

CONSTITUTION
of
St. Peter Lutheran Church
Hemlock, Michigan

According to the Word of God (*I Corinthians 14:40 and Colossians 2:5*), all things are to be done decently and in order. Therefore, we, the members of **St. Peter Evangelical Lutheran Church of Richland Township, Saginaw County**, are laying down the **Constitution and Bylaws** for governing the internal and external affairs of our congregation.

Article 1.0
NAME

- 1.1** The name of our congregation shall be **St. Peter Evangelical Lutheran Church, U.A.C. (Incorporated)** in Richland Township, Saginaw County, Michigan.

Article 2.0
PURPOSE

- 2.1** The purpose of this congregation shall be: to give honor and glory to God and to carry out His will; to provide pastoral care for its members; to teach the Word of God and to administer the Sacraments; to preserve purity of doctrine; to exercise Christian love and fellowship; to provide Christian training for all its members; and to extend the Kingdom of God at large.
- 2.2** In furtherance of such purpose, the congregation may acquire, hold title to, sell, transfer, convey and otherwise dispose of property--real, personal, or mixed--subject to the deed. This corporate body shall have all the rights and powers that are granted by the State of Michigan to religious corporations.

Article 3.0
CONFESSONAL STANDARD

This congregation accepts without reservation:

- 3.1** The Scriptures of the Old and New Testament as the inspired (verbally inspired) written Word of God and the only rule and norm of faith and of practice.
- 3.2** All the Symbolical Books of the Evangelical Lutheran Church as a true and unadulterated statement and exposition of the Word of God, to wit: the three *Ecumenical Creeds* (the *Apostles' Creed*, the *Nicene Creed*, the *Athanasian Creed*), the *Unaltered Augsburg Confession*, the *Apology of the Augsburg Confession*, the *Smalcald Articles*, the *Large Catechism of Luther*, the *Small Catechism of Luther*, and the *Formula of Concord*.
- 3.3** All doctrine in our congregation shall be in full accord with **3.1** and **3.2** above, and all doctrinal controversies which may arise shall be decided and adjudicated according to them.

Article 4.0
MEMBERSHIP

4.1 **Membership**

- 4.1.1** **Baptized** members are all who have been baptized in the name of the Triune God and who are under the spiritual care of the pastors of this congregation, including the children who have not been confirmed yet.
- 4.1.2** **Communicant** members are those baptized members who have been confirmed in the Lutheran faith, accept the confessional standard of **Article 3.0** of this constitution, are familiar, at least, with the contents of *Luther's Small Catechism*, and are not members of organizations whose principles and conduct conflict with the Word of God.
- 4.1.3** **Voting** members are communicant members who have reached the age of eighteen years, who have been received by the Voters Assembly, and have signed the constitution of the congregation.

4.1.4 Elective Office

- 4.1.4.1 Only voting members who have reached their twenty-first birthday and have been a voting member for six months shall be eligible to hold an elective office that is a member of the Church Council as defined in article 15.1.
- 4.1.4.2 Only communicant members who have reached their twenty-first birthday and have been a communicant member for six months shall be eligible to hold an elective office that is not a member of the Church Council as defined in article 15.1.
- 4.1.4.3 Women may not serve as Elder, Chairman, or Vice-Chairman of the congregation.

4.2 Reception

Baptized members are received through the Sacrament of Holy Baptism, or through the consent of one or both parents in the case of children who have been baptized in another Christian congregation.

Communicant members are baptized members who are received through the rite of confirmation; through transfer from a sister congregation; through profession of faith, or reaffirmation of faith.

Applicants for communicant membership from a Lutheran church other than Missouri synod shall present a release from their former congregation as well as have an interview with one of our pastors. The reception shall be approved by the Voters Assembly.

Eligible communicant members requesting voting membership shall be present and nominated at the *beginning* of one quarterly meeting and shall be voted upon *as the last order of business at the same meeting*. Said candidates, if accepted, must sign the constitution.

4.3 Duties

Members of the congregation shall conform their entire lives to the rule of God's Word and, to that end, make diligent use of the means of grace, exercise faithful stewardship of God's many gifts and talents, impart and accept fraternal admonition as the need of such admonition becomes apparent, and readily be available for service in the Kingdom of Christ within and beyond the congregation.

4.4 Termination

- 4.4.1 Membership shall be terminated by transfer to a sister congregation, by death, by joining a congregation outside the fellowship of this congregation, by excommunication, or by self-exclusion.
- 4.4.2 Communicant members who conduct themselves in an unchristian manner shall be admonished according to *Matthew 18:15-20*. If they remain impenitent after proper admonition, they may be excommunicated. Each case shall be presented individually to the Voters Assembly for a decision. The vote must be unanimous and the person or persons under church discipline shall not be permitted to vote in proceedings against them.
- 4.4.3 Any member, upon separating from this congregation for any reason whatsoever, loses all claim to its property or functions.

Article 5.0 **PASTORS AND TEACHERS**

- 5.1 This congregation shall establish the pastoral office which shall be conferred only on such a pastor or candidate who professes and adheres to the confessional standard set forth in **Article 3.0** of this constitution, who is qualified for his work, who has been endorsed by the Synod, and who is a member of Synod. The same shall apply to called teachers in the parochial school. **The right to call pastors and teachers shall be vested in the Voters Assembly only.**
- 5.2 Any pastor, called teacher, or official **may be removed from office by the Voters Assembly only** (by a two-thirds majority ballot vote) and in Christian and lawful order for one of the following reasons: persistent adherence to false doctrine, scandalous life, willful neglect, or inability to perform the duties of the office.
- 5.3 The congregation may request the resignation of any pastor, called teacher, or official from his position in the congregation in the case of prolonged incapacity or general incompetence.
- 5.4 In case of long-term illness or other hardship of a pastor, the congregation, in Christian love, shall make provisions to see that he will not be destitute.

Article 6.0
AUTHORITY OF THE CONGREGATION

- 6.1 The Voters Assembly shall be the governing body of this congregation and shall be empowered to administer and manage all its affairs. The establishment and conduct of all organizations and societies within the congregation, or related directly to it, shall be subject to the approval and supervision of the Voters Assembly.
- 6.2 All matters shall be decided by a majority vote of the Voters Assembly unless otherwise specified by this constitution or bylaws, including matters of doctrine and conscience which shall be decided only on the basis of the Word of God.
- 6.3 Every communicant member is entitled to the full rights and privileges under this constitution and may appeal to the Voters Assembly in regard to any matter relating to the affairs and governing of the congregation.

Article 7.0
SYNODICAL MEMBERSHIP

- 7.1 In order to do the Lord's work efficiently at home and abroad, our congregation maintains membership in the **Lutheran Church-Missouri Synod**. We will do this so long as the latter adheres to the confessional standard designated in **Article 3.0**.

Article 8.0
MEETINGS

- 8.1 All regular business meetings of the congregation shall be announced in the services of two previous Sundays.
- 8.2 All special business meetings of the congregation shall be announced in the services of at least one Sunday.
- 8.3 The members present at the time and place announced shall constitute a quorum.

Article 9.0
OFFICES, BOARDS, AND COMMITTEES

- 9.1 The congregation designates the following offices, boards, and committees which form the essential framework of the congregation. The congregation may authorize, from time to time, additional offices, boards, or committees as necessary, either on an ongoing basis, or to meet certain temporary conditions.
- 9.2 The offices shall be: **Chairman, Vice-Chairman, Secretary, Treasurer, and Financial Secretary**.
- 9.3 The boards shall be: **Board of Elders, Board of Trustees, Board of Christian Education, Board of Finance, and Board of Financial Review**.

Article 10.0
DIVISION

- 10.1 **If at any time a division should take place in the congregation because of doctrine**, the property of the congregation and all benefits connected therewith shall remain with the communicant members who continue to adhere in confession and practice to **Article 3.0** of this constitution as determined by the adjudication procedures of the Synod.
- 10.2 **If division takes place for any other reason**, the property shall remain with the majority of the communicant members who continue to adhere in confession and practice to **Article 3.0** of this constitution as determined by the adjudication procedures of the Synod.
- 10.3 **In the event the congregation should dissolve**, the property and all rights connected therewith shall be transferred to the District of the Synod in which the congregation held membership at the time of dissolution.

Article 11.0
AMENDMENTS

- 11.1 **Amendments to provisions of this constitution**, except Articles listed in 11.2, may be adopted at a regular voters' meeting as herein provided:
1. That the proposed amendment has been submitted in writing and discussed at a previous meeting of the Voters Assembly. It must be published in the worship bulletin and/or by mail prior to the meeting at which the proposed amendment will be acted upon.
 2. That an affirmative vote of a two-thirds majority of the voters present is secured.

- 11.2** In addition to the above requirements, proposals to amend Articles 1, 2, 3, 5, 7, and 11 shall require that previous notice of such amendments, and discussion of the same, shall be presented at two regular meetings of the Voters Assembly before the meeting at which the proposed amendment is to receive action. Notice of the fact that a vote will be taken on any amendment to the articles listed in this section shall be given to all voting members of this congregation by U.S. mail. Any change in the articles shall not destroy the essential meaning of the same. Whether or not this has occurred shall be decided, if challenged, by a decision of the Commission on Adjudication of the Synodical District in which the congregation holds its Synodical membership.
1. That an affirmative vote of a two-thirds majority of the voters present is secured.
 2. That an affirmative vote of all the eligible voters in the congregation be secured for Paragraph 2.1 of Article 1.0, all of Article 3.0 and this 11.2.2 paragraph.

BYLAWS

ARTICLE 12.0 **MEETINGS**

- 12.1** The regular voters' meetings of the congregation shall be four in number during the calendar year. These meetings will be held quarterly. Extra meetings may be called by the Voters Assembly, the Church Council, or the chairman of the congregation and the pastors.

ARTICLE 13.0 **ELECTIONS**

- 13.1** The election of officers and boards shall take place at the Annual Meeting in the first quarter. Their term of office shall start upon installation the Sunday following their election. The election must be by ballot. Candidates shall be nominated for each elective office. Additional nominations may be made from the floor. The majority vote of the members present shall declare the candidate elected. No candidate shall be nominated without their consent. A vacancy occurring in any office shall be filled at the next regular Voters' Meeting for the unexpired portion of the term of office.

ARTICLE 14.0 **OFFICERS AND THEIR DUTIES**

- 14.1** **ELDERS:** The Board of Elders shall:
- 14.1.1** Aid the pastors, teachers, and congregation in the spiritual part of their work. They shall have particular oversight regarding doctrinal matters and matters pertaining to the godly walk of life on the part of pastors, teachers, officials and members of the congregation. They shall observe carefully that our Lord's command, **Matthew 18:15-16**, be applied in church discipline according to Christian love and for the salvation of the soul.
 - 14.1.2** Provide for the proper order and decorum of the church and its services. They shall also provide proper preparation for dignified administration of the Sacraments.
 - 14.1.3** Assist the pastors with advice and support them in their work with every means at the elders' command.
 - 14.1.4** Visit and admonish those who are lax in church attendance or in the use of the Sacrament of Holy Communion.
 - 14.1.5** Help in the care of the needy and the poor.
 - 14.1.6** Assist the pastors in reconciling parties within the congregation and to help restore peace.
 - 14.1.7** Assist in the distribution of Holy Communion.
 - 14.1.8** Be an example of devout Christian life for the entire congregation.
 - 14.1.9** Have a term of office of three years.
 - 14.1.10** Have staggered terms in such a way so that as close as possible to one-third of the Board of Elders shall be elected each year.
- 14.2** **TRUSTEES:** The Board of Trustees shall:
- 14.2.1** Be custodians of all deeds and legal documents of the congregation.
 - 14.2.2** Transact all legal business for the congregation, appear in court on behalf of the congregation, and perform all acts which the congregation would have to do as a property holder.

- 14.2.3 Assume charge of all property, securing it against damage and infringements and keep the same in good repair.
- 14.2.4 Keep the congregation informed of the state of its properties and make regular reports and recommendations to the voters.
- 14.2.5 Hire and supervise custodians or such help as is needed.
- 14.2.6 Together with the treasurer, have custody of the safety deposit box maintained at a Hemlock bank.
- 14.2.7 Be empowered to borrow monies upon the credit of the congregation when properly authorized by the Voters' Assembly.
- 14.2.8 Receive various recommendations from groups and societies regarding improvements and to supervise the installation if found advisable.
- 14.2.9 Make emergency corrections of all our properties
- 14.2.10 Not be entitled to perform such acts according to their own will and pleasure but only according to the proper resolution of and instructions of the congregation. The congregation shall be liable with its property for whatever the trustees do according to the resolution of and instruction by the congregation, and keep the trustees fully protected from loss. If, however, the trustees shall use the congregation's goods without resolution from it, according to their own will, they shall be liable to the congregation.
- 14.2.11 Have a term of office of three years.
- 14.2.12 Have staggered terms in such a way so that as close as possible to one-third of the Board of Trustees shall be elected each year.

14.3 **CHAIRMAN:** The Chairman of the congregation shall:

- 14.3.1 Preside at all meetings of the Voters Assembly and Church Council.
- 14.3.2 Conduct all meetings in a Christian and brotherly manner.
- 14.3.3 Sign all legal documents where his signature is required on behalf of the congregation.
- 14.3.4 Decide all questions according to principles laid down in Scripture and the latest edition of *Robert's Rules of Order*.
- 14.3.5 Declare the results of all votes.
- 14.3.6 Consider it his duty and responsibility, together with the pastors, to maintain the work, the organization, the properties, the harmony, the discipline, and progress of the congregation in keeping with the Word of God
- 14.3.7 Have a term of office of one year.

14.4 **VICE-CHAIRMAN:** The Vice-Chairman shall:

- 14.4.1 Assume all the duties of the chairman in case of vacancy, absence, or inability to serve.
- 14.4.2 In the case of death or resignation of the chairman, succeed him in office for the remainder of the term.
- 14.4.3 Have a term of office of one year.

14.5 **SECRETARY:** The Secretary shall:

- 14.5.1 Keep accurate records of the proceedings of the Voters Assembly and Church Council.
- 14.5.2 Carry on such correspondence as the Voters Assembly or Church Council may direct.
- 14.5.3 Safeguard reports and official papers of the congregation.
- 14.5.4 Keep a correct copy of the Constitution and Bylaws together with all the additions and amendments.
- 14.5.5 Have a term of office of three years.

14.6 **TREASURER:** The Treasurer shall:

- 14.6.1 Be custodian of the General Fund and all home-related funds and keep an accurate record of all disbursements.
- 14.6.2 Upon authorization, pay all bills and salaries.
- 14.6.3 Submit requested records to the Board of Financial Review.

- 14.6.4 Together, with the Trustees, be custodian of the congregation's safety deposit box in a Hemlock bank.
 - 14.6.5 Make reports at Church Council and regular congregational meetings. He shall also submit a written report at the Annual Meeting.
 - 14.6.6 Make all disbursements by check or bank cashier's check. Other disbursement methods may be used if approved by the Church Council.
 - 14.6.7 Have a term of office of three years.
- 14.7 **ASSISTANT TREASURER:** The Assistant Treasurer shall:
- 14.7.1 Assist the Treasurer in his duties when necessary.
 - 14.7.2 Assume the duties of the Treasurer in case of vacancy, absence, or inability to serve.
 - 14.7.3 In the case of death or resignation of the Treasurer, succeed him in office for the remainder of the term.
 - 14.7.4 Have a term of office of three years.
- 14.8 **FINANCIAL SECRETARY:** The Financial Secretary shall:
- 14.8.1 Be held responsible for receiving and depositing all monies collected for all accounts in a Federally insured bank designated by the Voters Assembly.
 - 14.8.2 Keep accurate records of all contributions received from each contributor.
 - 14.8.3 Make quarterly as well as annual reports to the congregation.
 - 14.8.4 Be chairman of the Board of Finance.
 - 14.8.5 Submit requested records to the Board of Financial Review.
 - 14.8.6 Have a term of office of three years.
- 14.9 **ASSISTANT FINANCIAL SECRETARY:** The Assistant Financial Secretary shall:
- 14.9.1 Assist the Financial Secretary in his duties, especially with the recording of contributions and the receipt of monies.
 - 14.9.2 Be a member of the Board of Finance.
 - 14.9.3 Assume the duties of the Financial Secretary in case of vacancy, absence, or inability to serve.
 - 14.9.4 In case of death or resignation of the Financial Secretary, succeed him in office for the remainder of the term.
 - 14.9.5 Have a term of office of three years.
- 14.10 **BOARD OF FINANCE:** The Board of Finance shall:
- 14.10.1 Be responsible for the care, protection, counting, and recording of contributions.
 - 14.10.2 Help the Financial Secretary with the preparation and distribution of envelopes.
 - 14.10.3 Have a term of office of three years.
 - 14.10.4 Have staggered terms in order that as close as possible to one-third of the Board of Finance shall be elected each year.
- 14.11 **MISSION TREASURER:** The Mission Treasurer shall:
- 14.11.1 Be responsible for disbursing all mission-related funds and funds other than the General Fund or home-related funds.
 - 14.11.2 Submit an annual report to the congregation at the Annual Meeting.
 - 14.11.3 Submit requested records to the Board of Financial Review.
 - 14.11.4 Have a term of office of three years.
 - 14.11.5 In the case of a vacancy, absence or inability to serve, the Treasurer shall assume these duties.
 - 14.11.6 The Voters Assembly shall have the option to leave this position vacant and assign these duties to the treasurer.

- 14.12** **BUILDING FUND TREASURER:** The Building Fund Treasurer shall:
- 14.12.1 Be custodian of all the funds designated for the Building Fund.
 - 14.12.2 Make all disbursements by check and keep an accurate record of receipts and disbursements.
 - 14.12.3 Make reports at regular congregational meetings and a written report at the Annual Meeting.
 - 14.12.4 Submit requested records to the Board of Financial Review.
 - 14.12.5 Have a term of office of three years.
 - 14.12.6 In the case of a vacancy, absence or inability to serve, the Treasurer shall assume these duties.
 - 14.12.7 The Voters Assembly shall have the option to leave this position vacant and assign these duties to the Treasurer.
- 14.13** **BOARD OF CHRISTIAN EDUCATION:** The Board of Christian Education shall:
- 14.13.1 Foster spiritual growth in the life of the individual Christian.
 - 14.13.2 Strengthen the Christian home and help equip parents, children, and young people for Christian family living.
 - 14.13.3 Provide learning opportunities for all age levels: preschool, school age, youth, and adult.
 - 14.13.4 Encourage the congregation to set up agencies and organizations to help the parish best perform its educational task for each specific age level. Such agencies and organizations include the Sunday School, the Christian Day School, various Bible classes, the Parent-Teacher League, the Vacation Bible School, and others which are necessary to meet the needs of the congregation.
 - 14.13.5 Provide leadership education for teachers, officers, and workers.
 - 14.13.6 Be represented at the Church Council meetings by the Chairman of the Board.
 - 14.13.7 Consist of seven members—four who have children in the congregation's Day School; three who do not have children in the Day School.
 - 14.13.8 Have a term of office of three years.
 - 14.13.9 Have staggered terms in order that as close as possible to one-third of the Board of Education with children in school shall be elected each year and as close as possible to one-third of the Board of Education without children in school shall be elected each year.
 - 14.13.10 Submit requested records to the Board of Financial Review.
- 14.14** **BOARD OF FINANCIAL REVIEW:** The Board of Financial Review shall:
- 14.14.1 Review financial records of the congregation periodically.
 - 14.14.2 Submit a report to the Voters Assembly at the first quarterly meeting.
 - 14.14.3 Be governed by procedures established by the Church Council, i.e. generally accepted auditing standards and practices.
 - 14.14.4 Perform a review at anytime the Church Council directs.
 - 14.14.5 Consist of three members. The term of office is three years. Terms shall be staggered, with one member elected each year.
- 14.15** **NOMINATING BOARD:** The Nominating Board shall:
- 14.15.1 Present a slate of candidates to the voters for offices of the congregation as prescribed in Article 13.1 of these bylaws.
 - 14.15.2 Consist of three members. The term of office is three years. Terms shall be staggered, with one member elected each year.
- 14.16** **USHERS:**
- 14.16.1 The Head Usher shall be elected by the Voters Assembly.
 - 14.16.2 The Head Usher appoints his assistant and staff with the approval of the Elders.
 - 14.16.3 The Head Usher and his two assistants shall make up the schedule for a twelve-month period.

- 14.16.4** Ushers shall assist in maintaining order in the worship service. They shall greet and assist worshippers and make them as comfortable as possible.
- 14.16.5** The term of office is one year.

ARTICLE 15.0
CHURCH COUNCIL

- 15.1** The Church Council shall consist of the Pastors, Principal, Chairman, Vice-Chairman, Secretary, Treasurer, Building Fund Treasurer, Financial Secretary, the Board of Elders, the Board of Trustees, the Chairman of the Board of Christian Education.
- 15.2** The Church Council shall have the authority to act in an advisory capacity with reference to anything that may be submitted to it, both religious and/or secular. It may bring its recommendations to the Voters Assembly.
- 15.3** It shall meet each month unless the lack of business makes it unnecessary.
- 15.4** It shall do all in its power to promote the welfare of the congregation.
- 15.5** A special meeting of the Church Council may be called by a pastor or two members of the Church Council.

ARTICLE 16.0
CHURCH ORGANIZATIONS

- 16.1** Any organization within the church shall submit its constitution or its purpose to the Church Council. It shall be allowed to exist only when given permission by the congregation and shall be under the control and supervision of the Voters Assembly.
- 16.2** If disbanded, all funds still in existence refer back to the congregation.
- 16.3** Submit requested records to the Board of Financial Review.

ARTICLE 17.0
ORDER OF BUSINESS

- 17.1** **Following is the Order of Business for Meetings:**
1. Meeting is opened with prayer.
 2. Reading of the previous minutes.
 3. Reception of new members (Communicant and Voting).
 4. Releases and transfers.
 5. Report of the Financial Secretary and Treasurers.
 6. Report of Pastors, Principal, Committees, and Officers.
 7. Unfinished or old business.
 8. New business and Church Council recommendations.
 9. Accept new voting members.
 10. Adjournment with prayer.

ARTICLE 18.0
CALLING PROCEDURE FOR PASTORS, PRINCIPAL AND TEACHERS

- 18.1** When a pastor, principal or teacher is to be called, every member of the congregation should have the privilege of making one or more nominations. The congregation shall also ask the president of the Synodical District for recommendations. In the case of a pastoral call, working with the Circuit Counselor, the Board of Elders shall serve as the screening committee. In the case of the calling of a principal or teacher, the Board of Christian Education shall perform that function.
- 18.2** In the screening process, the respective board shall submit all names to the respective district president for information and evaluation. After receiving information and recommendations from the district president, the respective board shall present to the congregation, by means of a public announcement, the preferred candidates, together with a biographical sketch of each.

- 18.3 At the Voters Meeting called for the purpose of electing a new pastor, principal or teacher, the preferred list may be amended by means of a two-thirds vote of those present. At that point, the Voters Assembly shall be asked to agree to be satisfied with whatever selection is finally made by the congregation.
- 18.4 Balloting shall proceed by means of a secret ballot vote. A majority is needed in order to determine the disposition of the call.
- 18.4.1 For the calling of a pastor, principal or teacher, a unanimous vote is required.

ARTICLE 19.0
AMENDMENTS

- 19.1 At any meeting of the Voters Assembly, a proposed amendment may be made in writing, given to the secretary and read. At the next meeting, the amendment shall be read and discussed. At the third meeting, a vote can be taken. A two-thirds majority is needed to pass an amendment to the bylaws.

ARTICLE 20.0
ST. PETER LUTHERAN MEMORIAL ENDOWMENT FUND

- 20.1 The St Peter Lutheran Memorial Endowment Fund is a fund designed to give individuals an opportunity to remember and/or honor loved ones by furthering the ministries of St. Peter Lutheran Church. Only the interest from the moneys donated will be available for dispersal as described below.
- 20.2 A Memorial Endowment Committee of five members will be appointed by the Church Council at its first meeting following the Annual Meeting of the Voters Assembly in January of 1998. A chairperson will be selected by the Endowment Committee at its first meeting of each year. This meeting will be called by the Congregation Chairman. The Congregation Chairman, Pastor(s), and Principal will serve as ex officio members of this committee. Meetings will be scheduled by the Endowment Committee as determined by need.
- 20.3 The purpose of the Endowment Committee is to oversee the fund and the portfolio of investments. Each April, or when the earnings become available, make recommendations to the Church Council for recommendations to the Voters Assembly regarding the dispersal of interest income (except in those cases where a contributor makes a specific request for the purpose of the earnings).
- 20.4 All contributions to the Endowment Fund will be invested by the Endowment Committee with conservative investment institutions such as Church Extension Fund, Thrivent, etc.
- 20.5 In time of a financial crisis, moneys may be borrowed or withdrawn by the church from the Endowment Fund, provided the amount borrowed/withdrawn in any one fiscal year does not exceed 10% of the total of the balances of the non-designated funds. The balance used to figure this amount is to be the balance as of the first day of the fiscal year. At the direction of a Voters Assembly, the Endowment Committee will decide from which account(s) money will be withdrawn. The chairperson of the Endowment Committee will be responsible for withdrawals and the dispensing of funds to the Financial Secretary.
- 20.6 All donations received for this fund will be deposited in the General Fund of St. Peter Lutheran Church. The treasurer of St. Peter Lutheran Church will issue a check(s) to the specified investment institution. The Financial Secretary of St. Peter Lutheran Church will be responsible for crediting and/or thanking the benefactors.

ARTICLE 21.0
ST. PETER LUTHERAN SCHOOL ENDOWMENT FUND

- 21.1 The St. Peter Lutheran School Endowment Fund is a fund designated to give individuals an opportunity to remember and/or honor loved ones by furthering the ministries of St. Peter Lutheran School. Only the interest from moneys donated will be available for dispersal as described below.
- 21.2 A School Endowment Committee of five members will be appointed by the Board of Christian Education at their first meeting, following the Annual Voters Meeting each year. A Chairperson will be selected by the School Endowment Committee at their first meeting each year. The meeting will be called by the Chairman of the Board of Christian Education. The Chairman of the Board of Christian Education, the Pastor(s) and the Principal will serve as ex officio members of this committee. Meetings will be scheduled by the School Endowment Committee as determined by need.
- 21.3 The purpose of the School Endowment Committee is to oversee the fund and the portfolio of investments. Each April, or when the earnings become available, the School Endowment Committee shall make recommendations to the Church council for recommendation to the Voters Assembly regarding dispersion of interest income.
- 21.4. The proceeds from this fund shall be used for financial assistance for students attending St. Peter Lutheran School or for projects to benefit St. Peter Lutheran School and its students.

- 21.5 All contributions to the School Endowment Fund will be invested by the School Endowment Committee with conservative investment institutions such as Church Extension Fund, Thrivent, etc.
- 21.6 In time of a financial crisis, money may be borrowed or withdrawn from the School Endowment Fund at the direction of the Church Voters Assembly. The amount borrowed/withdrawn in any one fiscal year shall not exceed 10% of the total of the balances. The balance used to figure this amount is to be the balance as of the first day of the fiscal year. The School Endowment Committee will decide from which account(s) money will be withdrawn. The chairperson of the Endowment Committee will be responsible for the withdrawals and the dispensing of funds to the Church Financial Secretary.
- 21.7 All donations received for the School Endowment Fund will be deposited in the General Fund of St. Peter Lutheran Church. The treasurer of St. Peter Lutheran Church will disburse funds to the specified investment institution(s).
- 21.8 In the event St. Peter Lutheran School should terminate its mission of educating students, the assets held under the School Endowment Fund shall transfer to the St. Peter Lutheran Memorial Endowment Fund.

ARTICLE 22.0
ST. PETER LUTHERAN ENDOWMENT FUNDS

- 22.1 This Article shall replace and supersede Articles 20, St. Peter Lutheran Memorial Endowment Fund, and Article 21, St. Peter Lutheran School Endowment Fund, of the Bylaws of St. Peter Lutheran Church, Hemlock, Michigan.
- 22.2 The St. Peter Lutheran Endowment Funds are funds designed to give individuals an opportunity to remember and/or honor loved ones by furthering the ministries of St. Peter Lutheran Church and School.
- 22.3 An Endowment Committee of not less than five members, and not more than 10 members, will be appointed by the Church Council at its first meeting following the Annual Meeting of the Voters Assembly. One half of the initial members of this committee shall serve a one-year term with the remaining members to serve a two-year term. All subsequent appointments shall be for a two-year term. There shall be no term limits. The Congregation Chairman, Pastor(s), and Principal will serve as ex-officio members of this committee.
- 22.4 The purpose of the Endowment Committee is to oversee the funds and the portfolio of investments and make recommendations to the Church Council for recommendations to the Voters Assembly regarding the dispersal of interest income.
- 22.5 A chairperson, secretary and treasurer will be selected by the Endowment Committee at its first meeting of each year. Meetings will be scheduled by the Endowment Committee as determined by need.
- 22.6 The chairperson shall preside over all meetings of the Endowment Committee. In his absence, the committee members present shall designate another member to preside. The chairperson or a designee shall make oral and/or written reports at the regularly scheduled voters meetings and to the church council as requested.
- 22.7 The Endowment Secretary shall maintain a record of the proceedings and all votes.
- 22.8 The Endowment Treasurer shall maintain a record of all investments and dispersals and shall notify the Congregational Treasurer of any transactions that need to be executed.
- 22.9 Donations to or disbursements from the Endowment Funds shall be received by the congregation's Financial Secretary and deposited in the Church General Fund Accounts. The congregation's Treasurer shall disburse the funds received in compliance with instructions from the Endowment Treasurer.
- 22.10 The Endowment Funds shall be invested in compliance with a written investment policy approved by the Church Council. The investment policy shall strive to protect the invested principal while achieving reasonable income.
- 22.11 The Endowment Committee shall maintain a Memorial Endowment Fund for unrestricted donations, a School Endowment Fund for donations designated for St. Peter Lutheran School, and any other funds the committee shall deem necessary.
- 22.12 The assets of the individual funds may be pooled for investment purposes. The income from such pooled investments shall be allocated to each fund in a ratio equal to the invested assets.
- 22.13 Up to 4% of a fund's value may be withdrawn for use during a calendar year, the value of the fund being determined on January 1 of that year.
- 22.14 In time of a financial crisis, as declared by the Voter's Assembly, monies may be borrowed or withdrawn by the church from the Memorial Endowment Fund, provided the amount borrowed/withdrawn in any one fiscal year does not exceed 10% of the total of the balances of the non-designated funds. The balance used to figure this amount is to be the balance as of the first day of the fiscal year. At the direction of a Voters Assembly, the Endowment Committee will decide from which account(s) money will be withdrawn. The chairperson of the Endowment Committee will be responsible for withdrawals and the dispensing of funds to the Financial Secretary.

22.15 Submit requested records to the Board of Financial Review.

Revised 1-25-20
Revised 7-30-17
Revised 8-26-15
Revised 10-31-11
Revised 10-26-09
Revised 11-15-99
Typed 3-11-97