OF PASTORAL ROLES FOR A CONGREGATION WITH A MULTIPLE MINISTRY

STATEMENT OF PURPOSE:

The following description of pastoral roles is suggested so that the Office of the Public Ministry may be faithfully discharged among us in accord with the Holy Scriptures, the Lutheran Confessions, and the Constitution of this congregation.

In order that this may be accomplished it must be kept in mind that the overall purpose of the Pastoral Ministry as instituted by our Lord may be summarized in His Great Commission, namely, “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 I have commanded you.” (Mt. 28:19-20) This pastoral role was indicated even more specifically to the Apostle Peter in Jesus’ words: “Feed my lambs, ... Tend my sheep, ... Feed my sheep” (John 21:5ff); also in the words of Paul to the elders (pastors) at Ephesus: “I did not shrink from declaring to you the whole counsel of God. Pay careful attention to yourselves and

to all the flock, in which the Holy Spirit has made you overseers, to care for the church of God, which he obtained with his own blood” (Acts 20:27-28). It is further emphasized by Apostle Peter in his First Epistle 5:1 – “Shepherd the flock of God that is among you, exercising oversight, not under compulsion, but willingly, as God would have you; not for shameful gain, but eagerly; not domineering over those in your charge, but being examples to the flock” (5:2-3).

From the above it is evident that in considering the roles and the relationship of pastors to each other and to the congregation as they serve in a multiple ministry, emphasis must always be on shepherding, feeding, caring for the people of God entrusted to them as shepherds. That emphasis is on service rather than on exercise of authority in matters of organization established by human design (cf. Mark 10:42ff). The emphasis is on caring for the whole flock with the whole counsel of God with humble and eager service.

However, in a congregation where a multiple ministry is involved, in order to avoid confusion and make certain that the will of the Lord is carried out, to avoid interference and strife among those shepherding the flock, it becomes necessary to establish specific roles and responsibilities. It must also be kept in mind both by the pastoral servants and the flock being served that pastors in the church are equally accountable first to the Chief Shepherd, the Lord Jesus, but then also to the congregation through which and over which the Holy Spirit has placed them.

GENERAL QUALIFICATION FOR THE PASTORAL MINISTRY:

Since the Bible ascribes the titles “overseer,” “elder,” “pastor,” and “steward of the mysteries of God” to those called into the pastoral ministry, all the qualifications expressed in 1 Timothy 3:2-7 and Titus 1:6-9 apply. In a multiple ministry the following need special attention:

- A. The pastoral servants are to be primarily devoted to prayer and service in and with the Word of God (Acts 6:4), not to “serve tables,” i.e., secondary and auxiliary functions in the church.
- B. They together must make certain that God’s Word is proclaimed in truth and purity and that the Sacraments are administered according to Christ’s institution.
- C. In harmony with each other and joint planning, they must make sure that the “whole counsel of God,” both Law and Gospel, is proclaimed and that the “whole flock” is being properly cared for.
- D. They are to maintain the integrity of the Synod’s confessional standards as written in the Book of Concord. In order that this may be done each should be open to each other’s evaluation and also that of the congregation, specifically through the Council of Deacons, which in the

Constitution is specifically assigned to work with and under the pastors as helpers.

E. They are also to work closely with others involved in caring for the spiritual welfare of the flock, such as teachers in the Lutheran school, Sunday School, Bible classes, auxiliary organizations, etc., providing support, necessary instruction, encouragement, supervision and leadership in devotions, prayer and study of the Word.

F. They are to distinguish carefully between pastoral authority, which is that only of the Word of God, the Office of the Keys, and authority granted by decisions of the congregation, which have to do with auxiliary functions supportive of, but not essentially the function of, the office of the pastor.

SHARED DUTIES OF THE PASTOR:

A. Visitation of sick and shut-ins at homes, hospitals, and rest homes are done on a regular basis as mutually agreed upon by the pastors. Local hospital is visited weekly, in addition to emergencies; shut-ins on a monthly basis, or as needed.

B. Teaching Adult Bible Classes as mutually agreed upon.

C. Pastoral ministrations to delinquents, preferably each personally and with the help of respective Deacons, and to those in the roster as assigned previously by mutual agreement and congregational authority. Notice of severance from the congregation should be made only after every possible effort has been made to reclaim the erring soul in a pastoral and loving way.

D. Baptisms are ordinarily performed in the service by the pastor conducting the service, or by mutual agreement; marriages and funerals are performed as mutually agreed upon.

E. Development and direct spiritual supervision of the Youth is by specific assignment in the Call issued and accepted by the specific pastor. This does not negate the overall pastoral responsibility of either pastor.

F. All pastors are expected to support by word and example the ministries of the congregation, especially also the Lutheran school.

JOB DESCRIPTION FOR DIRECTOR OF MUSIC

A. The position of Director of Music at St. Paul Evangelical Lutheran Church is an auxiliary ministry to be carried out in support of the ministry of the Word. It is, according to the Constitution of St. Paul Lutheran Church, under the direct supervision of the pastoral office and the Council of Deacons, and ultimately to the Congregational Assembly or the Council of Deacons, which represents the Congregational Assembly between meetings of the Assembly itself.

B. Being a ministry supportive of the Word of God, this ministry is at all times to promote and be in accord with sound Christian and Lutheran doctrine as well as in the tradition of good Lutheran and Christian practice.

C. As a full-time, salaried servant of the church, the Director of Music is also engaged in other services to the church, specifically in teaching music education in St. Paul Lutheran School in the grade or grades agreed upon between him/her and the Board of Education–Lutheran School. This could include choirs, Christmas programs, etc. His/her salary as teacher is based upon the regular salary scale for teachers in the school with additional pay for duties rendered as Director of Music, and as specified in the Call, or as adjusted from time to time by the annual Congregational Assembly when budget and salaries are considered.

D. It shall be the duties of the Director of Music in that capacity:

1. To serve as chief organist for the congregation, but also to recruit and make use of available talent in the congregation within the limits of additional funds allotted for this in the annual budget.
2. To monitor the maintenance and repair of the organ, pianos and handbells. He/she should stay in contact with the Board of Trustees for any additional expenses out of the typical yearly costs covered in the budget and be the liaison for these companies.
3. To promote and direct the choirs of St. Paul Lutheran Church, namely the adult and hand bell choirs; to work to maintain a music schedule for choirs and organist, which though not necessarily directed by him/her are to be supervised by him/her in coordination with the pastors and responsible boards.
4. To be in charge of the school music program and to work this out in consultation with the principal and faculty in conformity with the congregation's overall music program and under the specific control of the Board of Education–Lutheran School.
5. To make the best possible use of musical talent within the congregation which may be available on a volunteer basis, especially for special services. This refers to instrumental music, vocal solos, etc., development of youth choirs, handbell music, etc., as time and circumstances in this direction may permit.
6. To play for weddings, funerals, and other special events, unless other arrangements are made by families involved in consultation with the pastors. (St. Paul allows other qualified organists, soloists, and musicians to function at such events.) It

is understood that the families involved for such special events are to remunerate the organist for such special services.

E. Whereas it is typical for pastors and church musicians to receive a wide variety of musical requests, particularly at weddings, St. Paul Lutheran Church sets forth these guidelines in regard to vocal music. (Instrumental music may be addressed at a later time.)

1. All music is to be approved by both the pastor involved and the Director of Music. If there are differences of opinion as to the suitability of a particular selection, the pastor and Director of Music shall come to an agreement before granting permission to the bridal couple and/or other musicians and interested parties.
2. The Director of Music is to be consulted for each wedding, whether or not he/she is performing at that particular service.
3. Only Christian music will be used at weddings in this church, regardless of where it occurs in the service – before, during, or after the ceremony.
4. “Christian music” is understood to be music in which the lyrics make sufficient reference to the Triune God in Whose Name the couple is to be wed. Sometimes secular lyrics can be rewritten to make a song acceptable. We have no objection to this, as long as copyright laws are not violated.

Any changes, deletions, additions, etc. to this job description will be by mutual agreement between the Music Director, the Board of Education, and the Deacons.

POLICIES OF BUDGET AND BILL PAYMENT

- A. All Boards make a resolve to check with the Council of Deacons before making extraordinary purchases even though covered by the budget.
- B. Each Board will be responsible for their dollar limits in the budget.
- C. Board approval on all purchases and payments before they are paid.
- D. The Board of Budget and Finance, with the approval of the Council of Deacons, has the authority to borrow money.

Current version of the entire Policy Manual was approved by the Congregational Assembly, June 25, 2025.