

ADDENDUM TO THE CONSTITUTION AND BYLAWS

In accordance with article 9 of the Constitution, paragraphs 9.2.3 and 9.3.4, and section 4 of the Bylaws, this Addendum provides for the appointment of certain positions to assist the church council and details the duties of officers, boards, and committees. This Addendum may also include policies and provisions to facilitate the governance and activities of the congregation. The terms of this Addendum may be changed by the voters assembly without submission to the President of the Minnesota North District for review and approval.

1. Duties of officers

1.1. Chairman

1.1.1. The chairman shall preside at all meetings of the voters assembly and Church Council.

1.2. Vice chairman

1.2.1. The vice chairman shall perform the duties of the chairman in his absence.

1.2.2. In the event of a vacancy in the office of chairman, the vice chairman shall succeed to the office of chairman for the remainder of the term.

1.3. Secretary

1.3.1. The secretary shall keep accurate minutes of the meetings of the voters assembly and of the Church Council for the permanent records of the congregation and shall perform other duties in keeping with their office.

1.4. Treasurer

1.4.1. The treasurer shall pay all bills authorized by the congregation.

1.4.2. The treasurer shall keep accurate records of the receipts and disbursements of the congregation in books which shall be and remain the property of the congregation.

1.4.3. The treasurer shall submit a report at each monthly Council meeting and each quarterly voters assembly meeting. Such report shall show total receipts and disbursements, with individual records available upon request.

1.5. Financial secretary

1.5.1. It shall be the duty of the financial secretary to receive, record in books kept for such purpose, and deposit in the congregation's designated depository, all congregational moneys, including offerings, contributions, special collections, loans, subsidies, bequests, etc.

1.5.2. A report of all receipts shall be submitted to the treasurer at regular intervals.

1.5.3. The financial secretary shall prepare a report for each monthly Council meeting and each quarterly meeting of the voters assembly.

1.5.4. The congregation may elect as many assistants to the financial secretary as necessary.

2. Boards and their duties

2.1. Board of elders

2.1.1. The board of elders shall:

- 2.1.1.1. Consist of at least three members, elected by the voters. Every effort shall be made to stagger the election of elders.
- 2.1.1.2. Elect its chairman annually.
- 2.1.1.3. Assist the pastor in all matters pertaining to the spiritual welfare of the congregation.
- 2.1.1.4. Consider complaints and grievances of members of the congregation if Matthew 18:15-16 has been fully observed, and they shall report to the congregation those which cannot be otherwise resolved in accordance with Matthew 18:17-18.
- 2.1.1.5. Make every effort to induce members who have been negligent in their attendance of services, in the use of the Sacraments, and the financial support of the church, to mend their sinful ways and fully enjoy the rights and privileges of their membership.
- 2.1.1.6. See to it that all services are conducted in such a manner as to avoid needless disturbance and to foster an attitude conducive to worship among those in attendance.
- 2.1.1.7. Assist the pastor in arranging for pulpit assistance, special services, and guest speakers.
- 2.1.1.8. Assist the pastor at Holy Communion when necessary and serve the pastor Holy Communion when requested by him.
- 2.1.1.9. Present a list of candidates when the congregation is to call a pastor.
- 2.1.1.10. Be an example of Christian conduct and conversation.

2.2. Board of trustees

The board of trustees shall:

- 2.2.1. Consist of at least three members, elected by the voters. Every effort shall be made to stagger the election of trustees.
- 2.2.2. Elect its chairman annually.
- 2.2.3. Administer all property belonging to the congregation; make contracts; accept and receive grants and bequests; sign documents; appear in court; in short, transact all the business of the congregation assigned to them by the voters assembly.
- 2.2.4. Be authorized to make necessary expenditures up to the amount of \$1000 without special permission from the voters or council.

3. Committees and their duties

3.1. Audit committee

In addition to the duty assigned to the audit committee in the Constitution (9.3.1), the audit committee shall:

- 3.1.1. Annually review the performance of all employees of the congregation.

- 3.1.2. Provide employee compensation recommendations and rationales for the council to utilize in its preparation of the annual budget
- 3.2. Nominating committee (Constitution 9.3.2)
The nominating committee shall:
 - 3.2.1. Present a slate of candidates for officers and boards to the church council (Bylaws 3.1) at its November Meeting.
- 3.3. Finance committee (Constitution 9.3.3)
The finance committee shall:
 - 3.3.1. Assist the financial secretary as needed.
 - 3.3.2. Count the offerings in with at least two members of the committee present.
- 3.4. Fellowship committee
The fellowship committee shall consult with the council to:
 - 3.4.1. Plan a calendar of fellowship events throughout the year to
 - 3.4.1.1. Cultivate relationships among the members of the congregation,
 - 3.4.1.2. Give opportunities for engagement with those outside the congregation, and
 - 3.4.1.3. Support the various mission and outreach causes of the congregation,
 - 3.4.2. Oversee the execution of its calendar by:
 - 3.4.2.1. Recruiting any volunteers needed to hold an event and
 - 3.4.2.2. Advertising events both in the congregation and in the community.
- 3.5. Any election of committee members shall occur with the election of officers and board members under section 3 of the Bylaws. The term of office of elected committee members shall be one year. Committee vacancies may be filled by appointment by the church council.

4. Other Appointments

The council shall annually appoint the following positions:

- 4.1. Education coordinator
The education coordinator shall consult with the pastor and the board of elders to:
 - 4.1.1. Select curriculum to meet the needs of any youth education programs or activities in the congregation,
 - 4.1.2. Recruit and training teachers and volunteers to assist with any youth education programs in the congregation, and
 - 4.1.3. Plan and communicate the calendar of youth education programs to the congregation.
- 4.2. Head usher
The head usher shall consult with the pastor and the board of elders to:
 - 4.2.1. Ensure that the sanctuary is prepared for worship on Sunday mornings,
 - 4.2.2. Ensure that the offering is collected and congregants are ushered to Communion in an orderly manner, and

4.2.3. Recruit and train whatever assistants are needed in carrying out these various responsibilities.

4.3. Memorial recorder

The memorial recorder shall consult with the finance committee to:

4.3.1. Ensure that all memorial receipts are properly recorded, acknowledged, and reported to the congregation.

4.4. Cemetery manager

The cemetery manager shall consult with the board of trustees to:

4.4.1. Oversee the maintenance of the cemetery in accordance with its Constitution.

4.5. Christmas decorators

The Christmas decorators shall consult with the board of trustees to:

4.5.1. Decorate the Sanctuary and Fellowship Hall in preparation for Christmas, and

4.5.2. Remove the decorations after Epiphany.

4.6. Mission liaisons

Mission liaisons shall consult with the pastor and board of elders to:

4.6.1. Represent the congregation to its various mission priorities,

4.6.2. Receive communication on behalf of the congregation from its various mission priorities,

4.6.3. Ensure that relevant information concerning the various mission priorities is publicized to the congregation, and

4.6.4. Make known to the fellowship committee in its planning and the voters assembly in its budgeting what needs and opportunities there are for the congregation to support the work of its various mission priorities.

4.7. Vacancies in appointed positions may be filled by the church council.

Council

Board of Elders – 2 years
3+ members

Officers
Chairman – 1 year
Vice Chairman – 1 year
Secretary – 1 year
Treasurer – 2 years (even)
Financial Secretary – 2 years (odd)

Board of Trustees – 3 years
3+ members*
*Chairman alone is a member of council

Education Coordinator
Appointed by council

Head Usher
Appointed by council

Mission Liaisons
Appointed by council

Fellowship Committee
Appointed by council

Nominating Committee
Appointed by chairman

Finance Committee
Financial Secretary
Assistant(s) to the Fin. Sec.
elected by voters

Memorial Recorder
Appointed by council

Cemetery Manager
Appointed by council

Christmas decorators
Appointed by council

Audit Committee
Chairman
Treasurer
Financial Secretary
Head Elder
Head Trustee

