

CONSTITUTION  
AND  
BY-LAWS

First Evangelical Lutheran Church  
Of Glencoe, Minnesota

December 28, 2015

# CONSTITUTION

**PREAMBLE** Whereas, the Word of God demands that a Christian Congregation not only conform to the Word in doctrine and practice (Ps. 119:105; Gal. 1:6-8; 2 Tim. 4:1-5), but also that all things be done decently and in order (1 Cor. 14:40), we, the members of the "First Evangelical Lutheran Church", accept and subscribe to the following Constitution and By-Laws, in accordance with which our congregation affairs, spiritual and material, shall be conducted.

## NAME

**ARTICLE I** The name of this congregation shall be: "First Evangelical Lutheran Church of Glencoe, Minnesota", County of McLeod.

## PURPOSE

**ARTICLE II** The purpose of this congregation shall be to seek the honor and glory of God, to carry out His will, to manifest the unity of our faith in Jesus Christ as God and Savior, to spread the kingdom of God and to foster Christian fellowship and love, by the preaching of the Word of God, by the administration of the Sacraments, and by the religious instruction of all its members, according to the confessional standard of the Evangelical Lutheran Church.

## CONFESSIONAL STANDARD

**ARTICLE III** This congregation acknowledges and accepts all the canonical books of the Old and New Testament as the inspired Word of God, and all the Symbolical Books of the Lutheran Church contained in the Book of Concord of 1580, as a true and sound exposition of Christian Doctrine taken from and in full agreement with the Holy Scriptures; and in this congregation no doctrine shall be taught or tolerated which is at variance with the symbols of the Lutheran Church, viz.:

- 1) The Three Ecumenical Creeds: The Apostolic, the Nicene, and the Athanasian;
- 2) The Unaltered Augsburg Confession;
- 3) The Apology of the same;
- 4) The Smalcald Articles;
- 5) Luther's Large Catechism;
- 6) Luther's Small Catechism;
- 7) The Formula of Concord.

Any controversy involving matters of faith and doctrine and practice that may arise in this congregation shall be judged and decided according to this statement.

## MEMBERSHIP

**ARTICLE IV** The membership of this congregation includes the following:

### A. BAPTIZED MEMBERSHIP

1. Definition

Baptized members are all members who have been baptized in the name of the Triune God and who are under the spiritual care of the pastor(s) of this congregation, including the children who have not yet confirmed their baptismal vow.

2. Reception

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

3. Duties

Baptized members shall conform their lives to their baptismal vow.

4. Termination

Baptized members who have not been received as communicant members shall have their membership terminated for the same reasons that communicant membership is terminated insofar as these reasons are applicable.

### B. COMMUNICANT MEMBERSHIP

1. Definition

Communicant members are those baptized members who have been confirmed in the Lutheran faith, accept the doctrinal standards of Article III of this constitution, are familiar at least with the contents of Luther's Small Catechism, and who are not members of organizations whose principles and conduct conflict with the Word of God.

2. Reception

Communicant members are received through the rite of confirmation, by transfer from a sister congregation, upon profession of faith, or by reaffirmation of faith, provided they conform to requirements for membership in this congregation. Their reception shall be approved by the Church Council and subsequently by the Voters' Assembly.

3. Duties

Communicant members are expected to be faithful in their worship and participation in Holy Communion, bring their children for baptism and religious instruction, contribute according to ability to the financial support of the congregation in all its endeavors, study the Holy Scriptures, and through word and deed encourage, strengthen, console and admonish each other for the unity and well-being of the entire congregation.

4. Termination

a. Communicant members in good standing may be transferred by the pastor to a sister congregation immediately upon their request. Such transfer shall be reported to the Voters' Assembly for approval at its next meeting. Members who move out of the community and thereby become inactive shall be encouraged to transfer their membership to the sister congregation nearest to them.

b. Communicant members who join congregations outside of our fellowship

thereby terminate their membership. Their names shall be removed from the membership list and reported to the Voters' Assembly for approval at its next meeting.

- c. Members who have moved from the area and whose whereabouts are unknown, and those whose whereabouts are known but fail to transfer membership when such transfer is advisable, shall be placed on the inactive rolls. Such names are not to be included in official membership lists, but the people involved are to remain a concern of the ministry of the congregation until transfer or termination of membership occurs.
- d. Members who have neither received communion nor made a contribution of record to the congregation for one year shall be placed on the inactive rolls. Such names are not to be included in official membership lists, but the people are to remain a concern of the ministry of the congregation.
- e. 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 shall be excommunicated. Each case shall be presented individually to the Voters' Assembly for action. A unanimous vote by the voters present shall be required for excommunication. If such member deliberately absents himself from the meetings at which his case is to be discussed, or in some other manner makes it impossible to deal with him, he thereby excommunicates himself.

#### C. VOTING MEMBERSHIP

##### 1. Definition

All communicant members of the congregation who have reached the age of eighteen (18) years and whose names are on the official membership list shall have the right to vote.

##### 2. Duties

Voting members shall attend the meetings of the Voters' Assembly regularly, participate in the work of the congregation, and willingly accept responsibility according to ability.

### SUPREME AUTHORITY OF THE CONGREGATION

#### **ARTICLE V**

The congregation, exercising its authority through the Voters' Assembly, shall have the supreme authority in the external and internal administration and management of its ecclesiastical and congregational affairs. This corporate body shall have the custody and control of the corporate property of the congregation; it may buy, sell, mortgage, lease, or otherwise convey or dispose of its property. All such legal documents shall be signed by the president and secretary. Whatever enactment may have been ordered or decided by individuals, boards, Church Council or other special committees within the congregation, shall always be subject to revision and final decision by the congregation.

However, not even the congregation shall be empowered to enact or decide anything contrary to the Word of God and the symbols of the Lutheran Church, and any such enactment or decision shall be null and void.

### OFFICERS

**ARTICLE VI** The officers of this congregation shall be such officers, boards, or committees as the By-Laws of this Constitution may prescribe. All communicant members who meet the requirement of Voting membership and have reached the age of twenty-one (21), shall be eligible to an elective office. Only male members shall be eligible for the Board of Deacons, the office of President and Vice-President of the congregation.

Congregational officers or committees, whether elected or appointed, shall have no authority beyond that which has been conferred upon them, and whatever authority may have been delegated to them may at any time be altered or revoked.

Reasons for dismissing an officers shall be:

- a) Persistent adherence to false teaching;
- b) Ungodly life;
- c) Unfaithfulness or inability in reference to the performance of duties.

### DIVISION

**ARTICLE VII** If at any time a division should take place on account of doctrine, the property of the congregation and all benefits connected therewith shall remain with those communicant members who continue to adhere in confession and practice to Article III of this Constitution. If division takes place for any other reason, the property shall remain with the majority of the communicant members. In the event the congregation should totally disband, the property and all rights connected therewith shall be transferred to that District of The Lutheran Church-Missouri Synod of which the congregation has been a member at the time of disbanding.

### PASTORS AND TEACHERS

**ARTICLE VIII** Only such pastors and teachers shall be called by this congregation as are in accord with the "Confessional Standard" of this congregation (Article III) and have been prepared for their work, are well qualified, and that no pastor or teacher be called in the same meeting in which he is nominated from the floor, until he is checked by and a recommendation is received from our district office. The right of calling pastors and teachers shall be vested in the congregation and shall never be delegated to a small body or committee, or to an individual. For calling a pastor or teacher, a unanimous vote by those present and voting is required.

Pastoral office shall be conferred only upon ordained ministers who are members of The Lutheran Church—Missouri Synod, candidates for the pastoral ministry who have satisfied the qualifications and requirements for assignment of first calls by Synod, or ordained ministers who are members in good standing of church bodies that have formally recognized to be in altar and pulpit fellowship with the Synod when agreements for such calls are in place.

Only those commissioned ministers shall receive a call who adhere to the confessional standard set forth in this constitution, who are qualified of the work of the ministry to which they are called, and who have been endorsed by and are members of The Lutheran Church—Missouri Synod, who are candidates of

LCMS colleges and universities who have satisfied the qualifications and requirements for assignment of first calls, and who are commissioned ministers in good standing from church bodies that are in altar and pulpit fellowship with The Lutheran Church—Missouri Synod.

The sending of a call requesting the filling of a specific non-tenure teaching position through the Synodical Board of Assignments or from the field may be delegated by the Voters to the Board of Parish Education for action within a 60-day time period.

Reasons for dismissing a pastor or teacher shall be:

- a) Persistent adherence to false teaching;
- b) Ungodly life;
- c) Unfaithfulness or inability in reference to the performance of duties.

### AMENDMENTS

**ARTICLE IX** Any alterable or repealable article or section of this Constitution and its By-Laws and Rules for Christian Day School may be altered and repealed by a two-thirds (2/3) majority vote of those present and voting at any properly called meeting (Article VI), provided that notice of the proposed amendment has been given in the previous meeting and written notice of the meeting sent to members.

Article III and IV of this Constitution and all such other Articles or Sections as pertain to Scriptural doctrine and practice shall be unalterable and shall not be altered, changed, or amended.

### VALIDITY

**ARTICLE X** All previous Constitutions and By-Laws and Amendments of the First Evangelical Lutheran Church 925 13th St. E., City of Glencoe, County of McLeod, Minnesota 55336, are hereby repealed and superseded upon adoption of this Constitution, dated October 18, 2015.

**ARTICLE XI** This congregation shall be a member of The Lutheran Church—Missouri Synod as long as the Synod conforms to the congregation's confessional standards as set forth in this constitution.



# BY - LAWS

## PARAGRAPH I

### VOTERS' ASSEMBLY

#### A. MEETINGS

Annual meeting of this corporate body shall be held during the month of February, quarterly meetings during the month of May, September and November-December. Special meetings may be called by a majority of the members of the Council or by the pastor(s).

#### B. NOTIFICATION

A Regular or Special meeting shall be previously announced on two (2) successive Sundays in the church worship folder.

#### C. QUORUM

Ordinarily, the voters present at a properly called meeting shall constitute a quorum to do business. However, for the purchase and sale of property, for the erection of buildings, or for the removal from office of a called pastor or teacher, or any major change within our congregation, a majority of all voting members shall be required for a quorum. In the absence of a majority, those present may fix the date for an adjourned meeting for which at least five (5) days written notice shall be given. The members who are present at such adjourned meeting shall constitute a quorum.

#### D. REGULAR MEETINGS

The regular meetings of the Voters' Assembly shall be conducted in accordance with the Constitution and By-Laws and the Policy of the congregation.

#### E. SPECIAL MEETINGS

Special meetings of the Voters' Assembly shall be conducted in accordance with the Constitution and By-Laws and shall include an opening devotion, after which the President shall announce the purpose of the meeting, to be followed by presentation, discussion, action, and adjournment with devotional close.

## PARAGRAPH II

### DUTIES OF OFFICERS

#### A. BOARD OF DEACONS

The Board of Deacons shall consist of not less than nine (9) appointed members and a number of other members, appointed by the members and approved by the Church Council and Voter's Assembly.

1) This board shall be charged with the sacred duty of assisting the pastors in exercising church discipline when necessary.

2) Carry out supervision of public worship.

#### B. BOARD OF TRUSTEES

The Board of Trustees shall consist of not less than seven (7) appointed and a number of other members, who shall be appointed by the members and

approved by the Church Council and Voters' Assembly. This board shall be charged with the supervision of the property of the congregation and matters affecting the building, maintenance and office staff:

1. Have custody and control of the corporate property and make such rules and regulations as they deem expedient for the improvement of the church property, and they may buy, sell, mortgage, lease, or otherwise convey or dispose of the property of the congregation, provided, however, that a resolution authorizing such action shall first have been adopted by a vote of the majority of the members present and voting at a meeting of said corporation;
2. Expenses incurred through transactions thus performed by the Board of Trustees shall be paid by the congregation;
3. For emergency repairs or improvements (these are such which must be made immediately to prevent loss of life or property), the Board of Trustees shall have the power to draw no more than \$1,000 from the General Fund without consultation with the church officers.
4. They shall hire or appoint, supervise and direct the work of caretakers and attend to the maintenance, repair and improvement of all properties of the congregation.

#### C. DAY SCHOOL BOARD

The Day School Board shall consist of not less than five (5) appointed and a number of other members, who shall be appointed by the members and approved by the Church Council and Voters' Assembly. This board shall supervise the Day School. Christian education within the parish, and to that end shall:

1. Cooperate with the pastor(s) and the principal in the supervision of the Christian Day School; review the curriculum in use; and make every effort to maintain the highest standards possible.
2. Be empowered to offer contracts to qualified individuals to hire them as faculty members of the schools; and be empowered by the Voters' Assembly to send a call requesting the filling of a specific non-tenure teaching position through the Synodical Board of Assignments or from the field for action within a 60-day time period from the date the authorization is delegated to the Board.

#### D. CHRISTIAN EDUCATION BOARD

The Christian Education Board shall consist of not less than five (5) appointed and a number of other members, who shall be appointed by the members and approved by the Church Council and Voters' Assembly. This board shall supervise the Christian Education ministries within the parish, and to that end shall:

1. Encourage effective Christian education programs in parish and adult Bible study programs.
2. Promote and supervise other educational agencies within the parish which would enlarge the opportunities of the congregation in the field of Christian education.

#### E. YOUTH BOARD

The Youth Board shall consist of not less than five (5) appointed and a

number of other members, who shall be appointed by the members and approved by the Church Council and Voters' Assembly. This board shall supervise all facets of youth ministries within the parish, and to that end shall:

1. Provide and supervise effective programs for junior and senior high youth in the congregation.

#### F. BOARD OF STEWARDSHIP

The Board of Stewardship shall consist of not less than five (5) appointed and a number of other members, who shall be appointed by the members and approved by the Church Council and Voters' Assembly. This board shall have as its objectives:

1. To initiate programs for the development of good stewardship attitudes in the members of the congregation in regard to first fruits giving, time, talents, and treasures;
2. To provide for the training and utilization of members of the congregation for the work of Christ's Kingdom; and
3. Promote the cause of Missions.

Biblical guidelines, such as the following, shall guide the Board of Stewardship in carrying out its objectives:

"Present your bodies a living sacrifice -- which is your reasonable service"  
(Romans 12:1);  
"That ye may excel to the edifying of the church" (1 Corinthians 14:12); and  
"They shall declare my glory among the Gentiles" (Isaiah 66:19).

#### G. BOARD OF EVANGELISM

The Board of Evangelism shall consist of not less than five (5) appointed and a number of other members, who shall be appointed by the members and approved by the Church Council and Voters' Assembly. This board shall supervise the work of spreading the gospel, both within the Church as well as to those outside, and to that end shall:

1. Promote awareness of and interest in the gospel and this church where this message is proclaimed.
2. Organize programs for identifying and evangelizing prospective converts and new members.
3. Assist members in becoming integrated in the life of the congregation.
4. Foster spiritual and social fellowship among congregation members, promoting a spirit of mutual cooperation, unity and joy as God's people.
5. Encourage and equip members to share actively their faith as individuals.

Biblical guidelines, such as the following, shall guide the Board of Evangelism in carrying out its work:

"Therefore go and make disciples of all nations,..." (Matthew 28:19)  
"And you will be my witnesses..." (Acts 1:8)

H. PRESIDENT

The President of the congregation shall preside at all meetings of the Church Council and congregation; he shall see to it that these meetings and selected meetings are conducted decently and in order.

I. VICE-PRESIDENT

The Vice-President shall perform the duties of the President in his absence, his disability, or at his request.

J. CHAIRMAN OF THE BOARD OF DEACONS

The Chairman of the Board of Deacons shall perform the duties of the President or Vice-President in their absence, their disability or at their request.

K. RECORDING SECRETARY

The Recording Secretary shall, by order of the congregation, attend to all correspondence, record all resolutions of the Church Council and the Voters' Assembly. The Recording Secretary shall keep a current list of the voting members of the congregation, and a record of members attending the meetings.

L. TREASURER

The Treasurer shall, with the approval and consent of the Church Council, appoint as many Assistant Treasurers (Tellers) as the Treasurer deems necessary.

1. The Treasurer shall deposit, or cause to be deposited, all funds and monies received by the congregation.
2. The Treasurer shall keep, or cause to be kept, an accurate account of all monies and funds received. The Treasurer shall send, or cause to be sent, formal acknowledgments of all contributions received, as specified by the Voters' Assembly.
3. The Treasurer shall submit regular quarterly and annual reports of all funds and monies received to the Quarterly meetings of the congregation and to the Church Council.
4. The Treasurer shall cause to be issued and sign checks that have a properly signed purchase order attached and been signed by two board or committee members or by two officers of the congregation. All checks are to be countersigned by the President of the congregation or in the absences of the President or Treasurer they are to be countersigned by the Chairman of the Trustees.
5. The Treasurer shall keep, or cause to be kept, proper records of all funds and monies received and disbursed.
6. The Treasurer shall at the end of each month cause to remit to their designated channels all such monies which have been received.
7. The Treasurer shall submit regular quarterly and annual reports to explain financial changes to the Church Council and Voters' Assembly.

**PARAGRAPH III**

**TERM OF OFFICE**

The term of office for the following members shall be for two (2) years: Board of Deacons, Board of Trustees, Day School Board, Christian Education Board, Youth Board, Board of Stewardship, Board of Evangelism, Recording Secretary, Treasurer, and President. After serving three (3) terms (6 years), a member cannot be appointed for at least one (1) year to any appointed or elected office.

A President-Elect shall be elected every two (2) years and shall serve a total of four (4) years. He shall serve a term of two (2) years as Vice-President, followed by a term of two (2) years as President. In the case of a vacancy in the office of President, the Vice-President shall assume the office of President immediately and complete a total of four (4) years of service. After serving as President, he shall be declared ineligible for election to any elective or appointed office for one (1) year.

The Recording Secretary and Treasurer are elected positions. They are elected to a 2 year term and can serve three 2 year terms for a total of 6 years. After 6 years they are ineligible for 1 year for any elected or appointed office.

**PARAGRAPH IV**

**CHURCH COUNCIL**

**A. MEMBERSHIP**

The Church Council shall consist of one (1) member of each Board: the Board of Deacons, Board of Trustees, Day School Board, Christian Education Board, Youth Board, Board of Stewardship, Board of Evangelism and the Church Officers (President, Vice-President, Secretary, and Treasurer), all of whom shall regularly attend its meetings. The Recording Secretary shall record the proceedings of its meetings.

**B. MEETINGS OF BOARDS AND CHURCH COUNCIL**

The church boards shall meet during the first and second weeks of the month. The Church Council shall meet as soon as possible thereafter. Church Council shall meet each month and prior to each regular Voters' Assembly meeting. And it shall meet whenever the Pastor(s) or the chairman of the respective Boards of the Council shall call such meeting.

**C. ORGANIZATION OF THE BOARDS**

Each individual Board shall elect as soon as possible after the installation of newly-appointed officers and Board members, a Chairman, Vice-Chairman and a Secretary. They shall also select their one (1) board representatives and one (1) alternate (to fill in for the appointed member when absent) to the Church Council.

The officers and board members-appointed shall be installed and assume their respective duties on the first Sunday after January 1. All Boards shall make regular reports to the Church Council and Voters' Assembly.

**D. NON-VOTING MEMBERS**

The Pastor(s) are non-voting member(s) of all Boards, Committees and the Church Council of the congregation and shall attend meetings as needed. No Boards or Committee shall meet without the knowledge of the Pastor(s).

All teachers with tenure calls shall be non-voting members of the Day School Board and of the Church Council. All other teachers of the Day School shall attend meetings at the request of the Day School Board.

#### **E. COUNCIL BUSINESS**

1. The Church Council shall review the decisions of the boards. The Church Council shall either affirm the decisions of the boards, or return them to the boards for further study. The decisions of the boards would not be final until affirmed by the Council.
2. The Church Council shall consider and discuss all matters pertaining to the general welfare of the congregation, review all reports and present recommendations to the congregation. The Church Council shall act in matters committed to it by the Voters' Assembly. In cases of emergency, it shall have power to act in behalf of the congregation between meetings of the Voters' Assembly.
3. In case of a vacancy on a board, such vacancy shall be filled by the Church Council until the next November-December meeting of the congregation, when a member shall be appointed to the vacated office for the balance of the unexpired term. In the case of filling a vacancy in the office of Vice-President, the appointed member shall serve the balance of the unexpired 2-year term for Vice-President, when a member shall be elected to the office of President-Elect.
4. No full-time employee of the congregation shall serve on the Church Council.

#### **PARAGRAPH V**

#### **ANNUAL AUDIT**

The Audit Committee/qualified accountant shall, before every annual meeting, audit the Treasurer's and the Treasurer's assistants' books. The Audit Committee/accountant shall have access to the bank records of the congregation accounts and all pertinent books and financial records of the congregation, and have full power to request any data necessary to make a correct and true examination and audit of such books.

The Audit Committee/accountant shall render a report of his findings at the Annual meeting of the congregation.

#### **PARAGRAPH VI**

#### **NOMINATING COMMITTEE**

The Nominating Committee of seven (7) members (One from each board and the Chairperson) shall be appointed by President and approved by the

Church Council. This Committee shall be appointed in time for the May Quarterly meeting of the congregation. It shall then present by the September Quarterly meeting a list of candidates. At the September Quarterly meeting, any voting member of the congregation shall have the right to nominate additional names of candidates for any appointed office.

After this list has been approved by the congregation, the Committee shall present the list of candidates at the November-December Voter's Meeting for approval. No new names can be added at this time.

## **PARAGRAPH VII**

### **SALARY REVIEW COMMITTEE**

The Salary Review Committee shall annually consult, concerning the salaries of the workers. The Committee shall then bring its findings and recommendations before the Church Council, to be presented to the congregation at the time the Annual Budget is presented. The Salary Review Committee should include the officers of the congregation (President, Vice President, Treasurer and Secretary) as well as one (1) member of the Board of Deacons, one (1) of the Board of Trustees and one (1) member of the Day School Board.

No employee or family member of an employee should serve on the Salary Review Committee. In case of conflict the President will appoint a person.

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## **PARAGRAPH VIII**

### **DUTIES OF PASTORS**

The Pastor(s) shall proclaim to us, jointly and individually, the Word of God in its full truth and purity as contained in the canonical writings of the Old and the New Testament and professed in the confessional writings of the Lutheran Church; administer the Holy Sacraments in accordance with their divine institution; discharge toward all the members of our congregation the functions of a pastor and caretaker of their souls in an evangelical manner, in particular, to visit the sick and dying and to admonish indifferent and erring members; faithfully guard the spiritual welfare of the younger members of the congregation, in particular, to instruct our catechumens in the Word of God; guide us in applying the divinely ordained discipline of the church, agreeably to the Word of God; serve the congregation as an example by his Christian conduct, cooperate with his co-workers in the total ministry of the congregation, and by the grace of God to do all that is possible for him to do, within the limits of his calling, for the upbuilding of our congregation and for the general advancement of the kingdom of Christ.

## **PARAGRAPH IX**

### **Pastor CALL COMMITTEE**

The Call Committee shall consist of no more than ten (10) First Lutheran members, four (4) Deacons and a cross section of First Lutheran congregation members

(18 years or older). When calling a pastor the process should consist of a Self Study Committee and a Call Committee. The Chairman of the Board of Deacons shall appoint 3 Deacons plus himself. The Balance to be appointed by the Church Council. The Self Study Committee should also be appointed by the Church Council.

Paragraph X

#### Principal Call Committee

The call committee shall consist of the Day School Board plus 3 at large members appointed by the Church Council.

# RULES FOR THE CHRISTIAN DAY SCHOOL OF THE FIRST EVANGELICAL LUTHERAN CHURCH GLENCOE, MINNESOTA

## AIM

The Holy Word of God solemnly exhorts all Christian parents to bring up their children in the nurture and admonition of the Lord (Eph. 6:4, Deut. 4:10). It is imperative that children should be able to spend as much time as possible under the care and direction of the Christian teachers. The church's only full-time agency, the Christian Day School, offers such thorough training.

It is the purpose of First Evangelical Lutheran Church, Glencoe, Minnesota, to maintain quality Christian education, that our children may learn to know and believe those divine truths which are able to make them wise unto salvation through faith which is in Christ Jesus. Furthermore, such Christian education, together with the instruction in the various elementary school subjects, as taught in the Christian Day School, will aid them in leading a thoroughly Christian life as staunch members of the Lutheran Church and as law-abiding American citizens.

## DUTIES OF THE PRINCIPAL

Efficient management demands the unqualified cooperation of all members of the staff. In an effort to have the school's program progress with unity and continuity, it shall be the responsibility of the Principal to guide the schools in such a manner which will coordinate the efforts of the entire instructional and non-teaching staffs.

The pastor(s) are called to be shepherd(s) of the entire congregation. The principal is called to supervise the Day School and other educational agencies of the congregation, together with the called pastor(s). (Reference: By-Laws, Paragraph II, C, 1)

## DUTIES OF THE TEACHERS

Teachers should be effective and efficient in the classroom, in record keeping, lesson preparation and presentation, creativity in teaching, discipline, up-to-date teaching methods, and maintaining a cheerful Christian classroom environment and the like.

Teachers are reminded that they are constantly serving as Christian examples in the classroom, school, congregation, community, etc. to pupils, parents, parishioners, and the general public.

## **ENROLLMENT POLICIES**

Admittance to our Christian Day School shall be open to:

- a. All children from within the local congregation;
- b. Children from homes of the unchurched and members of non-Christian churches;
- c. Children from sister congregations; and
- d. Children from other Christian churches.

Eligibility for enrollment regarding age of children requiring special care shall be determined by the Day School Board upon considerations of recommendations of the Minnesota State Department of Education.

Children entering Kindergarten shall be at least five (5) years of age by September 1, unless the child has already been enrolled in another accredited school.

All pupils shall submit to the admonition of God's Word, receive instruction prescribed by the curricula, and shall strive to grow in the grace of Christian stewardship, of Christian worship, and of Christian service.

## **FINANCIAL SUPPORT OF SCHOOL**

Primary support for the expenses of operating the schools shall be borne by the General Fund of the congregation.

Members sending their children to the Christian Day School shall pay an Education Fee on a per child basis, with lesser amount for multiple children. In addition, all children of First Evangelical Lutheran Church shall pay a Registration fee, which is payable by Day School families and Public School Confirmation families alike.

Children of sister congregations and other Christian churches shall be enrolled on a tuition-paying basis. The amount of the tuition fee shall be reviewed and set annually by the Day School Board through a study of the costs per pupil.

All fees, tuition, education fees and religion materials fees shall be paid at the School office and placed in the General Fund of the congregation.

All hardship cases shall be determined by the Day School Board, or its appointees, on an individual basis.