



CHRIST LUTHERAN CHURCH

Columbus, Nebraska

CONSTITUTION AND BY-LAWS

Revised October, 2008

CONSTITUTION

Christ Lutheran Church of the Lutheran Church (Missouri Synod)

In Bismark Township, Platte County, Nebraska

The Constitution as adopted in 1872; revised in 1944, 1953, 1975, 1986, 1990, and 2008.

Paragraph 1. (Preamble)

Whereas, according to the Word of God (1 Cor. 14:40, Col:2:5), in every congregation all things should be done decently and in order, and in obedience to which demand our fathers have set us an example by drafting Christian constitutions for the congregations; thus likewise have we, a number of Lutherans of this locality, organized as a congregation, and in this document signed by us, we lay down the rules and regulations according to which the internal and external affairs of our congregation are to be conducted.

Paragraph 2. (Name)

The name of our congregation shall be "Christ Lutheran Church of the Lutheran Church—Missouri Synod," located in Bismark Township, Platte County, Nebraska.

Paragraph 3. (Confession)

This congregation and every member thereof, accepts without reservation:

(a) The Scriptures of the Old and New Testaments as the revealed Word of God and the only rule and norm of faith and of practice.

(b) All the symbolical Books of the Evangelical Lutheran Church as a true and unadulterated statement drawn from the Word of God, to wit; the three Ecumenical Creeds (Apostles' Creed, The Nicene Creed, The Athanasian Creed), the Unaltered Augsburg Confession, the Apology of the Unaltered Augsburg Confession, the Smalcald Articles, Dr. Martin Luther's Large and Small Catechisms, the Formula of Concord and the Visitation Articles. Because these are derived from the Word of God, not only the doctrine in our congregation must be taught and proved but also all doctrinal and religious controversies which may arise shall be adjudicated and regulated according to the above confessions.

Paragraph 4. (Membership)

No one can be member of this congregation, or hold office in the same, or enjoy the rights and privileges of a member, but such as:

(a) Is baptized;

(b) Declares his adherence to all the canonical books of the Old and New Testaments as a rule and norm of faith and life;

(c) While he may be deficient in the knowledge of the above mentioned Symbolical Books, is familiar at least with the Augsburg Confession and Luther's Small Catechism, and declares his acceptance thereof;

(d) Does not live in manifest sins and works of the flesh (Gal. 5:19-21), but leads a Christian life;

(e) Does not belong to a secret society;

(f) Attends divine services faithfully;

(g) Together with the congregation frequently partakes of the Lord's Supper, if he be of sufficient age and is confirmed;

(h) Submits to the regulations that have been or may be established by this body, provided they are not contrary to the Word of God, and permits himself to be corrected in brotherly love when he has erred.

Paragraph 5. (Right of Suffrage, Forfeiture and Reinstatement)

Suffrage, or the right to vote, is granted to both male and female communicant members who have reached legal age and have signed the constitution. The suffrage that is granted to female communicant members is subject to the limitations that are imposed by Holy Scripture, namely, that such franchise will not violate the order of creation nor usurp authority over men as indicated in Gen. 3:16; 1 Cor. 14:34-35; and 1 Tim. 2:12-15. The right of suffrage shall begin at the following voters' meeting after membership is granted. Only such as have been voting members for one year shall be eligible to hold office in the congregation.

Paragraph 6. (Duty of Contribution)

It shall be the responsibility of every member of this congregation to contribute toward the maintenance of the congregation regularly throughout each year according to his ability.

Paragraph 7. (Property Rights)

When a member of this congregation, after fruitless admonition in the various grades prescribed by the Word of God (Matt. 18:15-20) where the observance of such grades has been possible shall have been expelled from the congregation, he shall thereby have forfeited all rights of membership in this congregation, as long as he has not been received again into membership of the congregation. The same shall also hold good with reference to such members who voluntarily leave the congregation, as also to those who may sever their connection with the congregation by removal, when such removal membership has been dissolved.

Paragraph 8. (Pastoral Office, Parochial School-Teacher or Teachers)

The pastoral office in this congregation shall be conferred upon such a minister only as professes his acceptance of and adherence to all the canonical books of the Old and New Testaments as the revealed Word of God, and all symbols of the Evangelical Lutheran Church enumerated in Paragraph 3, to which he is pledged by his call. Likewise shall also the parochial school teacher or teachers be required to pledge adherence to the books and confessions as enumerated in Paragraph 3.

Paragraph 9. (Congregational Authority)

The congregation as a body shall have the supreme power in the external and internal administration of its ecclesiastical and congregational affairs. No enactment or decision in behalf of the congregation or with reference to a member thereof as such shall be valid, whether it have proceeded from an individual or from a body within the congregation, unless it shall have been enacted or decided in the name of the congregation and according to a power by the congregation upon individuals or minor bodies, and it shall always be subject to the final decision of the congregation. But not even the congregation shall be empowered to order or decide anything contrary to the Word of God and the true Symbols of the Evangelical Lutheran Church. Any such ordinance and decision shall be null and void.

Paragraph 10. (Calling Permanent Pastors or Teachers)

The right of choosing, calling, and receiving ministers and parochial school-teachers and of electing all other officers of the congregation shall ever be vested in the congregation as a body and shall never be delegated to an individual or to a minor body within the congregation.

Paragraph 11. (Elders)

The elders at any time in office shall have no authority beyond that which has been conferred upon them by the congregation, and whatever power may have been delegated to them shall be at all times liable to change or rescission by the congregation.

Paragraph 12. (Trustees)

All the property of the congregation is entrusted to the care of the trustees, elected by the congregation, in this wise: They are to manage the same in the name of the congregation, sign contracts regarding it, authorize the receiving and paying of moneys, give receipts, sign documents, appear in court, and transact all the business which the congregation as owner would have to do. However, they are not empowered to manage these goods arbitrarily, but only according to valid resolutions and orders of the congregation. For all that the trustees perform by resolution and order of the congregation, the latter has to indemnify them; if the trustees, however,

manage the goods of the congregation according to their own pleasure, they are personally responsible for this to the congregation.

Paragraph 13. (Removal from Office)

All the officers of the congregation may, in Christian order, be removed from office. Sufficient and urgent causes for deposing a pastor or school teacher are: Persistent adherence to false doctrine, scandalous life, and willful neglect of official duties.

Paragraph 14. (Quorum and Majority)

(a) To pass a valid resolution, in matters that do not pertain to doctrine and conscience, the votes of a majority of the voting members present at a meeting shall be required. A meeting shall be capable of passing valid resolutions by voting members in attendance at a duly called meeting.

(b) When calling a pastor or teacher, the candidate receiving the majority of all votes cast shall be considered elected by the congregation, provided, however, that such election be made unanimous if possible.

Paragraph 15. (Signing Writings of the Congregation)

All writings issuing from the congregation (excepting those mentioned in Paragraph 12) are to be signed by the elders in the name of the congregation.

Paragraph 16. (Separation)

If at any time a separation should take place in this congregation on account of doctrine (which God may graciously prevent) the property of the congregation and all benefits therewith connected shall remain with those members who shall continue to adhere to the confession of the Unaltered Augsburg Confession and demand of the ministers and school-teachers of the congregation to adhere to all the Symbols of the Evangelical Lutheran Church.

Paragraph 17. (Purity of Books. Attending Parochial School)

(a) In all public services purely Lutheran hymns, and in all ministerial acts, purely Lutheran form only shall be used.

(b) In the parochial school, beside the Holy Scripture and Luther's Small Catechism, such books only as are purely Lutheran shall be introduced and used for instruction in Christian doctrine.

(c) Parents who are members of the congregation are expected to send their children to the parochial school, in order to provide for the instruction of their children in the pure doctrine.

Paragraph 18. (Application for Voting Membership and Release from Membership)

(a) All communicant members of legal age wishing to become voting members of this congregation shall give notice of their intention to an elder or the pastor of the congregation. The elder shall first give a copy of this constitution to the applicant and then shall present this application to the congregation. After a vote of acceptance by the congregation, the applicant is to sign the constitution of the congregation in public congregational meeting.

(b) Any voting member who transfers to another congregation should notify an elder or the pastor and request a peaceful release from membership. The congregation shall then grant this release from membership. If any member who is granted a release was holding an office at the time of release then the unexpired term of office shall be filled at that same meeting. The secretary shall provide the church council with the names of eligible voting members for the vacant office. The church council shall recommend the nomination of two eligible voting members for the unexpired term. The voters' assembly may accept the recommended nominations and then shall elect one of the nominees to finish the unexpired term of office.

Paragraph 19. (Meetings)

The congregation shall annually hold four regular meetings. The first regular meeting is to be held in January; the second in April; the third in July; and the fourth in October. The church council shall decide and publish the time and the day of the month for each of the four regular meetings. At the meeting only affairs of the congregation are to be considered and discussed. Every voting member of the congregation is obliged to attend the meetings of the congregation.

Paragraph 20. (Amendments)

To alter or repeal any alterable or repealable paragraph of this constitution, it shall be necessary that the proposed repeal, or change, be read to the congregation at a regular meeting, or a special meeting called for that purpose, without, however, any action being taken at that time; but the proposed change, or changes, shall be tabled until the following regular meeting when same shall be voted upon. A two-third majority of the votes cast shall be necessary to adopt the proposed change.

Paragraph 21. (Limitations on Expenditures) October 10, 2004

(a) Any capital improvement transaction of the congregation, which necessitates an expenditure of five thousand dollars (\$5,000.00) or more, is to be approved by the voters' assembly.

(b) Major capital improvements of ten thousand dollars (\$10,000.00) or more will be presented as a proposal to the voters at a regular or special voters' meeting. Acceptance or rejection of the proposal will be decided by the voters by ballot vote at a subsequent regular or special meeting before any action is taken.

(c) Standard funding for major capital improvements of ten thousand dollars (\$10,000.00), or more, is to have two thirds of the total expense on account, with the other one third pledged, before any work done or contract is signed. This standard funding provision may be waived if approved by the voters' assembly by a ballot vote. Any special funding proposal for major capital improvements of ten thousand dollars (\$10,000.00), or more, is to be presented to the voters at the same meeting as the major capital improvement proposal and voted on at a subsequent regular or special voters' meeting.

Paragraph 22. (Officers and Boards. Eligibility for Office)

(a) The officers of this congregation shall be: board of elders, board of trustees, parish board of Christian education, chairman, secretary, treasurer, budget treasurer, building fund treasurer, cemetery treasurer, financial secretary, senior ushers and of such other officers and board as the congregation may determine.

(b) Any male or female voting member is eligible to hold office or serve on a board. Any communicant member willing to serve is eligible to hold any office that is not a Council office or serve on any board including financial secretary, building fund treasurer, cemetery treasurer, and senior usher. Women may serve as officers and as members of boards and committees as long as these positions are not directly involved in the specific functions of the pastoral office as preaching, the public administration of the sacraments, or church discipline. Women officers shall not violate the order of creation nor usurp authority over men. Accordingly, women shall not serve as pastor, on the board of elders, or as chairman of the congregation. These limitations are imposed by Holy Scripture and are explained in paragraph 5 of this constitution.

Paragraph 23. (By-Laws)

This congregation may adopt such by-laws as the accomplishment of the purpose of its organization may demand.

Paragraph 24. (Duties, Terms, etc.)

The officers and boards of the congregation together with their duties, terms, manner of election, rules of order and rules of business are set forth in the by-laws of this congregation.

Paragraph 25. (Unalterable Paragraphs)

The following paragraphs of this constitution shall be unalterable: 3, 4, 7, 8, 9, 10, 11, 13, 16, 17, and 25.

BY-LAWS
Christ Lutheran Church of the Lutheran Church (Missouri Synod)
In Bismark Township, Platte County, Nebraska

Article 1. (Order of Business)

1. Meeting to be opened with prayer.
2. Reading and approval of minutes.
3. Admission of new members.
4. Report of officers, boards, committees, and unfinished business.
5. Recommendations of the church council.
6. Other business properly coming before the meeting.
7. Roll call.
8. Adjournment with prayer.

Article 2. (Rules of Order)

Except as otherwise provided in the constitution and in these by-laws, Robert's Rules of Order shall govern.

Article 3. (The Ministry)

As the ministerial office in the church is the only divinely appointed one, and all other offices humanly appointed to assist the ministerial office in the service of the congregation: therefore, the pastor shall be an advisory member of all boards and committees, and shall supervise Christian education within the congregation.

Article 4. (Announcement of Meetings and Special Meetings)

Regular meetings shall be announced two successive Sundays in advance in the regular church service. Special meetings may be called at any time by the elders, or by petition of at least ten percent of the voting members. Proper notification as to date, time, place, and purpose of any special meeting must be given at least ten days prior to the meeting according to the Nebraska State Law for non-profit organizations.

Article 5. (Committee on Nominations. Judge of Elections)

(a) The congregation shall nominate a judge of elections in the April meeting. The chairman and the judge of elections shall jointly select a nominating committee of five members to be announced in the July meeting. The nominating committee and the judge of elections shall be composed of members not holding office on the church council. In the October meeting, the committee shall present a sample ballot with a list of two candidates for

each office becoming vacant, at which time the voters' assembly may approve, reject, or change the ballot.

(b) The judge of elections and the nominating committee shall constitute the committee on elections. The judge shall supervise the voting and the counting. He shall declare the vote and preserve the ballots for one year. Complete elections results shall be preserved by the secretary of the congregation for future reference.

Article 6. (Terms of Office. Personnel)

Board of Elders: Four members. Term: four years. Elect one each year.

Board of Trustees: Four members. Term: four years. Elect one each year.

Parish Board of Christian Education: Four members. Term: four years. Elect one each year.

Chairman: Term: four years.

Secretary: Term: four years.

Treasurer: Term: four years.

Budget Treasurer: Term: four years.

Building Fund Treasurer: Term: four years.

Cemetery Treasurer: Term: four years.

Financial Secretary: Term: four years.

Senior Ushers: Two senior ushers. Term: two years. Elect one each year.

Church Council: consists of the board of elders, the board of trustees, the parish board of Christian education, the chairman, the secretary, the treasurer, and the budget treasurer. The pastor and the principal of the school shall serve on the church council in an advisory capacity.

Elect the chairman and the building fund treasurer in January 1991. Elect the budget treasurer in January 1992. Elect the cemetery treasurer and the financial secretary in January 1993. Elect the secretary and the treasurer in January 1994. Repeat this four year cycle after 1994.

An officer shall serve only one term, followed by two years out of office, after which time the voting member is again eligible for election to any office except as directed by Paragraph 22.

Article 7. (Induction into Office and Beginning of Term)

(a) All newly elected officers shall be inducted into office on the first Sunday following the January meeting.

(b) The terms of all newly elected and qualified officers, boards, and committees shall begin immediately following the induction service.

Article 8. (Special Funds) July 21, 2002

The building fund, student aid fund, Borneman and Buchholz scholarship fund, Christ Lutheran endowment fund and the farm trust are the five special funds. Whenever this congregation accepts a large gift or large bequest from a donor and it becomes a part or all of one or more of these special funds then this congregation agrees to abide by the written will or written desires of the donor that pertain to the gift or bequest. The following elected officers have duties concerning these five special funds.

Trustees: The board of trustees shall make reports and council recommendations to the voters' assembly. The trustees shall keep the investment certificates from these special funds in a bank safe deposit box.

Treasurer: The building fund treasurer shall make quarterly and annual reports of the building fund and student aid fund to the voters' assembly.

(a) Building Fund.

The income shall be used to purchase, construct, repair and maintain congregational property. According to paragraph 9 and paragraph 12 of this constitution, all future expenses that are expected to be paid from this building fund need to be approved in advance by the voters' assembly before any expense is made or any contract is signed except in an emergency. It is the responsibility of the board of trustees to estimate the future expenses, combine them into a project and then present the project with the estimated costs to the voters' assembly in the form of a council recommendation or as a motion and a second from the trustees. Whenever there is an emergency and the repair expenses are estimated to cost fifteen hundred dollars (\$1,500.00) or more, then the trustees shall ask the elders to call a special voters' assembly meeting for the purpose of presenting the estimated repair expenses and receiving approval for the emergency repairs. The earned interest shall be combined with the principal in this fund.

(b) Student Aid Fund.

The primary purpose of this fund is to give financial aid for tuition and the required textbooks to any applicant who will attend a Missouri Synod Lutheran college, university or seminary with the intent to become a called commissioned teacher or a called ordained pastor in the Lutheran Church-Missouri Synod. The applicant may be a teacher under contract with this congregation. The recommended amount of financial aid from this fund is fifteen hundred dollars (\$1,500.00) for each fall semester and fifteen hundred dollars (\$1,500.00) for each spring semester to each of these full-time student applicants.

The secondary purpose of this fund is to give financial aid for tuition and the required textbooks to any applicant who will attend a college, a university or a Missouri Synod Lutheran seminary with the intent to receive additional education that will be used in their church work vocation in this congregation. The applicant shall be serving in a full-time or part-time church work vocation in this congregation when the student aid is given.

The maximum amount of financial aid from this fund shall be five hundred dollars (\$500.00) each calendar year to each of these applicants.

All applicants shall be members of this congregation when they apply and when they are given financial aid from this fund. The board of trustees shall give an application blank to each applicant for each semester. Each completed application shall be returned to a trustee not less than fourteen (14) days before any of the regular church council meetings. The board of trustees shall recommend a specific dollar amount of student aid for each semester for each applicant in the form of a council recommendation or as a motion and second from the trustees at any regular voters' assembly meeting. Each check for student aid may be given to the applicant, college, university, or seminary.

All of the principle and the interest in this fund shall be available for student aid on a short notice. The earned interest shall be combined with the principle in this fund.

(c) Borneman and Buchholz Scholarship Fund.

The principal shall remain in this fund. It is recommended that memorials, gifts and bequests that are given in memory of any former pastor or any former teacher who was a member of this congregation at one time shall be deposited into this fund. All memorials, gifts and bequests shall be combined and will not have separate identities in this fund.

The earned interest shall be deposited into the student aid fund.

(d) Christ Lutheran Endowment Fund.

The principal shall remain in this fund except when the board of trustees makes a council recommendation and the voters' assembly accepts the council recommendation by ballot vote to use a specific dollar amount of the principal from this fund for the building fund or for the student aid fund. All memorials, gifts and bequests shall be combined and will not have separate identities in this fund.

The earned interest shall be deposited into the building fund.

(e) Farm Trust.

In December, the board of trustees shall estimate the income and expenses of the student aid fund and the building fund for the next calendar year. In January, at the annual voters' assembly meeting, the trustees shall recommend specific dollar amounts of the net farm trust income for the student aid fund and/or the building fund and/or the Christ Lutheran Endowment Fund in the form of a council recommendation or as a motion and a second from the trustees. The Christ Lutheran Endowment Fund shall be used as a savings fund for the building fund and the student aid fund. The net farm trust income shall only go into these three funds.

Article 9. (Amending By-Laws)

Amendments to these by-laws may be made in the same manner as prescribed to amend the constitution, except that a three-fifths majority shall be required for adoption.

Rules and Regulations for the Board of Elders

The board of elders shall meet regularly with the pastor being the chairman. Meetings may be called at any time upon the wish of the pastor or of two elders. The board may elect its own secretary.

The elders shall be an example of Christian conduct and conversation to the congregation according to Acts 6:1-4.

They shall assist the pastor in caring for the spiritual welfare of the congregation.

They shall of their own accord show concern for the congregation's welfare by speaking to members about the work of the church, by admonishing the erring, and by inviting the unchurched. They shall admonish such as attend the church services and the Lord's Supper very irregularly, seldom, or not at all, also such as give offense by their manner of life.

If the pastor or teacher gives offense in doctrine and life, the elders shall take the initial steps toward the necessary correcting; carefully observing the instruction in reference to admonition which Christ Himself has given in Matthew 18:15-20.

Matters of a private nature shall be kept strictly confidential.

The elders shall attend to good order during and immediately before and after the service. They shall assist the pastor at such services, especially at communion service, and shall be responsible for gathering the offerings.

They shall greet and welcome visitors and guests and see to it that the ushers are on duty.

They shall endeavor to persuade all members of the congregation who have reached legal age to become voting members.

They shall not interfere with the pastor's official duties. They shall sign the call to pastor and teachers. It shall be their duty to see to it that the called workers of the congregation receive adequate remuneration for their service.

It shall be the responsibility of the elders to motivate and encourage contributions from all members of the congregation.

The board of elders shall, with the approval of the congregation, appoint the cemetery overseer and the assistant overseer.

This board shall concern itself about organizations within the congregation, as the Choir, the Youth Group, and others as may be organized.

Rules and Regulations for the Board of Trustees

The board of trustees shall organize itself by electing a chairman and a secretary for the term of one year each. They shall hold regular meetings and make reports to the council and voters' meeting.

The duties of the trustees shall be as found in Paragraph 12 of the constitution. In addition to these, they shall inspect all congregational property and shall report necessary repairs to the congregation and in emergency shall order the repairs be made immediately. They shall see to it that the estate of the congregation is protected against loss or damage. They shall report upon the insurance of the property of the congregation, so that the policies may be renewed in time. They shall preserve all valuable papers of the congregation, as deeds, and other important documents.

Rules and Regulations for the Parish Board of Christian Education

Personnel—

The parish board of Christian education shall be composed of four members of the laity, the Pastor, and the principal of the school, the latter two to serve in an advisory capacity. It shall elect from the lay-membership a chairman, a secretary, and a treasurer for the term of one year.

Meetings—

The board shall meet at least four times annually and may call as many special meeting as necessary to conduct its work.

Duties—

1. To visit the school several times during a term.
2. To see to it that the children are thoroughly instructed in the Word of God and that they are also advanced in secular knowledge as far as may be justly expected; that good discipline and order are kept in the school rooms; that cleanliness in the classrooms and on the playgrounds is maintained; that improvements, repairs and equipment are provided in cooperation with the Board of Trustees; that textbooks, as much as possible, contain nothing at variance with the Word of God, but if so, to be corrected in the teaching.
3. This board shall concern itself about other educational agencies within the congregation, as the Bible Class, the Sunday School, and others as may be organized. They shall, with the approval of the congregation, appoint the Sunday School and Bible Class superintendent.
4. The board shall do everything in its power to persuade parents within the congregation to send their children to the Christian day-school when they become of school age.
5. The board shall receive complaints which may arise against the teachers and school management, after Matthew 18 has been

- followed; then, conscientiously examine the complaints and then act according to its best judgment. Communication between the parents and the teachers is encouraged in order to keep complaints to a minimum.
6. The board shall be responsible for the stipulation and collection of tuition and fees. No child shall be turned away because of non-payment.
 7. The board shall provide a list of substitute teachers for any teacher.
 8. It shall be the duty of this board to submit names of qualified individuals eligible to be called as permanent teachers for the parish school.
 9. The congregation may authorize this board to engage and to stipulate the salary for teachers who are to be employed under contract on school term basis. All permanent called teachers must be called by the congregation as a body, according to Paragraph 10 in the Constitution.

Rules and Regulations for the Church Council

Personnel—

The church council shall be composed of the board of elders, the board of trustees, the parish board of Christian education, the chairman of the congregation, the secretary, the treasurer, and the budget treasurer. The pastor and the principal of the school shall serve on the church council in an advisory capacity.

Organization—

After each annual meeting the council shall organize itself by electing an elder as chairman and a secretary from its members for the period of one year.

Powers and Duties—

The church council shall have no legislative powers, but its activities shall be advisory and executive and apply to such branches of the church government and discipline only as have been allotted to it by the voters' assembly. However, it shall be the duty of the council to arrange and present, in the accepted forms of parliamentary procedure, the business to come before the voters. It shall advise, recommend, and lead in the discussions of the business matters for consideration.

Meetings—

The council shall meet well in advance of each voters' meeting, and shall use sufficient time in all its deliberation of the proposals it recommends. It may call as many special meeting as necessary to conduct

its work. Special meetings may be called upon the wish of the pastor and two members.

Rights and Privileges of Members—

Any member or group of members of the congregation shall have the right and privilege to appear before the council while in session for interview on any matter pertaining to the work and welfare of the congregation. However, no member shall be obliged to present any matter to the council before presenting it to the voters' assembly.

Duties of the Chairman of the Congregation

1. The chairman shall preside over the voters' meetings. In his absence, the chairman may designate a temporary presiding officer.
2. He shall inform the congregation regarding the business to be transacted.
3. He shall submit to the meeting, the order of business, present for discussion all proper resolutions regularly moved and seconded, decide questions of order, call motions, and announce the result.
4. He must be neutral. He may vote in case of a tie or by ballot.
5. He must be fair and just in his decisions.
6. In the absence of the pastor, he must open and close the meeting with prayer.
7. He must give members a fair chance to the floor if permission is asked. He must keep order in a kind manner. He shall admonish those kindly whose conduct is unbecoming. If admonition fails, he shall deny this person the floor for the remainder of the meetings.

Duties of the Secretary

The secretary shall keep a careful record of all transactions of the voters' meetings, in a book provided by the congregation, and which shall remain the property of the congregation; he shall keep a list of all voting members, and shall call the roll at every meeting; he shall sign such papers as require his signature, conduct all correspondence not otherwise provided for and do whatever else the congregation may require of him from time to time.

Duties of the Treasurer

The treasurer shall receive all moneys collected by the congregation and shall deposit in the name of the congregation all the moneys collected in a bank designated by the trustees. He shall disburse by check only as the congregation directs, keep a strict account of all moneys deposited and

disbursed, in a book provided by and which shall remain the property of the congregation. He shall demand proper receipts for all disbursements. He shall submit all account books to an auditing committee, composed of two members appointed in the October meeting. An itemized report of all receipts and disbursements shall be presented annually. He must submit quarterly reports to the voters' meetings. During an emergency, as sickness, etc., the duties of this office shall be performed by a member appointed for this purpose by the board of trustees.

Duties of the Budget Treasurer

The budget treasurer shall receive, keep record, and remit all moneys contributed for budget, non-budget, and all other charitable purposes. He shall also keep record of all money for outside purposes to be credited to the congregation. It is also his duty to make quarterly and annual reports to the congregation.

Duties of the Building Fund Treasurer

The building fund treasurer shall receive all moneys collected for building fund purposes and for special fund purposes and shall deposit them in bank designated by the trustees. He shall disburse by check only as the congregation directs and shall keep a record of all income and expenses. It is also his duty to make quarterly and annual reports to the congregation.

Duties of the Cemetery Treasurer

The cemetery treasurer shall receive all moneys collected for cemetery purposes and shall deposit them in a bank designated by the trustees. He shall disburse by check only as the congregation directs and shall keep a record of all income and expenses. It is also his duty to make quarterly and annual reports to the congregation.

The board of trustees, the cemetery overseer, the assistant cemetery overseer, and the cemetery treasurer shall manage the cemetery according to valid resolutions and orders of the voters' assembly.

Duties of the Finance Secretary

The financial secretary shall receive, count, and record the church offerings and deposit the offerings and funds into their appropriate accounts.

Duties of the Ushers

The senior ushers shall organize the members of the congregation into monthly ushering teams. The team's duties will include ushering, organizing the collection, taking attendance, greeting, and ringing the bell.

The senior ushers shall appoint the junior ushers from the communicant membership of this congregation for a term of six months each and shall announce their appointments at the January and July

congregational meetings for approval by the congregation. Junior ushers shall not be appointed or reappointed for more than two consecutive six-month terms. They may, however, be appointed or reappointed after a lapse of one term. The junior ushers and usher team shall assist the senior ushers with the usher duties.

- (a) The senior usher and usher team shall assist the elders in maintaining good order and Christian conduct during divine services.
- (b) The senior usher and usher team shall welcome guests and visitors, ask them to sign the guest book, escort them to seats and provide service bulletins.
- (c) The senior usher and usher team shall distribute church literature and perform such other duties as the elders may prescribe.
- (d) The senior usher and usher team shall be watchful for any emergency which may arise during divine services and to eliminate all jarring and disturbing features and confusion.
- (e) The senior usher and usher team shall organize the offerings and place into a deposit envelope.
- (f) The senior usher and usher team shall ring the bells at the appropriate times.

At all times, the duties of an usher should be performed in a courteous manner and showing a willingness to serve.