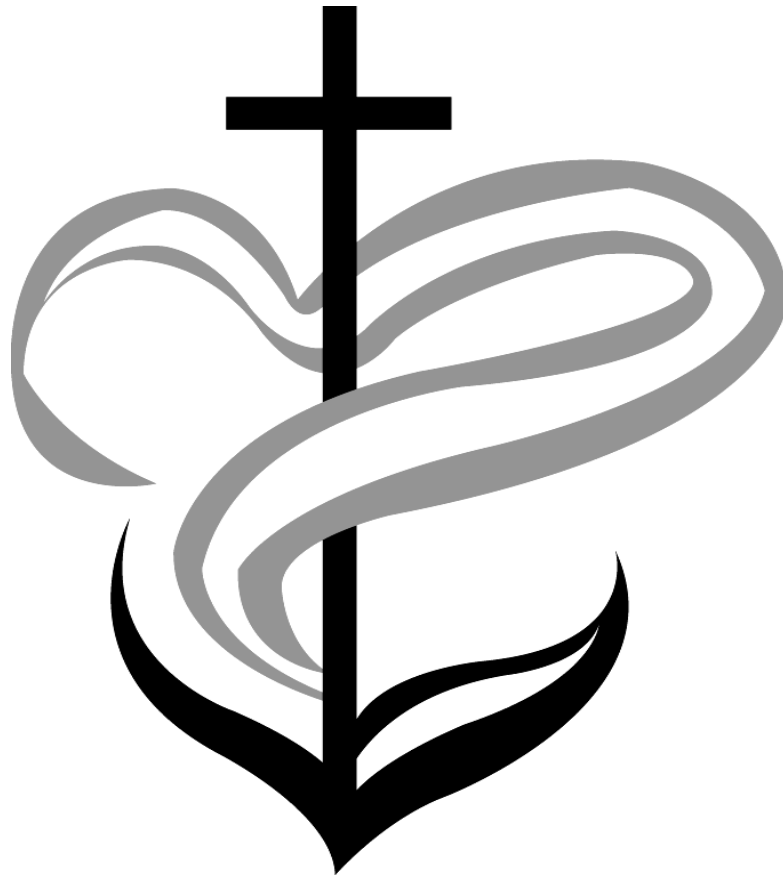


THE CONSTITUTION OF



Hope Lutheran Church of Warren

*32400 Hoover Road
Warren, Michigan 48093*

Approved October 6, 1996
Revised 02-02-03, 05-02-04 & 10-2-16

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THE CONSTITUTION OF

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PREAMBLE

God requires that a Christian congregation conforms to His Divine Word in doctrine and practice (Psalm 119:105; Matthew 28:18-20; Galatians 1:6-8; 1st Timothy 4:1-5) and that all things be done decently and in order (1st Corinthians 14:40).

Therefore, we, the members of Hope Lutheran Church of Warren accept and subscribe to the following constitution and by-laws, in accordance with which all spiritual and material affairs of our congregation are governed.

ARTICLE I - NAME

The name of this congregation is "Hope Lutheran Church of Warren" {Hope}.

ARTICLE II - PURPOSE

The purpose of this congregation is 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 through the preaching of the Word of God, through the administration of the sacraments, and through the religious instruction of all its members, according to the confessional standard of the Evangelical Lutheran Church (Article III).

ARTICLE III - DOCTRINAL STANDARD

- A. This congregation acknowledges and accepts all the canonical books of the Old Testament and the New Testament as the revealed and inerrant Word of God, verbally inspired, and submits to them as the only infallible authority in all matters of faith and life.
- B. This congregation acknowledges and accepts all the confessional writings of the Evangelical Lutheran Church, contained in the Book of Concord of the year 1580, as true and genuine expositions of the doctrines of the Bible. These confessional writings are: the three Ecumenical Creeds (Apostles', Nicene, and Athanasian), The Augsburg Confession, Apology of the Augsburg Confession, The Smalcald Articles, Treatise on the Power and Primacy of the Pope, Luther's Large and Small Catechisms, and Formula of Concord.

ARTICLE IV - SYNODICAL MEMBERSHIP

This congregation holds membership in the Lutheran Church – Missouri Synod (LCMS or Synod), and it adheres to the Constitution and By-Laws of the Synod as found in the current Handbook of Synod. It sends a pastoral delegate and a lay delegate to the Michigan District Convention of the LCMS.

ARTICLE V - MEMBERSHIP

The membership of this congregation includes the following:

A. Baptized Membership

1. **Definition:** Baptized members are those 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 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 conform their lives to their baptismal vow.
4. **Termination:** Baptized members who have not been received as communicant members can 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 with the contents of Luther's Small Catechism, and are not members of organizations or lodges 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 the requirements for membership in this congregation. Their reception is approved through the Elders and by Pastors and reported to the congregation.

3. **Duties:** Communicant members conform their 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 gifts, and impart and accept fraternal admonition when necessary.
4. **Termination:** Communicant membership is terminated as follows:
 - a. **Transfer** - Communicant members in good standing are transferred by the Pastor to a sister congregation immediately upon their request. Such transfer is reported to the Voters' Assembly. Members who move out of the community and become inactive are encouraged to transfer their membership to the sister congregation nearest to them.
 - b. **Release** - Communicant members who join congregations outside of our fellowship terminate their membership. Their names are released from the membership list by resolution of the Elders and Pastors and reported to the Voters' Assembly.
 - c. **Withdrawal** –
 1. Communicant members whose whereabouts are unknown and whose addresses cannot be established have their names withdrawn by resolution of the Elders and Pastors and reported to the Voters' Assembly.
 2. Communicant Members who willfully do not participate in fellowship at Hope, and refuse evangelical admonition, may be withdrawn from membership through recommendation by the Pastors to the Elders, and reported to the congregation
 - d. **Excommunication** - Communicant members who conduct themselves in an unchristian manner are admonished according to Matthew 18:15-20. If they remain impenitent after proper admonition, they are excommunicated. Each case is presented individually to the Voters' Assembly for action. A two-thirds majority vote by the voters present is required for excommunication. If such member deliberately excludes 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 is considered self-excommunicated and withdrawn from membership.

C. Voting Membership

1. **Definition:** Voting members are communicant members of this congregation who have attained the age of 18 years, and have attended and signed in at a Voters' Assembly within the past 12 months.

2. **Duties:** Voting members have the responsibility to attend the meetings of the Voters' Assembly and to regularly participate in the work of the congregation.
3. **Termination:** Termination of communicant membership automatically terminates voting membership. Communicant members who fail to vote during any 12 month period lose their voting privilege. A communicant member's voting privilege is reinstated subsequent to attending and signing in at one meeting.

ARTICLE VI - THE OFFICES OF CALLED MINISTERS OF RELIGION

The Pastoral Office of this congregation, and all other called ministers of religion are conferred only on such ministers of religion who profess and adhere to the confessional standard set forth in Article III of this Constitution. Called ministers of religion pledge themselves to this confessional standard.

ARTICLE VII - AUTHORITY OF THE CONGREGATION

A. General

The Voters' Assembly is the final governing body of this congregation and is empowered to administer and manage all its affairs.

B. Decisions

All matters of doctrine and of conscience are decided only by the Word of God as stated in Article III of this constitution. All other matters are decided by a majority vote of the Voters' Assembly unless otherwise specified by this Constitution or By-laws.

C. Removal from Office

1. A called worker may be removed from office at a properly convened meeting of the Voters' Assembly by a two-thirds majority ballot vote as prescribed in these by-laws for one of the following reasons: persistent adherence to false doctrine, scandalous life, or willful neglect of duties.
2. The congregation may request the resignation of any called worker, or officer from their position in the congregation in the case of prolonged incapacity or general incompetence.

ARTICLE VIII - OFFICES AND OFFICERS

The officers, teams and committees of this congregation are prescribed in the By- laws of this Constitution.

ARTICLE IX - DIVISION

If at any time a division takes place on account of doctrine, the property of the congregation and all benefits connected to it 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 remains with the majority of the communicant members.

In the event the congregation totally disbands, the property and all rights connected to it are transferred to that District of the LCMS of which the congregation was a member at the time of disbanding.

ARTICLE X - DOCTRINAL CONFORMITY

Only hymns, prayers and liturgies that conform to the Confessional Standard of Article III of this constitution are used in the public services of the congregation and in all ministerial acts.

ARTICLE XI - BY-LAWS

This congregation adopts By-laws as required. These By-laws are to be amended only in a properly convened meeting of the Voters' Assembly by a simple majority of all voting members present. Such by-laws must be announced in all public services two weeks prior to the meeting in which the amendment is voted upon. All By-law changes are submitted for approval to the District of the LCMS of which the congregation is a member.

ARTICLE XII - CHANGING THE CONSTITUTION

A. Unalterable Articles

Articles II, III, VI, and X of this Constitution are not subject to change or repeal.

B. Amendments

Amendments to this Constitution are only adopted at a regular Voters' Assembly provided:

1. They do not conflict with the provisions laid down in Article III, or with any other Article that pertains to a scriptural doctrine and practice; and
2. The proposed amendment has been submitted in writing at a previous meeting of the Voters' Assembly and publicized two weeks prior to the meeting at which the proposed amendment will be acted upon; and
3. An affirmation vote of a two-thirds majority of the voters present is secured; and
4. They are approved by the District of the LCMS of which the congregation is a member

BY-LAWS

ARTICLE I - VOTERS' ASSEMBLY

A. Meetings

1. Regular meetings of the Voters' Assembly are held on the first Sunday of the month as follows: February - General Meeting, May – Elections (odd years), October - Ministry Reports. The December meeting – Budget takes place on the second Sunday. These meetings are publicized in congregational news media and announced in all public services one week prior to the meeting.
2. Special meetings of the Voters' Assembly may be called by the Pastor, the President of the Congregation, the Council, or by petition of at least twenty-five (25) voting members. These meetings are publicized in congregational news media and announced in all public services one week prior to the meeting. Special Voters' meetings are limited to the purpose for which they were called.
3. The President of the Congregation is the presiding officer of the Voters' Assembly.

B. Quorum

The voters present at a properly called meeting constitute a quorum to conduct business. However, for the purchase of real estate or for the removal from office of called ministers of religion, a majority of all voting members are required for a quorum. In the absence of a quorum, those present may fix the date for an adjourned meeting for which at least five days written notice needs to be given. The members who are present at such adjourned meetings constitute a quorum. Voting by proxy is not allowed.

C. The Order of Business (Robert's Rules of Order prevail.)

1. Opening Prayer
2. Approval of Agenda
3. Approval of Minutes
4. Team Reports
5. New Business
6. Old Business
7. Adjournment and Prayer

D. Budget Adjustments

At any of their meetings, the voters may adjust an existing line item in the congregational budget by simple majority vote. Budget line items are only added or deleted through submission and are approved in the annual budget process as provided for in these by-laws.

ARTICLE II - THE CALLING OF MINISTERS OF RELIGION

A. The Call Committee

1. Upon the acceptance of a call or retirement by a minister of religion of Hope, the Voters' Assembly grants him a peaceful release from his call, and empowers the Church Council to appoint a Call Committee of at least five (5) members which must include the President of the Congregation, the Chairman of the Elders Team when calling a pastor, or the Chairperson of the Education Team when calling a teacher, plus three (3) or more at-large members of the congregation.

2. **Job Responsibilities**
 - a. Immediately contacts the District office for guidance and direction.
 - b. Solicits the congregation for a period of no less than two (2) weeks for names of ministers of religion to fill the vacated position.
 - c. Submits the congregational list of candidates to the District office for approval.
 - d. Submits the full list of candidates to the congregation.
 - e. Prays diligently over the list of candidates returned by the District.
 - f. Prayerfully determines the criteria used to select candidates.
 - g. Prayerfully decides the process for candidates' interviews.
 - h. Prayerfully reduces the list of candidates to those that fit the congregational criteria.
 - i. Submits a list of candidates to the congregation. Announce candidates on two successive Sundays and through digital media at least one (1) week prior to the Call Meeting. Prepares ballots from the list of candidates for election.
 - j. Sets and advertises a Voters' Assembly Call Meeting.
 - k. Provides biographies on the candidates, and prepare to answer questions and make recommendations to the Voters.

B. The Voters' Assembly Call Meeting

1. To be called, one (1) candidate must receive a majority of the ballots cast at the Voters' Assembly Call Meeting.

2. In the spirit of unity, the election, if possible, may be made unanimous through voice or hand vote.

ARTICLE III - THE OFFICE OF PASTOR

A. Senior Pastor

1. Mission

The mission of the Pastor is to fill the Office of Word and Sacrament, exercise the duties of the Office of the Keys, and provide vision and guidance for the congregation.

2. Authority & Accountability

- a. Authority for this office is derived from the Holy Scriptures through a Divine Call of the Voters' Assembly.
- b. The Senior Pastor is accountable to the Voters' Assembly, Elders Team and the Council.

3. Job Responsibilities

- a. To proclaim the Word in all truth and purity and supervise a complete Christian ministry of service to the congregation through Word and Sacrament.
- b. To maintain the Confessional Standards of the congregation.
- c. To supervise the "equipping" of the congregation for their Christian mission by providing an annual Congregational Vision.
- d. To act as direct supervisor for the Ministry Staff (all staff positions that directly input to the Office of Word and Sacrament), and to empower them in their ministries, holding them accountable to their job description and the Vision of the Church.
- e. To appoint and supervise Sphere Heads for each of the Ministry Spheres.
- f. To provide direction to the Elders Team in supervision of: public worship, church discipline, church secretary, director of music and parish nurse.
- g. To work with, train and equip the Council and serve as a resource to the teams upon their request.
- h. To provide evangelical, Christian counseling for the congregation.

B. Assistant/Associate / SMP Pastor

1. Mission

The mission of the Assistant/Associate/SMP Pastor is to support and assist the Senior Pastor in his ministry and vision for the congregation.

2. Authority & Accountability

- a. Authority for this office is derived from the Holy Scriptures through a Divine Call of the Voters' Assembly.

- b. The Assistant/Associate/SMP Pastor is accountable to the Voters' Assembly, Elders Team, Senior Pastor, and the Council.

3. **Responsibilities**

- a. To work at the direction of the Senior Pastor in carrying out his ministry and vision for the congregation.

ARTICLE IV - NOMINATIONS AND ELECTIONS

A. **Nominating Committee**

1. Consists of five (5) to seven (7) members.
2. Is appointed by the President at the February Voters' Assembly Meeting in odd numbered years.
3. Selects one (1) of its appointed members to serve as chairman of the committee.

B. **Job Responsibilities of the Nominating Committee**

1. In consultation with the Pastor(s), prepares a slate of candidates for each elective position, to be presented at the May meeting of the Voters' Assembly in odd numbered years.
2. The positions of President, Vice-president, and Elders are held by men only.
3. The Elders Team, in consultation with the Senior Pastor, prepares its own slate of candidates and presents it to the Nominating Committee.
4. The entire slate of candidates is published and included with the weekly church news media for two (2) weeks prior to the May Voters' Assembly in odd numbered years. In addition, a copy of the entire slate of candidates is posted in the church.
5. The election of candidates takes place at the May Voters' Assembly in odd numbered years.
6. Additional nominations may be made from the floor of the Voters' Assembly with the agreement of the nominees.
7. All duly elected candidates are installed at a public service prior to July 1st of the year elected.

C. **Elective Offices and Positions**

1. The following offices and positions are elective:
 - a. President of the Congregation
 - b. Vice President of the Congregation
 - c. Recording Secretary
 - d. Church Treasurer
 - e. Church Financial Secretary

- f. Team members of Elders, Education, Good News, Youth, Fellowship, Trustees, Stewardship, Caring Servants, Digital Media, and Missions and Mission Education.
2. All officers of the congregation and congregational teams stand for election or Re-election at the May Voters' Assembly Meeting in odd numbered years.
3. The term of office for all elected offices and positions is two (2) years.
4. Members of the congregation may hold more than one elective position within the congregation only with the approval of the Council, but may not chair more than one team or standing committee at a time, and may not chair a team or standing committee and serve as an officer unless so stipulated in these By-Laws.
5. Non-members may sit on a team as non-voting, advisory members as appointed by the Council.
6. Ministry staff sits on teams or standing committees that fall in their job description areas in an advisory capacity.

ARTICLE V - THE OFFICERS OF THE CONGREGATION

A. The President

1. Mission

The mission of the President is to insure that all elected or appointed officers, teams, and committees of the congregation are functioning and carrying out their unique responsibilities in conformance with the constitution and by-laws of the congregation.

2. Authority & Accountability

- a. Authority for this office is derived through the Voters' Assembly and this Constitution.
- b. The President is accountable to the Voters' Assembly.

3. Job Responsibilities

- a. He presides at all meetings of the Voters' Assembly and the Council.
- b. He prepares an agenda for each Council meeting and, after consideration of items by Council, prepares the agenda for Voters' meetings.
- c. He is an ex officio member of all committees and teams and can attend personally or designate the Vice President of the congregation to attend meetings whenever necessary or advisable.
- d. He meets as necessary with the Pastor to analyze past progress and plan future efforts and training as needed.

- e. He may designate and delegate responsibilities to the Vice President of the congregation.
- f. He seeks every opportunity to encourage and recognize leadership and exemplary effort on behalf of teams and committees.
- g. He conducts meetings in accordance with "Robert's Rules of Order".
- h. He appoints a Constitution Review Committee the January of each even numbered year as needed.
- i. He appoints the members at large for the Finance and Budget Committee by September 1st of each odd numbered year.
- j. Appoints ad hoc committees and the successors to offices as required.

B. The Vice President

1. Mission

The mission of the Vice President is to assist the President in carrying out his mission.

2. Authority & Accountability

- a. Authority for this office is derived through the Voters' Assembly and this Constitution.
- b. The Vice President is accountable to the President and Voters' Assembly.

3. Job Responsibilities

- a. Presides at meetings of Voters and Council in the absence of the President or when asked to do so by the President.
- b. Acquaints himself with his responsibilities as they are outlined in Job Responsibilities of President.
- c. Undertakes a review of the constitution in January of even years and reports to the president on potential revisions or need for a constitutional revision committee.

C. The Recording Secretary

1. Mission

The mission of the Recording Secretary is to gather, publish, and maintain official records of the business meetings of the congregation.

2. Authority & Accountability

- a. Authority for this office is derived through the Voters' Assembly and this Constitution.
- b. The Recording Secretary is accountable to the Voters' Assembly, Council and President.

3. Job Responsibilities

- a. Be responsible for the safekeeping of all permanent minutes, past and present, of the congregation.
- b. Faithfully record, in permanent records, all minutes of the Voters' Assembly and Council and publish them to the congregation.
- c. Conduct all official correspondence of the Voters' Assembly and Council.
- d. Maintain an accurate list of all voting members of the congregation and their attendance at the Voters' Assembly.
- e. Notify church members of the Voters' Assembly of the date, time, and place of regular and special meetings.
- f. Maintain a comprehensive church calendar of events.

D. The Treasurer

1. Mission

The mission of the Treasurer is to establish and maintain an effective system of financial record keeping of the congregation's funds, and to supervise the paying of all bills.

2. Authority & Accountability

- a. Authority for this office is derived through the Voters' Assembly and this Constitution.
- b. The Treasurer is accountable to the Voters' Assembly, Council and President.

3. Job Responsibilities

- a. Keep an accurate record of the receipts and disbursements of the congregation.
- b. Present a written duplicated financial report at all Voters' meetings and preliminary reports at all Council meetings.
- c. Pay all bills authorized by the congregation.
- d. Be responsible for expediting the safe deposit and keeping of all funds.
- e. Provide that all checks over \$2,500.00 are co-signed.

- f. Maintain a set of permanent records and be responsible to train a successor in the details and function of the job of Treasurer.
- g. Be prompt in the payment of salaries, the remitting of monthly mission offerings, and the payment of authorized bills.
- h. Appoints and oversees the work of the Financial Review Committee's annual review of the financial records of the church.
- i. Serve as chairperson of the Finance and Budget Committee.
- j. Provide a job description for and supervise the work of the Bookkeeper.
- k. Annually review the performance of the Bookkeeper and make salary recommendation to the Finance and Budget Committee; in case of vacancy of Bookkeeper, interview and hire a replacement.

E. The Financial Secretary

1. Mission

The mission of the Financial Secretary is to manage the process of counting and recording the members' contributions.

2. Authority & Accountability

- a. Authority for this office is derived through the Voters' Assembly and this Constitution.
- b. The Financial Secretary is accountable to the Voters' Assembly, Council and President.

3. Job Responsibilities

- a. Serve as Vice-Chairperson of the Finance and Budget Committee.
- b. Serve as a member of the Stewardship Team.
- c. Recruit and train a few church members to serve as tellers and posters to aid in the weekly counting and recording of tithes and offerings.
- d. Use appropriate internal controls to insure the safe handling and depositing of weekly tithes and offerings.
- e. Prepare and issue statements for members, showing their gifts and offerings to date.
- f. Prepare reports and exhibits that will be helpful to the Stewardship Team in analyzing the giving performance of members.
- g. Work with the Financial Review Committee to assist with an annual review of the books and records of the church.

ARTICLE VI - THE CHURCH COUNCIL

A. Mission

The mission of Council is to provide for a healthy spiritual atmosphere, corporate stability, stewardship life, and necessary facilities of Hope Lutheran Church of Warren, that in a safe and secure environment, the congregation may dedicate itself to making disciples, and carrying the love of Jesus to the community and the world.

B. Authority & Accountability

1. The authority for the Council is granted by the Voters' Assembly and this Constitution.
2. The Council is accountable to the Voters' Assembly.
3. The Council consists of the Officers and representatives of the Elder, Stewardship, Digital Media and Trustees teams. The Senior Pastor is a member of the Council with full rights and voting privileges.
4. All duly qualified voters on Council must be communicant members 18 years of age or older.

C. Meetings

1. The Council meets monthly.
2. The Pastor, the President of the Congregation, or any three members of the Council may call special meetings by personally informing each member of the Council of the time and place of such meeting at least 24 hours in advance. A majority of the voting members of the Council constitutes a quorum.
3. Council meetings are open to the members of the congregation with full rights of discussion and debate.
4. Council meetings are announced in church media prior to the meeting date.

D. Job Responsibilities

1. The Council organizes and conducts itself according to the Sphere Structure as outlined and described in Appendix A.
2. Review team reports and the congregation's calendar of events.
3. Approve the voter's agenda and present recommendations to the Voter's Assembly.
4. Authorize all check signatories.
5. Authorize spending up to \$5,000 for non-budgeted expenditures, or more in situations of an emergency.
6. Approve all appointments made by the President.
7. Approve the President's request to remove committee or team chairperson from office.
8. Establishes policies and offer interpretations of policy regarding Human Resource(s).
9. Mediates employee or team grievances at the request of a team chair.

ARTICLE VII - CONGREGATIONAL TEAMS

A. ALL TEAMS:

1. Organize and conduct themselves according to the Sphere Structure as outlined and described in Appendix A.
2. Consists of at least five (5) members. Teams with fewer than five (5) members function only with Council approval.
3. Select their Chairperson and Secretary from among their members.
4. The Chairperson provides an agenda and leadership for team meetings.
5. The Secretary maintains job descriptions of all church workers reporting to the Team, maintains a record of the team Ministry Charter which is reviewed and solidified at every 2 year retreat, and records minutes of all team meeting.
6. At the All Team Retreat in odd numbered years create a Team Ministry Charter that outlines the specific ministry objectives of the team for the next biennium and review/modify it at the All Team Retreat in even number years.
7. The team annually review's their performance and compensation of all church workers reporting to the Team.
8. Perform the duties as described in the Job Responsibilities section of these By-laws and Team Ministry Charter.
9. Include pastors as ex-officio members.
10. Announce all Team meetings in the church media prior to the meeting.
11. Coordinate program activities with the Digital Media Team as needed.
12. Follow an open meeting policy at portions of all Team meetings.
13. Provide representation at Council meeting as requested by the President.
14. Submit written reports to both the Council and Voters' Assembly on status toward ministry goals.
15. Have additional or replacement members appointed by the President and approved by Council. Such appointees serve as full Team members until the next team elections.
16. All team members attend the annual All Team Planning Retreat.
17. Prepare and submit an annual budget request to the Finance and Budget Committee by October 15.
18. Fill out a Facility Request Form for Team-sponsored use of any church property and equipment, and be responsible for, and supervise its use.
19. Seek to involve the members of the congregation in the Team's ministry work through variety of communications and publications.
20. Meet a minimum of ten (10) times a year in order to effectively conduct the business of the Team.
21. Maintain monthly contact with the sphere leaders to coordinate ministry and joint events.

B. AUTHORITY & ACCOUNTABILITY

1. The authority for each team is derived from the Voters' Assembly and this Constitution.
2. Each Team is accountable to the Voters' Assembly, and to the Senior Pastor for their Team Ministry Charter.

C. THE ELDERS TEAM

1. Mission

The mission of the Elders Team is to concern itself with the spiritual life of the congregation and, under the pastor's direction, supervise orderly God-pleasing public worship and church discipline.

2. Job Responsibilities

- a. Evaluate the performance of the pastor(s) and the Ministry Staff annually based on their job descriptions.
- b. Interview and hire Church Ministry Staff and supervise their work.
- c. Provide for the visitation of all sick, hospitalized, and shut-ins in the congregation.
- d. See to the spiritual, emotional and physical welfare of the Pastor(s) and their family.
- e. See to the spiritual, emotional and physical welfare of the families of the congregation.
- f. Insure that the congregation functions in accordance with the doctrine in Holy Scriptures, the Lutheran Confessions and this constitution and By-laws.
- g. Oversee the acolytes, altar guild, ushers, prayer ministries, and wedding coordinator.
- h. Assist the pastor(s) with communion distribution, reading of scripture and preaching as required.
- i. Approve or disapprove new forms of worship, liturgies and hymns for use in public worship.
- j. Be a spiritual role model at all times, especially within the congregation.
- k. Supervise the instruction of youth and adults for confirmation and church membership, and determine eligibility for membership of all individuals and families applying for membership.

D. THE CARING SERVANTS TEAM

1. Mission

The mission of the Caring Servants Team is to extend the “Helping Hand” in Christ’s name to anyone in need and show the community our faith by our works of love.

2. Job Responsibilities

- a. Maintain a food pantry for our members.
- b. Organize sympathy luncheons and the work of the Sunshine Committee in conjunction with the Elders Team.
- c. Create and maintain collection projects.
- d. Facilitate a seasonal outreach to the community.
- e. Supporting the work of Lutheran World Relief through collections, and hand crafted articles.
- f. The Team may consider implementation of the potential following activities: blood drives, blood pressure checks, Giving tree program, collection of soup labels, collection of eye glasses, collection of hygiene articles etc.

E. THE DIGITAL MEDIA TEAM

1. Mission

The mission of the Digital Media Team is to present the mission and ministry of Hope to the congregation and the community using the current electronic/digital media available.

2. Job Responsibilities

- a. Create and maintain a comprehensive website and facebook page for the congregation including:
 - Current information that appeals to members and guest
 - Displaying a comprehensive calendar of church events
 - Current and past Sunday morning sermons and bible studies in video/audio formats
 - Congregational prayer ministries, media library, and other information to advance the mission of the congregation in the community

F. THE EDUCATION TEAM

1. Mission

The mission of the education team is to be responsible for the Christian instruction and nurture of all children, youth, and adults in the congregation.

2. Job Responsibilities

- a. Provide for a variety of age appropriate biblical studies, events, and programs weekly and throughout the year.
- b. Provide for a Sunday School and appoint the Sunday School Superintendent.
- c. Maintain a church library of educational materials.
- d. Encourage participation of every congregation member in Bible Study, privately and in formal and informal groups.
- e. Establish a system of commendation and recognition for faithful service in the educational task of the congregation.
- f. Annually examine the education facilities and equipment, and make recommendations to the Trustees Team as needed.
- g. Organize and oversee the elementary and high school scholarship programs.
- h. Utilize current technology to teach families.
- i. The Team may consider implementation of the potential following activities: Bible classes, Vacation Bible School, Children's Christmas Service

G. THE FELLOWSHIP TEAM

1. Mission

The mission of the Fellowship Team is to plan, organize, promote and implement activities and service opportunities to strengthen the community of Hope.

2. Job Responsibilities

- a. Encourage congregational participation in the work of the Fellowship Team.
- b. Provide for the assimilation of new members through periodic fellowship meals.
- c. Bring congregation members into personal contact with one another through a variety annual and periotic events.
- d. Strive to include the community in Fellowship Team events.
- e. The Team may consider implementation of the potential following activities: family nights, picnics and All Saints Party.

H. THE GOOD NEWS TEAM

1. Mission

The mission of the Good News Team is to foster a climate of Gospel Good News within the congregation which will encourage congregation members to informally and spontaneously share Christ with others.

2. Job Responsibilities

- a. Facilitate the Good News mission out-reach of the congregation.
- b. Establish congregational groups to carry out the work of the Good News Team
- c. Engage in member retention with the Elders Team to bring the Good News to our non-attending members through various communication media.
- d. Coordinate activities that bring the good news within the Church, to the neighborhood, community and beyond.
- e. Recruit and organize Good News greeters for use before our worship services.
- f. Organize the reception, orientation and assimilation of new members into the congregation.
- g. The Team may consider implementation of the potential following activities: Tract ministry, friendship visits to visitors, neighborhood canvasses, outreach visits, and district and Synod evangelism strategies.

I. THE MISSIONS TEAM

1. Mission

The mission of the Missions Team is to coordinate the congregation's activities in the areas of local, domestic, and foreign mission work.

2. Job Responsibilities

- a. Budget an appropriate amount of support each year for community mission efforts, domestic and international mission trips, and all other mission efforts of the congregation.
- b. Maintain an awareness of and promote the mission activities of the LCMS, and the Michigan district and communicate information about them to the congregation.
- c. Appoint or approve of all coordinators for congregational mission activities.
- d. Seek to develop an alliance with an inner-city LCMS church (es) and share ministry with them.

- e. Represent the LWML (Women of Hope) before the congregation and assist the leadership of the local LWML carry out the ministry of the LWML.
- f. The Team may consider implementation of the potential following Mission activities: Lutheran Center Book Store, community mission efforts (MCREST, Habitat for Humanity), Lutheran High Association

J. THE STEWARDSHIP TEAM

1. Mission

The mission of the Stewardship Team is to help the members of Hope Lutheran Church of Warren to see themselves as biblical stewards of the gospel in this congregation; and to provide them the opportunity to utilize their time, talent, and treasures in ways that honor God and builds His kingdom.

2. Job Responsibilities

- a. Contact and encourage all members for increased participation to stimulate Christ's work at Hope.
- b. Conduct an annual program to challenge every member personally with basic Biblical stewardship principles and practices, and present every member an opportunity to make a commitment of their time, talents, and treasures for Kingdom work through the congregation
- c. Annually present every member an opportunity to make a commitment of their treasures for Kingdom work through the congregation.
- d. Analyze the results of the Commitment Program in an effort to determine anticipated receipts and forward this information to the Finance and Budget Committee.
- e. Evaluate various programs for endowments, remembrance of the congregation in wills, bequests, and find ways of "promoting" the opportunities to the congregation.

K. THE TRUSTEES TEAM

1. Mission

The mission of the Trustees Team is to acquire, maintain, and dispose of church property, buildings, and equipment in support of the programs and operation of the congregation.

2. Job Responsibilities

- a. Trustees may sell, mortgage, lease or otherwise convey and dispose of the property of the corporation upon authorization of the Council and with input from the Operations Manager.
- b. The Church Council authorizes at least (2) trustees to sign legal documents and make contracts.
- c. Authorized signatures include the Head Trustee and one more trustee. If a second trustee is not available, then the Operations Manager or Facility Manager can be an alternate signature.
- b. Determine and establish, with recommendations from the Operations Manager, regulations and fees governing the use and rental of church property and equipment.
- c. Check all property for fire hazards.
- d. Arrange for immediate repairs of an urgent nature.
- e. Normal repairs and alterations for which budget funds have been allocated require a minimum of (3) bids to proceed for approval. Open contracts and bids are maintained within the church facility for open review or audit.
- f. Assist in negotiating and approving service contracts. Yearly sole source contracts are reviewed every other year for cost efficiency in lieu of continuous multiple rebid contracts. Open contracts are maintained within the church facility for open review or audit.
- g. Conduct an annual facility review and assessment, and prioritize maintenance project. Present annually the facility maintenance schedule to the council with an annual budget.
- h. Enlist work crews from the congregation for special repairs, improvements, cleaning days, painting, landscaping and other projects.
- i. Authorize the purchase of all equipment and supplies necessary for the efficient operation of the church office.
- j. Annually review the job description and performance of the Operations Manager, Facility Supervisor and Custodians. Make salary recommendations to the Finance and Budget Committee.
- k. In case of vacancy of the Operations Manager or Facility Supervisor positions, make recommendations to Council and the Elders Team when a replacement is needed.
- l. The Trustees may spend up to \$2,500 for non-budgeted expenses with approval of Treasurer but without prior approval of the Council. Such expenditures are to be reported at the next council meeting.

L. THE YOUTH TEAM

1. Mission

The mission of the Youth Team is to promote the spiritual fellowship, growth and nurturing of all youth; and to facilitate bringing youth and adults closer together with the Spirit of God.

2. Job Responsibilities

- a. Promote attendance and involvement of the congregation's youth at all youth activities.
- b. Have a representative from Hope's Youth Team on the Unity Youth Team.
- c. Hold a special event to welcome newly confirmed youth of Hope into the Senior Youths Ministry.
- d. Coordinate with the Education Team Senior High and college age Bible studies.
- e. Plan and coordinate participation in the LCMS, national convention and Michigan district activities and conventions.
- f. Strive to include community youth in Youth Team events.
- g. Promote church work vocations to the youth of the congregation.
- h. Maintain different age level groups for Hope's youth as detailed in the Youth Team Charter.
- i. Maintain the Youth Team Bank Accounts, and make records available upon request.
- j. Coordinate fund raising activities for all youth groups.
- k. Evaluate the performance of the Youth/Family Life Minister annually based on the job description.
- l. Interview and hire Youth/Family Life Minister and supervise their work.
- m. Provide a job description for and supervise the work of the Youth/Family Life Minister.
- n. The Team may consider implementation of the potential following youth activities: youth prayer, Christian service, Bible study, Easter breakfast, annual youth service

ARTICLE VIII – STANDING COMMITTEES

A. The Finance and Budget Committee:

Job Description - The Finance and Budget Committee:

1. Derives its authority from and is responsible to the Council.
2. Consists of the Chairs of the Trustees and Elders Teams; Treasurer; Financial Secretary; a member of the pastoral staff or designated representative (non-voting); and at least two (2) members of the congregation who do not serve on Council.
3. Chairperson is the Treasurer and the Vice-Chairperson is the Financial Secretary.
4. Prepares and presents for approval the annual budget proposal to the Council prior to the December Voters' Assembly meetings.
5. Obtains bonding or appropriate liability insurance of all paid Staff members and officers of the Church.
6. Establishes compensation, health benefits, and overall benefits regarding paid staff.

B. The Church Beautification Committee:

Job Description – The Church Beautification Committee:

1. Derives its authority from and is responsible to the Trustees Team.
2. Meets and report its activities to the Trustees Team.
3. Consists of at least 3 members to be presented by the Trustees Team, appointed by the President and approved by the Council.
4. Elects its own Chairperson at its first meeting following appointment by the Trustees Team.
5. Serves to improve and enhance the internal and external beauty of the facilities.

C. The Kitchen Committee:

Job Description – The Kitchen Committee:

1. Purpose- inventory, stock, secure and improve the kitchens, and coordinate & schedule the use of the kitchens of the congregation as deemed best by the Fellowship Team.
2. Derives its authority from and is responsible to the Fellowship Team.
3. Meets and report its activities to the Fellowship Team.
4. Consists of at least 3 members to be presented by the Fellowship Team, appointed by the President and approved by the Council.
5. Elects its own Chairperson at its first meeting following appointment by the Fellowship Team.

D. The Worship / Music Committee:

Job Description - The Worship / Music Committee:

1. Derives its authority from and is responsible to the Elders Team.
2. Meets and report its activities to the Elders Team.
3. Consists of at least 3 members to be presented by the Elders Team, appointed by the President and approved by the Council.
4. Elects its own Chairperson at its first meeting following appointment by the Elders Team.
5. Purpose, plan, organize and offer worship elements and music for the corporate worship services of the congregation, and to develop and implement liturgical enhancements for the sanctuaries as deemed best by the Elders Team and pastor.
6. Purpose, coordinating committee for the work of the Altar Guild and the Banner Committee.

E. The Financial Review Committee:

Job Description – The Financial Review Committee:

1. Derives its authority from and is responsible to the Treasurer.
2. Meets and reports its activities to Council as necessary starting at the beginning of each fiscal year of the church.
3. Consists of at least 3 members, who are not paid staff or officers of the congregation, to be appointed or reappointed by the Stewardship Team and approved by Church Council at its January meeting each year.
4. To annually review the financial books and records of the church.

ARTICLE IX – Position on Weddings

In order for a couple to be eligible to be married at Hope Lutheran Church of Warren, or by one of her pastors, the following requirements must be met:

1. As a member of the LCMS, Hope Lutheran Church of Warren believes and enforces the biblical mandate that marriage is to be between a man and woman exclusively. Therefore, to be married at Hope, the groom must be a man, and the bride must be a woman as defined in Genesis 1-2.
2. For a further understanding of our position on marriage, gender identity and sexual orientation please see Appendix C of this document. (For more information, visit the web site of the Lutheran Church Missouri Synod.)

ARTICLE X - APPENDIX

APPENDIX A

- Congregational Sphere Structure Flow Chart

APPENDIX B

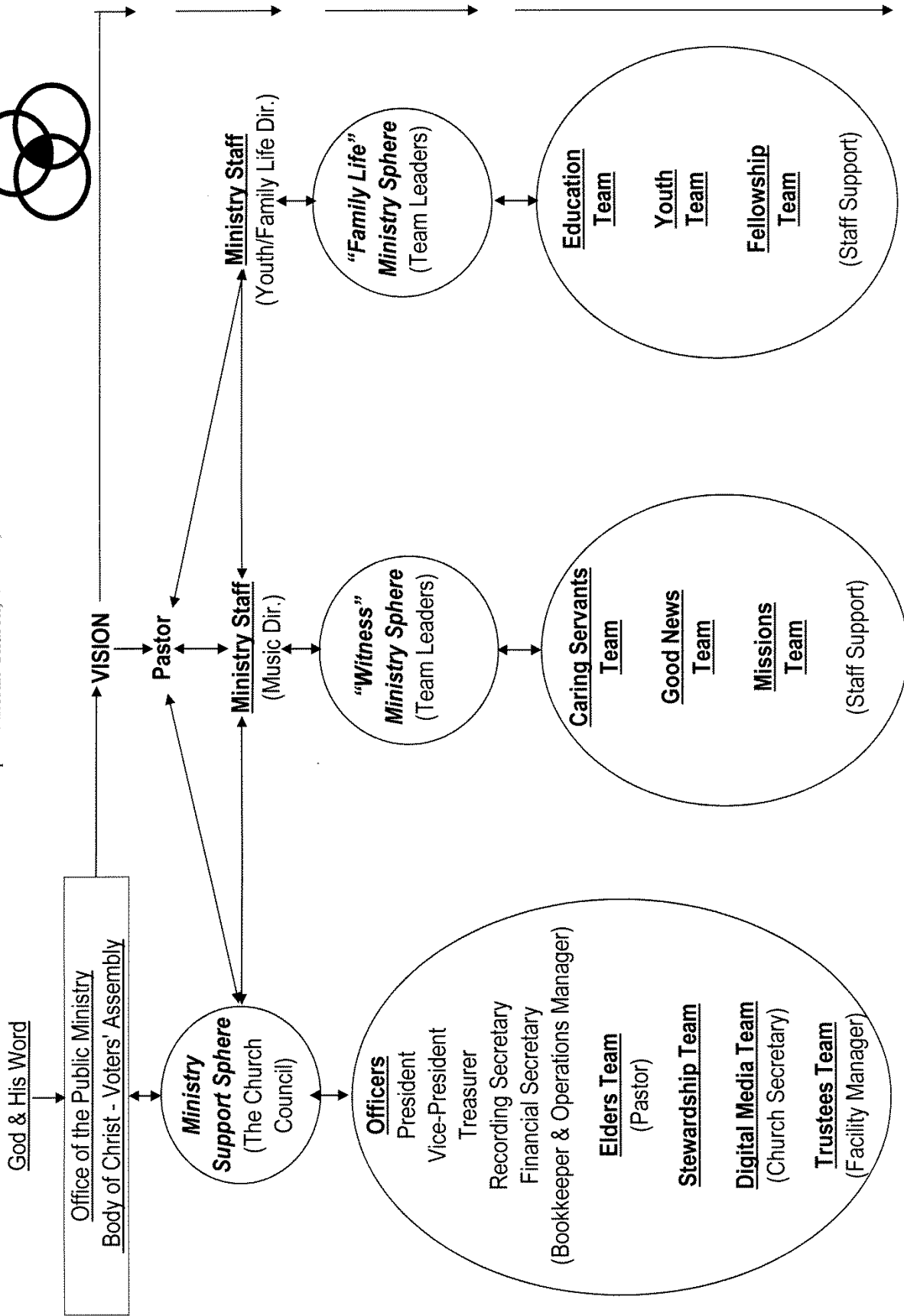
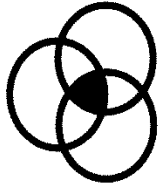
- Comprehensive Statement of Belief

APPENDIX C

- Statement of Belief on Sanctity of Life, Marriage, Gender and Sexual Orientation

Appendix A - Congregational Sphere Structure Flow Chart

Hope Lutheran Church, Warren, MI



Communication Key: Vertical lines indicate lines of Responsibility/Accountability - Horizontal lines indicate lines of Information

Revised 2016

APPEMDIX B - COMPREHENSIVE STATEMENT OF BELIEF of **Hope Lutheran Church of Warren**

This congregation, Hope Lutheran Church of Warren, is part of The Lutheran Church—Missouri Synod (LCMS or Synod). The LCMS is a mission-oriented and Bible-based denomination that confesses the historic, orthodox Christian faith in the Triune God, Father, Son, and Holy Spirit, a faith built on “the foundation of the apostles and prophets, Christ Jesus himself being the cornerstone” (Eph. 2:20). With the universal Christian Church, The Lutheran Church—Missouri Synod teaches and responds to the love of the Triune God, who created all that exists; became man to suffer, die, and rise again for the world’s redemption; and brings people to faith and new life through His Word and Sacraments. The three persons of the Trinity – Father, Son, and Holy Spirit – are coequal and coeternal, one God.

LCMS congregations voluntarily choose to belong to the Synod, and, although diverse in many ways, all hold to a shared confession of Jesus Christ as taught in Holy Scripture. We believe without reservation that the Scriptures of the Old and the New Testament are the written Word of God and the only rule and norm of faith and of practice. In addition, the Synod accepts without reservation the writings contained in the *Book of Concord: The Confessions of the Evangelical Lutheran Church*. Believing in the authority of Holy Scripture and that the Lutheran Confessions are a correct interpretation and presentation of biblical doctrine, our congregations agree to conform all their teaching and practice to the Scriptures and the Confessions.

The Synod “is not an ecclesiastical government, exercising legislative or coercive powers” (LCMS Constitution, Article VII) concerning its member congregations and ministers. However, the voluntary association of member congregations and ministers includes their agreement to respect and honor and uphold (Bylaw 1.7.2, 1.8.1) decisions (resolutions) made by the Synod in its national conventions regarding the understanding of the teachings of Scripture and the Lutheran Confessions and practices that are consistent with such teaching. The Synod in convention is the “principle legislative assembly” of the LCMS (Bylaw 3.1.1) and its resolutions and statements are the position of the Synod in matters of doctrine and life. The Constitution and Bylaws of the LCMS provide specific guidance for the implementation and supervision of the teaching and practice of its members (congregations and rostered church workers).

Congregations of the LCMS, while upholding teachings and practices that are consistent with Scripture and the Lutheran Confessions and while honoring Synod convention resolutions, are self-governed and establish policies based on local circumstance and expediency. An LCMS congregation or ministry operates according to its own constitution and bylaws – which are required by the Synod Bylaws to be reviewed by the District through which the congregation holds membership in the Synod – and therein establishes an orderly way of making decisions and determines which individuals or entities in the congregation (e.g., the pastor, church council, board of elders) will have authority to act on behalf of the congregation in specific circumstances. The Constitution and bylaws of, Hope Lutheran Church of Warren, govern our decision-making and policies. A copy is available upon request.

**APPENDIX C - STATEMENT OF BELIEF ON SANCTITY OF LIFE,
MARRIAGE, GENDER AND SEXUAL ORIENTATION**
of Hope Lutheran Church of Warren

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Ps. 139).

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Gen. 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term marriage has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen. 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor. 6:18; 7:2-5; Heb. 13:4). We believe that God has commanded that no genital sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matt.15:18-20; 1 Cor. 6:9-10).

We believe that in order to preserve the function and integrity of Hope Lutheran Church of Warren as the local Body of Christ, and to provide a biblical role model to the members of Hope Lutheran Church of Warren and the community, it is imperative that all persons employed by Hope Lutheran Church of Warren in any capacity, or who serve as volunteers, agree to and abide by this Statement on Sanctity of Life, Marriage, Gender, and Sexuality (Matt. 5:16; Phil.2:14-16; 1 Thess. 5:22).

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Rom. 10:9-10; 1 Cor. 6:9-11). We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Hope Lutheran Church of Warren.