

CONSTITUTION

In the name of the Father, and the Son, and of the Holy Spirit. Amen.

PREAMBLE

Recognizing our unity in Christ and our common practice in the Christian Faith; desiring to express our fellowship in worship and work; knowing our spiritual needs; mindful of our Christian privileges and duties; wishing to observe orderly cooperation; wishing to honor the history of St. Peter Evangelical Lutheran Church by gratefully remembering the Founding Fathers who established us in ministry; *Henry Diekman, Fred Fenrich Sr., Julius Fenrich, August Fisher, Ernest Hagen, William Jurs Sr., Charles Kleine, William Lehmann Sr., Charles Lubenow, Gustav Lubenow, Fred Poppe, August Schueler Sr., August Schueler Jr., Herman Schueler, Herman Schmidt, Herman Schley, Herman Schlorff, Dietrich Stelter and John Wiedow*; thanking all of God's people who have supported and participated in this ministry, we adopt the following constitution:

Article I - NAME AND INCORPORATION

The name of the congregation shall be St. Peter Evangelical Lutheran.
The congregation shall be incorporated under the laws of the State of Minnesota.

Article II - CONFESSION OF FAITH

The congregation accepts all the canonical books of the Old and New Testaments as a whole and in all their parts, as the divinely inspired, revealed, and inerrant Word of God and submits to this as the only infallible authority in all matters of faith and life.

As brief and true statements of the doctrines of the Word of God, the congregation accepts and confesses the following Symbols, subscription to which shall be required of all its members:

- (1) the ancient ecumenical Creeds: the Apostolic, the Nicene, and Athanasian;
- (2) the Unaltered Augsburg Confession and Luther's Small Catechism.

As further elaboration of and accord with these Lutheran Symbols, the congregation also receives the other documents in the Book of Concord of 1580: the Apology, Luther's Large Catechism, the Smaldcald Articles and Treatise, and the Formula of Concord; and recognizes them as normative for its theology.

While the buildings of the congregation shall be open to all people to share in its worship, instruction, pastoral care, and fellowship, the congregation rejects all fellowship with organizations, secret or open, which are avowedly religious or which practice forms of religion without confessing faith in the Triune God and in Jesus Christ as the eternal Son of God incarnate to be our only Savior from sin, and which thus teach salvation by works. Ceremonies of lodges or other such organizations shall not be permitted in the building or premises of the congregation; nor shall its pastor(s) or lay assistants(s) take part in any such ceremonies wherever they are conducted.

Article III – PURPOSE

The purpose of the congregation shall be to proclaim and propagate the Christian faith through the Means of Grace and to cooperate in the program approved by the Evangelical Lutheran Church in America.

Article IV – POWERS

1. All power in the congregation has its source in the Word of God; which is the norm for its faith and life. All individuals and groups within the congregation shall submit to the authority of the Word; and the life and activity of the congregation and its organizations shall conform to it.
2. The powers of the congregation shall be those necessary to fulfill its purposes, as set forth in this constitution.
3. The powers of the congregation shall be vested in the congregational meeting, called and conducted in such manner as is provided in this constitution, and to the extent conveyed by this constitution or as is assigned from time to time by the congregational meeting, in the boards elected by the congregation.
4. In the fulfillment of its purpose, the congregation is empowered to:
 - (a) acquire real and personal property by gift, devise, bequest, purchase, or other lawful means;
 - (b) hold title to and use its property for any and all activities consistent with its purpose;
 - (c) sell, mortgage, lease, transfer, or otherwise dispose of its property by an lawful means;
 - (d) enter into contract;
 - (e) sue and be sued;
 - (f) elect officers and boards for the exercise of their powers and authority and require them to conduct their affairs in accordance with this constitution and its by-laws, and the resolutions of the congregation.
5. Real property shall not be purchased, disposed of, or encumbered in any manner except by resolution adopted by not less than two-thirds majority ballot vote of the members present and voting at a legally called meeting of the congregation.
6. Should the congregation cease to do business and be dissolved, all property and funds remaining after the payment of debts of the congregation shall be distributed to the Evangelical Lutheran Church in America (or its successor) or a corporation, trust, foundation, or other organization organized and existing for religious and/or charitable purposes which could then qualify under the provisions of section 501 c (3) of the Internal Revenue Code, as now enacted or as may hereafter be amended.

Article V – Relationship To The Evangelical Lutheran Church In America

1. For the better attainment of its purpose, the congregation shall be a member of the Evangelical Lutheran Church in America or its successor and shall be on the roster of the Southwestern Minnesota Synod or its successor. It shall be subject to the policy and discipline of the Evangelical Lutheran Church in America (or its successor).
2. The congregation claims for itself all the rights and privileges and accepts all the duties and obligations connected with such membership.
3. The congregation covenants to support with prayer, personal service, and offerings, the common work of the Church.
4. Severance of membership in the Evangelical Lutheran Church in America (or its successor) shall require a two-thirds majority ballot vote of all voting members present and voting at a legally called and conducted meeting. Such a decision shall not be effective until at least ninety days after the Synod Bishop has been notified and until the initial action has been ratified by a two-thirds majority vote at a subsequent legally called and conducted meeting.

Article VI – MEMBERSHIP IN THE CONGREGATION

1. Members of the congregation shall be those who are designated as such at the time that this constitution is adopted, and those who are admitted thereafter; and who maintain their membership in accordance with the provisions of this constitution and its by-laws. There shall be no membership restrictions with respect to race or color.
2. Members shall be classified as (a) baptized; (b) confirmed; (c) voting.
 - (a) Baptized members are those persons who have been received by the Sacrament of Holy Baptism in this congregation, or having been previously baptized in the name of the Triune God, having been received by proper transfer from other Lutheran congregations or by affirmation of faith.
 - (b) Confirmed members are baptized persons who have been confirmed in this congregation, those who have been received by adult Baptism, or by transfer as confirmed members from other Lutheran congregations, or baptized persons received by affirmation of faith.
 - (c) Voting members shall be those who are confirmed members in good standing, as provided in the by-laws, and who have attained the age of 18 years.
3. It shall be the privilege and duty of members of the congregation to;
 - (a) make diligent use of the Means of Grace, both Word and Sacraments;
 - (b) Live a Christian life in accordance with the Word of God and the teachings of the Evangelical Lutheran Church in America.
 - (c) Support the work of the congregation and of the Evangelical Lutheran Church in America (or its successor).

Article VII - THE CHURCH COUNCIL

1. The pastor and the following officers of the congregation shall constitute its church council; three deacons, three trustees, a secretary, and one benevolence treasurer.
- ~~2. One of the deacons or trustees shall be chosen by the church council as chairperson of the congregation and of the church council, and shall preside at all congregational and council meetings.~~
- 2a. A member of the church shall be chosen by the church council as chairperson of the congregation and of the church council and shall preside at all congregational and council meetings.
3. The duties of the church council shall be; to counsel and assist the pastor in the spiritual oversight of the congregation; to see that the names of all eligible voting members were added to the roster, and that all the rules and regulations of the congregation are rightly executed, and that discipline is properly exercised in all cases in which offense is given to the congregation or its members in accordance with Section 10 of the by-laws of this congregation.
4. A majority of the members of the church council shall constitute a quorum at its meetings.

Article VIII - INDOCTRINATION OF CHILDREN

As Evangelical Lutheran Christians we recognize it is our duty to rear our children in the nurture and admonition of the Lord, and to have them carefully and conscientiously instructed in the articles of our Holy Christian Faith.

In order that the children may be adequately taught in the faith of the Church and trained in the fear of God, through instruction to prepare them for their confirmation shall be given by the pastor with all diligence and faithfulness.

Article IX - THE PASTOR

1. A pastor of the congregation shall be a person whose soundness in the faith, aptness to teach, and educational qualifications have been examined and approved by the Church, and who has been properly ordained; who accepts and adheres to the Confession of Faith of the Evangelical Lutheran Church in America (or its successor) and of the Congregation; and who strives in life and conduct to be above reproach.
2. Authority to call a pastor shall rest in the congregation. Such authority to call shall be exercised by not less than a two-thirds majority ballot vote of members present and voting at a meeting legally called for that purpose. Before a Call is issued, the officers, or a committee authorized by the congregation, shall seek the advice and help of the Bishop of the Synod and the Synod Call Committee.
3. Only the clergy of the Evangelical Lutheran Church in America (or its successor) in good standing or one who is recommended for Call by the Church Council of the Evangelical Lutheran Church in America (or its successors) may be called as a pastor of the congregation.
4. In the event of a vacancy in the pastoral office the Church Council shall, in consultation with the Synod Bishop, provide for interim pastoral service.

(Article IX cont'd)

5. If in the judgment of the congregation the pastor is no longer able to serve it satisfactorily, he or she may be requested to resign. Before the resignation is requested, all parties, including the pastor, shall have the opportunity of being heard at a specially called meeting of the Church Council at which the Synod Bishop or his or her representative shall be present. After the hearing before the Church Council, a special meeting of the congregation may be called to consider a request for the pastor's resignation. A resolution requesting the pastor's resignation must be adopted by a majority ballot vote of those present and voting. Not less than ten days notice of such a meeting must be given to the congregation. If the pastor's resignation has been requested in the manner here provided, he or she shall vacate the office at the time the congregation specifies. Should the pastor fail to do so, the Church Council shall declare the pastoral office vacant.

6. In the event of alleged defection in doctrine or alleged conduct unbecoming a pastor, the matter shall be referred by the Church Council to the Synod Bishop, for disciplinary action as provided in the Constitution and by-laws of the Evangelical Lutheran Church in America (or its successors).

Article X - ~~BOARD OF EDUCATION~~

(Board of Education existence ceased by congregation amendment and ratification at 2005 Annual Meeting)

At an amendment offered by the St. Peter Lutheran Church Council at the 2004 Semi-Annual Meeting, the Board of Education was declared as no longer in existence and was replaced by the Education Committee (Ministry) of St. Peter Lutheran Church. This ministry is made up of 8 members through a cross-section of St. Peter Lutheran Church and is a volunteer-basis membership. There are no term limits for any of the members of the Ministry, and if a member so chooses to step down from the Education Ministry, a replacement will be found for that member. The Education Ministry of St. Peter Lutheran Church is responsible for all aspects of Education of the young and old of the church and act as overseers and supporters for the Pastor, Pastoral Staff and the Education Programs of all levels of the church. The Education Ministry is expected to meet on a regular basis and any results or decisions of the Ministry must be communicated and supported by the St. Peter Lutheran Church Council.

Article XI - AMENDMENTS

1. The doctrinal basis and the confessional subscription contained in Article II, and this paragraph of Article XI shall be unalterable; and no amendment to this constitution shall conflict therewith.
2. A proposed amendment to this constitution shall be:
 - (a) read at a public service of the congregation or mailed to the voting members, not less than thirty days before the legally called meeting at which it is to be considered;
 - (b) approved without change at the legally called meeting following announcement, by a majority vote of those present and voting;
 - (c) ratified without further change at the next annual meeting, by a two-thirds vote of those present and voting.

3. If a proposed amendment fails adoption, it may be amended by majority vote of those present and voting; and adopted without change by a two-thirds majority of those present and voting at the next following annual meeting.

Article XII - BY-LAWS

By-Laws and articles of this constitution, except those that are made unchangeable in Article XI of the constitution, may be changed or repealed, or new ones may be added, at the annual or semi-annual meeting of the congregation by a vote of not less than two-thirds (2/3) of the voting members present; provided, however, that the subject matter of said by-laws and/or Articles be published to the congregation at the regular services thirty days immediately preceding the regular business meeting.

BY-LAWS

Section 1 - THE PASTORAL CALL

1. When the congregation has voted to call a pastor, it shall issue a Letter of Call to the pastor-elect, in a form approved by the Evangelical Lutheran Church in America (or its successors). It shall be signed by the chairperson and the secretary of the meeting at which the Call was voted, and shall be attested by the signature of the Bishop of the Synod. A Call to a clergyperson to be an assistant pastor shall be issued only with the concurrence of the pastor of the congregation and in accordance with the provisions of this paragraph.
2. The Call shall normally be for an indefinite time. A Call issued to an assistant pastor may be for a definite time.
3. If the pastor receives a Call to another ministry, he or she shall consult the Church Council, or, if the pastor desires, the congregation, before reaching a decision. The pastor shall announce his or her decision as quickly as possible, normally within three weeks. The pastor shall notify the Synod Bishop of his or her decision. When a Call has been accepted, the pastor shall terminate his or her ministry as soon as feasible, normally within a month.

Section 2 - MEMBERSHIP

A. Baptized members;

1. A child, one or both of whose parents or guardians are members of the congregation shall, upon receiving Baptism, become a baptized member.
2. A child, neither of whose parents or guardians is a member of the congregation, shall, upon receiving Baptism, become a baptized member of the congregation; unless for good reason he or she is to be a baptized member of another congregation, in which case his or her membership shall be transferred to that congregation.
3. A child baptized in another congregation shall be received as a baptized member in the congregation when a transfer has been received.

4. An unbaptized adult who has received instruction and has given evidence of an adequate understanding and acceptance of the teachings of the Word of God as confessed by the Evangelical Lutheran Church in America, shall, upon confession of faith and Baptism, become a baptized member of the congregation.
5. When one or both parents of baptized children are received into the membership of the congregation, such children should be received as baptized members with the consent of the member parent or parents.
6. Where a baptized child is an orphan or a ward of someone and these people move into the area served by this congregation, the child may be received as a baptized member when it is commended to the care of this congregation by the congregation which baptized the child...
7. When the parents of a baptized child are not themselves members of the Evangelical Lutheran Church in America but move into the area served by this congregation and desire to have their child put within the pastoral care of this Congregation, the child may be received as a baptized member.

B. Confirmed Members;

1. A baptized adult, not previously a confirmed member of a Lutheran congregation, shall become a confirmed member of this congregation after having received instruction, having given evidence of adequate understanding of the teachings of the Word of God as confessed by the Evangelical Lutheran Church in America, and having publicly affirmed his or her faith.
2. A baptized member of the congregation shall become a confirmed member through the rite of confirmation; except that an adult who has become a baptized member in accordance with the provisions of Section A, 4 of this part of the by-laws shall be considered a confirmed member without participation in the rite of confirmation.
3. An applicant for membership who presents a Letter of Transfer which certifies that he/she is a confirmed member in good standing of a Lutheran congregation shall become a confirmed member of the congregation upon approval by the Church Council. The acceptance of the applicant shall be reported to the congregation.
4. An applicant for membership who presents evidence of confirmation in a Lutheran congregation but does not have a Letter of Transfer shall be admitted to confirmed membership when the Church Council has determined that he or she meets the standards of Christian faith and life indicated in the constitution and by-laws and when he or she has reaffirmed their faith as confessed by the Evangelical Lutheran Church in America.

C. Voting Members;

The Church Council shall determine the roster of voting members of the congregation in accordance with the provisions of the constitution and by-laws. The roster of voting members shall be available at all regularly called meetings of the congregation. The term "in good standing" shall be defined to include:

1. Those who partake of Holy Communion at least once per year;
2. Those who contribute to the congregational treasury according to the congregation's record;
3. Those who participate in the life and worship of the congregation.

Section 3 – BUSINESS MEETINGS

1. Regular Congregational business meetings shall be held semi-annually. The time and place of both the semi-annual meetings of the congregation shall be published and announced at two public services immediately preceding the meeting, said services to be at least a week apart; and in such publications as the congregation or the pastor may periodically issue, or by written notice to the voting members mailed not less than ten days in advance of the meeting.
2. The annual meeting shall receive reports from all the organizations of the congregation. Such reports, including a financial statement, shall be submitted in writing to the pastor not less than 10 days before such meeting.
3. After a meeting has been properly announced, 10% of the voting members present constitute a quorum, and are authorized to attend to the business.
4. A special congregational meeting may be called by the pastor, the church council, or the president of the congregation, and shall be called at the written request of 10 of the voting members. The above mentioned quorum shall also apply to special congregational meetings. Notice of all special meetings must be given one week immediately preceding the meetings. If no services are held during the stipulated time, not less than 5 days written notice of such meeting shall be given. Such notice is to include a statement of the questions to come before the meetings. In special “emergencies”, defined by the congregational chairperson, a congregational meeting may be called at any time.
5. The church council shall meet at least once a month, at such a time as it may decide, and where possible shall consider matters to be considered at the next meeting of the congregation.

Section 4 – NOMINATION AND ELECTION OF OFFICERS

1. The election of officers shall take place at the annual business meeting. Election shall be by ballot and a majority of votes cast shall be required for election.
2. All members 18 years of age or over, who are not under discipline shall be eligible to office.
3. Officers are to be nominated by a nominating committee of three, chosen by the congregation or appointed by the chairman of the congregation at the semi-annual meeting. Additional nominations may be made from the floor. The nominating committee shall serve a one year term.
4. Officers to be elected at the annual meeting, as their terms expire are:
 - (a) One trustee for 3 years
 - (b) One deacon for 3 years
 - (c) One secretary for 1 year
 - (d) One benevolence treasurer for 1 year

Each person may be elected for only 2 consecutive terms. Any vacancy occurring in the church council during the year shall be filled by the congregation at the next annual or semi-annual meeting.

5. Church General Treasurer will be a position appointed by the church council on an annual basis, and shall be renewed annually by the church council at the first council meeting of the new year. The appointed position does not require term limits and is open to any member of the congregation who demonstrates knowledge of the position and the technological understanding that is required with the position.
 - (a) if no member of the congregation is able to fill the Church General Treasurer position, the church council may select someone who is not a member of the congregation who demonstrates the needed requirements of the position.
 - (b) The Church General Treasurer will not be a member of the Church Council, but is required to follow the duties of the Treasurer as listed in the By-Laws, Section 5, subsection 2.
6. Officers to be elected at the semi-annual meeting, as their terms expire are:
 - ~~(a) Board of Education for 3 years (Board of Ed. existence ceased by amendment at 2005 Annual Meeting ratification.)~~
 - (b) Sunday School Superintendent for 2 years
 - ~~(c) Sunday School Secretary/Treasurer for 2 years (position merged into Youth Treasure position at 2006 Annual Meeting)~~
7. Tellers at the elections shall be appointed by the chair.
8. The council shall ~~elect one of the deacons or trustees,~~ **a member of the congregation,** at the council meeting following the annual meeting, to serve as chairperson of the congregation and the church council.
9. A member's place on the church council shall be declared vacant if the member
 - a) ceases to be a voting member of this congregation or
 - b) is absent from three successive regular meetings of the church council without cause.

Section 5 – DUTIES OF OFFICERS

1. General Duties: The officers of this congregation shall give a good and Christian example to the other members of the congregation by regular participation in worship services, by hearing and doing God's Word, and by frequently partaking of the Lord's Supper.
2. Special Duties:

The Deacons – who may also serve as elders, shall see to it that:

 - (a) The preaching of the pure Word of God is upheld and promulgated.
 - (b) Ample provision is made for the instruction of the youth
 - (c) All necessary discipline is exercised.
 - (d) The poor are provided for and the sick are visited.

The Trustees shall:

 - (a) Have charge of and watch over the property of the congregation and keep the same in good repair.
 - (b) Sign all legal papers and represent the congregation in court where necessary.

The Secretary shall:

 - (a) Keep an accurate record of all the proceedings of the church council and of the congregation.
 - (b) Hold in safe keeping all its papers of interest and value.
 - (c) Attend to all correspondence of the congregation and council.
 - (d) Keep an accurate list of all voting members.

The Treasurer shall:

- (a) Receive all money for the local congregation and keep an exact record of each member's contribution.
- (b) Hold in safe keeping all the monies entrusted to the treasurer.
- (c) Disburse these monies only as bills are allowed, except salaries for which no order is needed.
- (d) Give a full financial report at the annual meeting of the congregation.
- (e) Have the books open to inspection to the church council or to a committee which may be appointed.

The Benevolence Treasurer shall:

- (a) Receive all money for benevolent purposes, keep an exact record of each member's contribution and forward these monies promptly to the Evangelical Lutheran Church in America (or its successor), institutions or agencies for which the respective funds were gathered.
- (b) Give a full report at the annual meeting of the congregation.
- (c) Have the books open to inspection to the church council or to a committee which may be appointed.

Section 6 - THE SUNDAY SCHOOL

1. The Sunday School in all of its departments shall be under the supervision of the pastor and/or the Deacons.
2. Subject to the control of the congregation, the business affairs of the Sunday School shall be managed by the Parish Education Ministry consisting of the Pastor, Superintendent of the Sunday School and the Parish Education Ministry members.
3. The Sunday School Superintendent shall:
 - (a) with the Parish Education Ministry, determine the Sunday Schools' yearly curriculum.
 - (b) With the Parish Education Ministry, recruit the Sunday School Staff.
 - (c) Plan and prepare for all Sunday School events.
4. The Youth Fund Treasurer shall:
 - (a) receive all money for the Sunday School, and hold in safe keeping all the monies entrusted to the treasurer.
 - (b) Disburse these monies only as bills are allowed.
 - (c) Keep a weekly attendance record of Sunday School students.

~~Section 7 - Duties & Responsibilities of the Education Ministry~~

- ~~1. Develop an effective teaching ministry which includes the training of teachers and leaders, and provide opportunity for study by every member of the congregation through its teaching agencies.~~
- ~~2. Explore and arrange for adequate space and equipment for the efficient operation of parish education.~~
- ~~3. Study and plan the courses to be offered, establish standards, and promote wider participation in the church's educational program.~~

- ~~4. Report its activities to the annual meeting of the congregation and at such other times as the congregation may decide.~~
- ~~5. The Education Ministry shall elect a Recorder and Coordinator from its group.~~
- ~~6. Review and recommend educational program needs for approval of all expenditures to the church council.~~

Section 8 – COMMUNION PARTICIPATION

1. This congregation invites all of its members, who have been prepared to receive the Sacrament, to participate regularly in Holy Communion.
2. Participation in Holy Communion shall be open to members of other congregations who accept the Christian teaching in regard to this Sacrament.
3. It shall be made known to prospective participants that the belief of this congregation is: Participation in the Lord's Supper is the reception of "the Body and Blood of our Lord Jesus Christ given with bread and wine, instituted by Christ himself for us to eat and drink".*

We hold that a "person is well prepared and worthy who believes these words, 'given and shed for you for the remission of sins.' But anyone who does not believe these words or doubts them, is neither prepared nor worthy, for the words 'for you' require simply a believing heart."*

4. Record of participation in Holy Communion shall be maintained. If a member of another congregation communes, notice shall be sent to his or her pastor.

* *From the Small Catechism in Contemporary English, Copyright 1968, Augsburg Publishing House and Fortress Press.*

Section 9 – PARISH RECORDS

The records of the congregation shall be and remain the property of the congregation. The pastor shall be responsible for the maintenance of the records, except as otherwise provided herein. Upon the termination of the pastor's service to the congregation, the pastor shall have brought the records up to date prior to his or her departure. The records shall consist of:

1. The roster of Baptized, confirmed, and voting members.
2. The ministerial acts performed by the pastor.
3. The minutes of the meetings of the congregation and the Church Council, for which the secretary of the congregation shall be responsible.
4. The financial records of the congregation, for which the treasurer of the congregation shall be responsible.

The pastor shall report to the secretary of the Evangelical Lutheran Church in America (or its successor) such statistics as may be requested and shall annually report to the congregation a summary of the ministerial acts performed.

Should the congregation be dissolved, the official records of the congregation shall be deposited in the archives of the Evangelical Lutheran Church in America or its successor.

Section 10 – CHURCH DISCIPLINE

Denial of the Christian Faith as described in this constitution, conduct grossly unbecoming a member of the Church of Christ, or persistent troublemaking in this congregation are sufficient cause for discipline of a member. Prior to disciplinary action, reconciliation will be attempted following Matthew 18: 15-18, proceeding through these successive steps:

- (a) Private admonition by the pastor
- (b) Admonition by the pastor in the presence of two or three witnesses, and
- (c) Citation to appear before the Church Council.

Open and impenitent transgressors, who are expelled from the congregation, lose all rights and privileges of a member except that of hearing the Word of God.

This revised constitution of St. Peter Evangelical Lutheran Church, Ceylon Minnesota, has been adopted and ratified on January 27th, 2008 at the annual meeting of the congregation and is herewith certified.

**POLICIES FOR CHURCH USAGE
FOR FUNERALS
ST. PETER EVANGELICAL LUTHERAN CHURCH
CEYLON, MINNESOTA**

For Funerals Held in the Church:

- The Funeral Service and all music for the service must be approved by the Pastor prior to any funeral service being held in the church building.
- No alcoholic beverages are permitted on church grounds.
- Pictures displayed at the funeral and/or visitation should be appropriate to a church setting.
- Seating will be limited to a physical total of 300 people in the main sanctuary (including the balcony) and an overflow of up to 100 people in the church basement. The total number will be under the discretion of any council members present at the service.
- Overflow seating in the basement will be limited to audio feed only. No video feeds are available to the basement.
- No use of tables outside of the church building for any purposes. Chairs may be used outside the building, but trustees and the pastor must be informed of any taken outside the building, but not off church property.

For Non-Member Funerals, the following charges will be assigned:

- \$100 for use of the church building
- \$50 for Janitorial services
- Office materials (bulletins) charged at a cost of \$25 per 100 bulletins made
- If a meal is served afterwards, the charge will be \$75 (made out to the Women of St. Peter Lutheran Church) and it will be a catered meal served only, to be arranged by the funeral home (with assistance from WELCA).
- Suggested honorariums: \$40 for organist, \$125 for Pastor

NOTE: In the event that the planned date of a funeral set up by the funeral home or family conflicts with a planned church event, the Church Council reserves the right for the Pastor and/or the Church Deacons to work with the funeral home or family on an alternative date. Any decision on scheduling made by the Pastor and/or the Church Deacons is backed up by the members of the St. Peter Lutheran Church Council. This decision will be worked out to the best solution possible by all parties involved.

The St. Peter Lutheran Church Council reserves the right to support the Pastor in any decision(s) that he or she may make regarding the Funeral Service or any related issues regarding the church and its property. All questions regarding any issues can be directed to the Church President or any church Deacon.

Parish Agreement

St. Peter Lutheran Church – Ceylon
Trinity Lutheran Church – Welcome

Mission Statement

The purpose of sharing ministry is to further the work of the Kingdom of God while allowing each church to maintain its individual strengths, traditions and identities.

Parish Council

Organization

The Parish Council shall consist of the President, Treasurer, one Trustee and one Deacon from each congregation and the Pastor. The Pastor shall have a voice but not a vote. The Parish Council will meet during the first week of February, May and August. The entire council of each congregation will meet jointly during the first week of December. In addition, the Parish Council may request combined council meetings of the two congregations when necessary.

Meeting sites will alternate between sites. The President of the host site will chair the meeting. The host site will provide a secretary who is responsible for filing a report from the meeting with each Church for publication as each congregation sees fit.

Responsibilities of the Parish Council

- To correlate the work of the participating churches
 - To establish times of worship, joint activities and special worship services
 - To facilitate the formation of a shared call committee when necessary
 - To facilitate, at least once a year, a joint worship church service
 - To make reports to each Church Council
 - To clarify the Pastor's position description and mutual expectations about what the ministry is and what its priorities are
 - To work for communication, interpretation and understanding between the two congregations and the pastor
 - To provide an opportunity for the Pastor to reflect in confidence about his/her concerns, hopes, ambitions, frustrations, etc.
- *** To establish a personnel committee consisting of at least two (but equal) members from each Church Council/Congregation. The committee shall provide an annual staff review and negotiate the joint staff compensation packages to be presented at the joint Council meeting in December for final approval and ratification.

All recommendations of the Parish Council will be brought to the individual Church Councils for ratification. ***

Finances

It is understood that the amount of money given by a church will in no way affect the amount of time the Pastor spends in that community.

Expenses shall be shared by the churches on a percentage basis which shall be determined by each church's baptized membership. The membership shall be determined annually at the December meeting for the next year based on the Parochial Report filed in February of that year. (i.e. 2002 percentages set by membership reported in the 2000 Parochial Report, etc.)

Parish Call Process

A combined Parish Call Committee shall be established. Each church will establish its representation on the combined Parish Call Committee according to its own constitution. The combined Parish Committee shall recommend the candidate. Each congregation shall vote on the recommendation of the Parish Call Committee according to each congregation's constitution. A call shall not be issued unless approved by both congregations.

Parish Office

Each church shall maintain its own office and office hours as set by the Parish Council and the Pastor, although the Pastor will be available to both congregations at all times.

Worship

Worship schedules, teaching schedules, shared programming, etc. will be negotiated through the Parish Council.

Terms of the Agreement

The Parish Agreement shall be reviewed annually by the Parish Council

The Parish Council may propose amendments to this agreement. Adoption is by simple majority of congregational vote.

Each Congregation agrees not to withdraw from this agreement until six months notice has been given to the Parish Council and the Synod Office has been consulted.

*** The Parish compensation package will be included as a budget item at each congregational annual meeting. ***

The Parish Council cannot supersede any of the constitutional powers of the congregations.

Wedding Fees Schedule - St. Peter Lutheran Church, Ceylon

Because weddings are a service the church staff provides in addition to the required duties of the church, the following fees are charged per wedding:

1. Pastoral ServicesHonorarium
(For your information, the time spent by the pastor is approximately 12-14hours in preparation for the wedding; this includes 4-6 hrs. of premarital counseling.)
2. Organist (suggested)
 - A. Wedding only – no rehearsal or soloist.....\$40.00
 - B. Wedding with rehearsal, no soloist.....\$45.00
 - C. Wedding with rehearsal and soloist.....\$50.00(As a professional and integral part of the wedding service, the organist should be adequately compensated. If you wish, invite the organist and spouse to the Reception and/or rehearsal dinner.)
3. Church Custodian Expenses (without reception after service).....\$30.00 (if needed)
(with reception in basement).....\$50.00 (if needed)
4. Secretarial Expense
 - A. Bulletin preparation.....\$10.00 (if needed)
 - B. Bulletin photocopying per copy.....\$.05Bulletin paper is provided by the couple being married. Please bring a copy of your bulletin to the church office two weeks prior to the wedding.
5. Reception at the church.....\$75.00
(If catered by wedding party and served by ELCA Women)
6. For non-members, a fee of \$100 will be charged for the use of the church sanctuary. for the wedding ceremony and an additional \$75.00 for use of the church basement for a reception following the ceremony.
7. Pew candles.....\$25.00
(This cost covers the candles that are used in them - Beeswax special order)

Please write separate check to all person receiving fees

This Wedding Policy Fee and Schedule was approved by the St. Peter Lutheran Church Council at its regular September 2011 meeting.

POLICIES FOR WEDDINGS
ST. PETER EVANGELICAL LUTHERAN CHURCH
CEYLON, MINNESOTA

For Weddings Held in the Church:

- The Wedding Service and all music for the service must be approved by the Pastor prior to any wedding service being held in the church building.
- No alcoholic beverages are permitted on church grounds.
- Use of the church sound system is regulated only by the pastor and/or by the church deacons.
- Seating will be limited to a physical total of 300 people in the main sanctuary (including the balcony) and an overflow of up to 100 people in the church basement. The total number will be under the discretion of any council members or the pastor.
- Overflow seating in the basement will be limited to audio feed only. No church video feeds are available to the basement.
- No use of tables outside of the church building for any purposes. Chairs may be used outside the building, but trustees and the pastor must be informed of any taken outside the building, but not off church property.
- Care of all church property is required by the wedding party and falls under the supervision of the wedding party. Damage to church property beyond normal wear and tear will be directed to the wedding parties' personal expense.

NOTE: In the event that the planned date of a wedding set up by the family or bride and groom conflicts with a planned church event, the Church Council reserves the right for the Pastor and/or the Church Deacons to work with the family on an alternative date. Any decision on scheduling made by the Pastor and/or the Church Deacons is backed up by the members of the St. Peter Lutheran Church Council. This decision will be worked out to the best solution possible by all parties involved.

The St. Peter Lutheran Church Council reserves the right to support the Pastor in any decision(s) that he or she may make regarding the Wedding Service or any related issues regarding the church and its property. All questions regarding any issues can be directed to the Church President or any church Deacon.

Wedding Fees and Costs are found on page 2.

St. Peter Lutheran Church – Duties List

DEACON

From the Constitution: Duties of then entire council (Article 7)

“The duties of the church council shall be; to counsel and assist the pastor in the spiritual oversight of the congregation; to see that the names of all eligible voting members were added to the roster, and that all the rules and regulations of the congregation are rightly executed, and that discipline is properly exercised in all cases in which offense is given to the congregation or its members in accordance with Section 10 of the by-laws.”

From the Constitution: By-Laws Section 5 – Duties of officers

“1. General Duties: The officers of this congregation shall give a good and Christian example to the other members of the congregation by regular participation in worship services, by hearing and doing God’s Word, and by frequently partaking of the Lord’s Supper.

The Deacons, who may also serve as elders, shall see to it that:

- (a) The preaching of the pure Word of God is upheld and promulgated.
- (b) Ample provision is made for the instruction of the youth.
- (c) All necessary discipline is exercised.
- (d) All monies are faithfully collected and accounted for.
- (e) The poor are provided for and the sick are visited.-

Other duties including, but not limited to:

1. Christmas: Put up, decorate, and take down Christmas Trees and decorations.
2. Semi Annual and Annual Meetings: provide coffee and goodies
3. Baptisms: Fill baptismal font with warm water, remove water after service, and read baptismal letter (chairman)
4. Regular Services: Ring bell or find alternate (First Year) Assist with Communion (2nd year serve, 3rd year usher)
5. Serve on a funeral team as needed.
6. Observe Sunday School classes (and if needed Confirmation Classes) if requested and discipline improper behavior accordingly.
7. Meet as a group as needed to carry out the spiritual needs of the church in a timely manner.
8. Make determination to cancel church or special services due to weather and contact area radio stations if cancelled.

St. Peter Lutheran Church – Duties List

BENEVOLENCE TREASURER

From the Constitution: Duties of the entire council (Article 7)

“The duties of the church council shall be; to counsel and assist the pastor in the spiritual oversight of the congregation; to see that the names of all eligible voting members were added to the roster, and that all the rules and regulations of the congregation are rightly executed, and that discipline is properly exercised in all cases in which offense is given to the congregation or its members in accordance with Section 10 of the by-laws.”

From the Constitution: By-Laws Section 5 – Duties of officers

“1. General Duties: The officers of this congregation shall give a good and Christian example to the other members of the congregation by regular participation in worship services, by hearing and doing God’s Word, and by frequently partaking of the Lord’s Supper.

The Benevolence Treasurer shall:

- (a) Receive all money for benevolent purposes, keep an exact record of each member’s contribution and forward these monies promptly (after council approval) to the Evangelical Lutheran Church in America (or its successor), institutions or agencies for which the respective funds were gathered.
- (b) Give a full report at the annual meeting of the congregation.
- (c) Have the books open to inspection to the church council or to a committee which may be appointed.

Other duties including, but not limited to:

1. Christmas: Put up, decorate, and take down Christmas Trees and decorations.
2. Semi Annual and Annual Meetings: provide coffee and goodies
3. Provide a report to the church council at its regular monthly meetings.
4. Serve on a funeral team as needed.

St. Peter Lutheran Church – Duties List

TRUSTEE

From the Constitution: Duties of then entire council (Article 7)

“The duties of the church council shall be; to counsel and assist the pastor in the spiritual oversight of the congregation; to see that the names of all eligible voting members were added to the roster, and that all the rules and regulations of the congregation are rightly executed, and that discipline is properly exercised in all cases in which offense is given to the congregation or its members in accordance with Section 10 of the by-laws.”

From the Constitution: By-Laws Section 5 – Duties of officers

“1. General Duties: The officers of this congregation shall give a good and Christian example to the other members of the congregation by regular participation in worship services, by hearing and doing God’s Word, and by frequently partaking of the Lord’s Supper.

The Trustees shall:

- (a) Have charge of and watch over property of the congregation and keep the same in good repair.
- (b) Sign all legal papers and represent the congregation in court where necessary.”

Other duties including, but not limited to:

1. Christmas: Put up, decorate, and take down Christmas Trees and decorations.
2. Semi Annual and Annual Meetings: provide coffee and goodies
3. Be in charge of making sure the lawn mowing and snow removal is completed in a proper manner.
4. Occasionally meet to make sure that the physical repairs and needs are tended to in a timely manner.
5. Serve on a funeral team as needed.
6. Act as liason between Church Janitor and church council.
7. Assign Trustee as Grain Steward and be placed on signature card at the bank.
8. Give monthly report at Council Meeting on status of repairs and other Trustee projects