ST. PAUL’S LUTHERAN CHURCH
MAUMEE, OHIO

APOSTOLIC MINISTRY MANUAL

Effective:
Revised: January 21, 2012
ST. PAUL’S Evangelical LUTHERAN CHURCH

MAUMEE, OHIO

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This document provides all staff, employed personnel and Communicant Members of St. Paul’s both present and future with a description of all Articles and Codes of Regulation for maintaining a high level of accountability and awareness.

This document has been developed by St. Paul’s Evangelical Lutheran Church’s Apostolic Counsel and Senior Pastor in conjunction with the mission of Lutheran Congregations in Mission for Christ (LCMC) to provide the guidance and controls used for the operations and governance of this Church.
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The Mission Statement of St. Paul’s is:

“In response to Christ’s great commission to share the Gospel with the whole world, St. Paul’s Lutheran Church is called to make disciples by connecting the unconnected to Jesus Christ and together growing in full devotion to Him.

To be a “Disciple” - Defined as:
- A fully devoted follower of Christ
- Continues to seek God’s will through His Word.
- Attends worship regularly
- Active prayer life
- Involved in ministry

Practicing Acts 2:42 - “They devoted themselves to the apostles’ teaching and to fellowship, to the breaking of bread and to prayer.”
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PREAMBLE

In the name of the Father, and of the Son, and of the Holy Spirit Amen. It is the will of our Lord Jesus that his disciples should preach the gospel to the whole world (Mark 16:16, Matthew 28:18-20, Acts 1:8). So that Christ’s mission for His church might be carried out according to His will, he has commanded that Christians unite in worship (Hebrews 10:24-25), practice fellowship with one another (Acts 1:8, Matthew 28:18-20), and serve the needs of all people in Christian love (Ephesians 4:7-16, Mark 10:42-44, John 13:35, Galatians 6:10). Since Christians are also to maintain decency and order (I Corinthians 14:40) in the church, we therefore, accept the Lutheran understandings of scripture, mindful of our Christian duties, accept and subscribe to the following Apostolic Articles in accordance with which all spiritual and material affairs of our congregation shall be governed.
ARTICLE I
Name and Incorporation

1. The name and title of this congregation shall be St. Paul’s Evangelical Lutheran Church of Maumee, Ohio.

2. This congregation is incorporated as a corporation not for profit according to the laws of the State of Ohio.
ARTICLE II
The Common Confession

1. The Lord Jesus Christ
We are the people who believe and confess our faith in the triune God--Father, Son, and Holy Spirit. We trust and believe in Jesus Christ as our Savior and Lord.

2. The Gospel of Salvation
We believe and confess that all human beings are sinners, and that sinners are redeemed by the death and resurrection of Jesus Christ. God alone justifies human beings by faith in Christ - a faith that God creates through the message of the Gospel. As ambassadors for Christ, God uses us to speak His Word and build His Kingdom.

3. The Authority of Scripture
We believe and confess that the Bible is God’s revealed Word to us, spoken in law and Gospel. The Bible is the final authority for us in all matters of our faith and life.

4. A Common Confession of Faith
We accept and uphold that the Lutheran Confessions reliably guide us as faithful interpretations of Scripture and that we share a unity and fellowship in faith with others among whom the Gospel of Jesus Christ is preached and the sacraments are administered in accordance with the Gospel.

5. The Priesthood of All Believers
We believe and confess that the Holy Spirit makes all who believe in Jesus Christ to be priests for service to others in Jesus’ name, and that God desires to make use of the spiritual gifts He has given through the priesthood of all believers.

6. Marriage and Family
We believe and confess that the marriage of male and female is an institution created and blessed by God. From marriage, God forms families to serve as the building blocks of all human civilization and community. We teach and practice that sexual activity belongs exclusively within the Biblical boundaries of faithful marriage between one man and one woman.
ARTICLE II
The Common Confession (continued)

7. The Mission and Ministry of the Congregation
We believe and confess that the church is the assembly of believers called and gathered by God around Word and Sacrament, and that the mission and ministry of the church is carried out within the context of individual congregations, which are able to work together locally and globally.

We believe that God is willing and able to do more than we can imagine, and that He has positioned us to fulfill our calling to reach out into Maumee, Toledo and the nations with God's love.

In response to Christ's great commission to share the Gospel with the whole world, St. Paul's Evangelical Lutheran Church is called to make disciples by connecting the unconnected to Jesus Christ, and together grow in full devotion to Him.

Our ministry values emphasize the following: scripture alone, faith in Jesus Christ alone, a relationship with the Holy Spirit alone - that bear the fruit of Christian service.
ARTICLE III
Denominational Membership

1. This congregation shall participate in the mission of The Lutheran Congregations in Mission for Christ (LCMC).

2. This congregation may terminate its relationship at anytime with The Lutheran Congregations in Mission for Christ (LCMC) by any of the following procedure(s):

   Procedure 1
   a. In the event that Saint Paul’s Evangelical Lutheran Church ceases to exist for any foreseeable or unforeseeable reason.

   b. A certified letter from the Senior Pastor of the change in status shall be sent to the Lutheran Congregations in Mission for Christ (LCMC) leadership, at which time the relationship between the congregation and this church shall be terminated.

   Procedure 2
   a. A resolution indicating desire to terminate its relationship must be adopted at a legally called and conducted special meeting of the congregation by a two-thirds (2/3) majority of the members present and voting.

   b. A certified copy of the resolution to terminate its relationship shall be sent by the President of the Congregation to the Lutheran Congregations in Mission for Christ (LCMC) leadership, at which time the relationship between the congregation and this church shall be terminated.
ARTICLE IV
Membership

1. 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; have been received by certificate of transfer from other Lutheran congregations or by affirmation of faith.

   This shall require that a person be baptized and:

   A. accept the Bible as the verbally inspired Word of God and the only divine rule and standard of faith and life, lead a Christian life (Matt. 5 - 7; Gal. 5:22,23) and abstain from manifest works of the flesh (Gal. 5:19-21);

   B. believe in and trust in the Lord Jesus Christ as his or her personal Savior;

   C. accept the Confessions of this Congregation as contained in ARTICLE II-CONFESSION OF FAITH;

   D. Attend divine services faithfully, partake of the Lord’s Supper frequently, and work towards and pray for personal spiritual growth through participation in organized Bible study and personal devotion;

   E. contribute, as the Lord has prospered him or her, toward the maintenance and functions of the Congregation, and the extension of the Church at large;

   F. accept brotherly admonition when he or she has erred, become delinquent in the requirements of membership, or otherwise given offense (Matt. 18:5-17);

2. Communicant 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.

3. Any Communicant member that has attained the age sixteen (16) years of age is eligible to vote in congregational matters of the church.
ARTICLE V
Apostolic Theocracy

The Apostolic Theocracy shall be the governing principle under which St. Paul’s Lutheran Church will be guided. The guiding principles for this theocracy shall be:

1. God is the center of all hope, grace and life.
2. The Senior Pastor has been called by God to lead.
3. The Apostolic Counsel shall assist the Senior Pastor and at the same time hold him accountable.
4. St. Paul’s will function under the “high accountability and low control” model. This model can be described as having a church structure that invests in lay leaders and empowers them while holding same accountable maintaining paramount importance. Perhaps the most widely used vehicle for this are called Discipleship Huddles, which is a group of 4-10 leaders. Huddles are a place where leaders are actively being discipled in a community of peers, where they are held accountable for the leadership of their Ministry Area teams by their Huddle leader. Huddle leaders are typically staff members. The two central questions of a Huddle are:
   1) What is God saying to you?
   2) What are you going to do about it?
   By seeing that leaders follow through on the plans they form from answering both of these questions, a culture is developed of both high support and high challenge. Over a period of time, this allows leaders to cultivate and sustain the character, skills and spiritual depth needed to lead.
5. Staff will follow the Senior Pastor’s lead as he or she seeks God’s will through prayer and fasting.
6. Matthew 18 will be the guiding principle by which all staff and members will conduct themselves in relationship with each other.
Apostolic Counsel
Definition: Counsel -

The word “Counsel” is purposely spelled in this manner to emphasize the advisory role this body has, rather than, a governing body as the spelling of “Council” would imply.

1. The Apostolic Counsel is a body used by the Senior Pastor seeking direction, guidance and accountability. The Senior Pastor has the authority to decide all matters of leadership and ministry throughout the church. Therefore, the Apostolic Counsel is not a governing body by definition, merely a body of believers assisting the Senior Pastor seeking guidance and insight from both the Holy Spirit and the Apostolic Counsel.

2. Apostolic Counsel Style
The Apostolic Counsel will guide with an emphasis on:
1) Seeking God’s wisdom more than man’s insight;
   These gifts are used to:
   a. Encourage and support the Senior Pastor and the ministry of St Paul’s Lutheran Church.
   b. Hold accountable the Senior Pastor and the ministry of St. Paul’s Lutheran Church.
2) Outward vision rather than internal preoccupation;
3) Encouragement of openness, honesty, and diversity in viewpoints;
4) Committed to the church’s philosophy of ministry.

3. The members of the Apostolic Counsel shall be appointed by the Senior Pastor. The appointment of a counsel member may be contested by any member of the church in writing to the Senior Pastor.

4. The Apostolic Counsel shall not exceed seven (7) members excluding the Senior Pastor.

5. Criteria for appointing an Apostolic Counsel member is, but not limited to:
   i. A Servant who is Grounded in Christ
   ii. A Servant who influences People
   iii. A Servant who has a Mature Spiritual Gift of Discernment
   iv. A Servant who has a Passion to Follow Christ
   v. A Servant who Demonstrates Faith through Prayer
   vi. A Servant who possesses a Servants Heart
6. All members of this counsel are to hold their positions for a minimum of 4 years and may be replaced at the request of the Senior Pastor, or by submitting a letter of resignation to the Senior Pastor.

7. The Apostolic Counsel may meet regularly with or without the Senior Pastor.

8. Essential Function(s) of the Apostolic Counsel:
   a. Adheres to and supports the mission statement and the direction of the Board of Trustees of St. Paul’s Lutheran Church.
   b. Advises the Senior Pastor seeking guidance, direction and accountability.

   Responsibilities and Authority

   c. Support initiatives of Senior Pastor with a “low control, high accountability” mindset.
   d. Assist the interim pastor and/or the congregation in the event that the Senior Pastor becomes incapacitated for any extended period of time and cannot fulfill his regular duties.
   e. Keep a “Christ Centered” perspective on all guidance and direction sought by the Senior Pastor.
   f. In addition, assumes any other responsibilities that are delegated on a short-term or long-term basis in order to support ministry initiatives.
   g. Any newly called Senior Pastor shall have one year to act upon any terminating Transitional Counsel member(s).

9. Upon the call of a new Senior Pastor, all Apostolic Counsel members will change to Transitional Counsel members. A Transitional Counsel member will be part of the Apostolic Counsel to serve for a period not to exceed one year. Termination as Transitional Counsel member may occur after a period of six months upon mutual agreement of the Senior Pastor and the Counsel member.
ARTICLE VI
The Pastor(s)

1. The congregation alone shall call its pastor(s), after the Call Committee has sought the advice and help of the leadership of the Lutheran Congregations in Mission for Christ (LCMC).

2. Any pastor that is “called”, not hired, shall be a member in good standing of a recognized Lutheran synod.

3. The pastor(s) of this congregation must profess acceptance of and pledge faithful adherence to the confessions of this congregation as set forth in Article II of this constitution.

4. The Senior Pastor shall be accountable to the Apostolic Counsel and Board of Trustees as the duties are outlined in his/her Letter of Call and as described in the Apostolic Ministry Manual/Constitution and Code of Regulations of this church. The Associate Pastor(s) shall be accountable to the Senior Pastor.

5. In the absence or incapacitation of the Senior Pastor the Board of Trustees shall designate an Associate Pastor to assume all responsibilities of the Senior Pastor. This Associate Pastor will maintain the current mission/vision of the church and is accountable to the Apostolic Counsel until such time that the Senior Pastor is reinstated or until a new Senior Pastor accepts a Letter of Call.
ARTICLE VII
Legal Ownership in Case of Division

Should a disagreement among the members bring about a separation in this congregation, which God forbid, all property shall remain with those who adhere to this Apostolic Ministry Manual/Constitution and Code of Regulations and wish to remain at the present location.
ARTICLE VIII
Amendments

1. Any proposed amendments to the Constitution and/or its Code of Regulations must be made available in written form to all Communicant Members at least 15 days prior to a duly called meeting of the congregation.

2. This Constitution may be amended at a duly called meeting of the congregation by an affirmative vote of at least three-fourths (3/4) of the Communicant Members present at such a meeting.

3. The Code of Regulations (Bylaws) of this congregation may be amended at a duly called meeting of the congregation by an affirmative vote of at least two-thirds (2/3) of the Communicant Members present.

4. Not withstanding the above, the doctrinal basis and the confessional subscription contained in Article I (MM.03.02 Name and Incorporation), Article II (MM.03.03 Common Confession), and this paragraph shall be unalterable. No amendment to this Constitution shall conflict with the above.
## Section 04
### Code of Regulations (Bylaws)
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CODE OF REGULATIONS

1. Objective
   To provide complete instructions as to the development, distribution and implementation of all Code of Regulations.

2. Responsibility
   It is the responsibility of the Board of Trustees, Apostolic Counsel, Staff and Ministry Area Team leaders to understand, manage and implement these regulations.
ELECTION OF TRUSTEES

A. The Board of Trustees will consist of five (5) members, including four (4) individuals from the congregation and the Senior Pastor.

B. Annually the Congregational President shall appoint a nominating committee consisting of three members of the congregation to present a list of candidates for the positions of trustees.

   Names to be put in nomination will be obtained as follows:
   1) Each ordained pastor, excluding the Senior Pastor, will put in nomination a minimum of one (1) and maximum of two (2) names for a seat on the Board of Trustees.
   2) The nominating committee will put in nomination a minimum of two (2) and a maximum of four (4) names for a seat on the Board of Trustees.

C. This nominating committee, in consultation with the Senior Pastor, shall present the list of qualified candidates for Trustees to be voted on at an election by the congregation to be held annually in the 4th quarter gathering. Candidates will be elected by a simple majority vote of the congregation.

D. The number of elected Trustees shall be four (4), two of which will initially be elected for a term of one (1) year, and two will be elected for a term of two (2) years. Subsequent elections will be for terms of two (2) years. (Every year there will an election of two (2) Trustees.)

E. Trustees can be re-elected, but may serve no more than two (2) terms consecutively.

F. If a Trustee resigns or it is otherwise necessary to remove a Trustee for any reason, the remaining Trustees shall select a replacement to serve the balance of the existing term.

G. There will be an annual commissioning for newly elected trustees.
**DUTIES OF THE BOARD OF TRUSTEES**

A. Under the laws of the State of Ohio, the Board of Trustees maintains the legal authority for St. Paul's Lutheran church.

B. Trustees will be responsible for all Fiduciary Responsibilities of St. Paul's Lutheran Church as governed by the Laws of the State of Ohio.

C. The purpose of the board of Trustees is to function as a “Board of Directors”, not directing ministries or day-to-day operations, but providing a venue for official decisions when required.

D. Day to day operations and decisions will be directed by the Senior Pastor, who as a member of the Board of Trustees will provide updates and information at meetings as scheduled by the Board of Trustees.

E. Items beyond the comfort level of the Senior Pastor and Apostolic Counsel can be taken by the Senior Pastor to the Board of Trustees for an official decision.

F. The Board of Trustees can also call into question decisions and/or actions by the Senior Pastor, or staff serving under him/her.

G. Upon Senior Pastor vacancy, the Board of Trustees will assist in overseeing all current ministry needs until a new Call is completed.

H. Regular and or special meetings will be determined by the members of the Board of Trustees.

I. In addition to any regular meetings, the Trustees must meet two (2) times each year with the Apostolic Counsel. They will attend any gatherings for the purpose of casting vision, inspiration, and prayer.
APPOINTMENT AND DUTIES OF OFFICERS

A. Three (3) members of the Board of Trustees will serve as officers of the church.
B. Officers shall consist of a President, Vice-President and Secretary/Treasurer and serve for a period of one (1) year.
C. Following the annual election of Trustees, the Board of Trustees, will decide who will serve as President, Vice President and Secretary/Treasurer for the ensuing twelve (12) months. Trustees may be re-appointed to the same office following re-election as a Trustee.
D. Any officer will be responsible for the signing of all checks and official paperwork and documents for the church. Any officer shall be authorized to sell and sign to convey and transfer real property upon proper authorization.

TERM OF OFFICE FOR OFFICERS

A. The term of office shall be one (1) year.
B. Any resignation in appointments will be delivered to the Senior Pastor in writing.
C. Temporary appointments will have a pre-defined expiration date.
D. There will be an annual commissioning of all.
APPLICATION FOR MEMBERSHIP

1. Applicants for membership in this congregation are eligible for membership in accordance with Articles of this Constitution.

2. Applicants from other Lutheran congregations shall submit a Letter of Transfer from their former congregation to establish membership with St. Paul’s Lutheran Church.

3. When one or both parents of baptized children are received into the membership of the congregation, such children shall be received as baptized members with the consent of the member parent or parents.

4. The roster of new members shall be publicized in the various news media of the congregation.
PRIVILEGES AND DUTIES OF COMMUNICANT MEMBERS

1. Grow in the Christian faith and life through faithful use of the means of grace, searching the Scriptures at home and in the fellowship with other members of the congregation and its groups, and partaking of the Lord’s Supper frequently.

2. Live a morally decent life before God and other persons, abstaining from open works of the flesh (Galatians 5:18-21), and so conducting themselves at all times as to bring credit rather than blame upon the Church of Jesus Christ.

3. Contribute toward the mission of the congregation and the extension of the Kingdom of God at home and abroad as our Lord so leads and blesses.

4. Place their God-given talents and abilities at the disposal of the congregation so that the ministry of the congregation may be effectively implemented.
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 Lutheran teaching in regard to this Sacrament.
CARE OF MEMBERS

1. If a member expresses their intention to leave the congregation, in care and concern for them; we as brothers and sisters in Christ need to offer prayer, comfort, and encouragement to remain connected either with St Paul's or another Christian congregation which can serve him/her effectively.

2. A confirmed member who does not participate in the life and worship of the congregation shall be contacted by a pastor, a staff member or designated representative. Any member will be removed from the membership roster at the request of the individual and/or the decision of the staff.

3. A membership directory and report will be provided annually.
TRANSFER

1. A member desiring to change his/her membership to another Lutheran congregation shall, upon request, receive a letter of transfer.

2. All transfers shall be reported to the congregation by the church publications.

WHEREABOUTS UNKNOWN

Annually, the membership roster will be reviewed by staff; the names of those members whose whereabouts are unknown and cannot be established within a period of 12 months shall be removed from the membership list of the congregation.
GENERAL DISCIPLINE OF UNTOWARD BEHAVIOR

Denial of the Christian faith as described in this constitution, conduct grossly unbecoming a member of the Church of Christ, or persistent trouble-making in this congregation are sufficient cause for discipline of a member. Prior to disciplinary action, reconciliation will be attempted following Matthew 18:15-17, proceeding through these successive steps: (a) private admonition by the pastor, (b) admonition by the pastor in the presence of two or three witnesses.
SELF-EXCLUSION

This church desires a relationship with Christ first and that relationship moves us to be in relationship with each other. Therefore, the description of a member becomes one of relationships. In keeping with a Biblical world view and structure, this church welcomes all seekers into a relationship with Christ and the people who attend this church. If any person who attends our church leaves of their own volition, they will at all times be cordially welcome to attend all worship activities in our facilities at any time in the future.
CONFLICTING LOYALTIES

A. 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.

B. Ceremonies of lodges or other such organizations shall not be permitted in the buildings or premises of the congregation; nor shall its pastor(s) or certified lay assistant(s) take part in any such ceremonies wherever they are conducted.
PASTORAL CALL

A Pastoral Call shall be approved by the Board of Trustees.
A Call Committee shall be appointed by the President of the congregation.

1. The Call Committee shall be not less than nine and no more than fifteen Communicant Members. It is recommended the Call Committee endeavor to follow the suggested *LCMC Call Packet for Congregations and Pastoral Candidates* as may be amended from time to time. (www.lcmc.net)

2. Consistent with the faith and practice of the LCMC, every ordained minister shall preach the Word, administer the Sacraments, conduct public worship, provide pastoral care, shall speak publicly to the world in solidarity with the poor and oppressed, calling for justice and proclaiming God’s love for the world.

3. The final candidate(s) will be presented to the congregation for approval by at least two-thirds (2/3) majority ballot vote of Communicant Members present, voting at a duly Called meeting for that purpose.

4. Reference and criminal background checks shall be performed on all final candidates before the Letter of Call is issued.

When the congregation has voted to call a Pastor, it shall issue a Letter of Call to the Pastor-elect in the form approved by Lutheran Congregations in Mission for Christ (LCMC).

1. It shall be signed by the President of the congregation.

2. The specific duties of the Pastor, compensation, and other matters pertaining to the service of the Pastor shall be included in a Letter of Call. An Ordination/installation Service shall include the Congregational President. The Ordinator may be a lay person or a Pastor approved by the Board of Trustees. The “Rite of Ordination” shall contain a public declaration by the Called Pastor to approve and subscribe to the Statement of Faith of the LCMC association.
TERMINATION OF PASTORAL CALL

If an Associate Pastor receives a Call to another ministry, the Associate Pastor shall inform the Senior Pastor. If the Senior Pastor receives another Call, the Senior Pastor shall inform the Board of Trustees, staff, and Apostolic Counsel prior to reaching a decision.

1. He/she shall announce his/her decision as quickly as possible, but not later than three (3) weeks after receipt of the Call.

2. He/she shall notify the Board of Trustees of his/her decision.

3. When a Call has been accepted, the Pastor shall terminate his/her position as determined by the Board of Trustees.

4. Upon Senior Pastor vacancy, the Board of Trustees will assist in overseeing current ministry needs until a new Call is completed.

Termination of a Pastoral Call shall be guided by the following:

1. Mutual agreement between Pastor and Trustees to terminate the Call.

2. Resignation of the Pastor.

3. Inability to conduct the Pastoral office effectively in the congregation in view of local conditions without reflection on the competence or the moral and spiritual character of the Pastor.

4. The physical or mental incapacity of the Pastor.

5. Disqualification of the Pastor through discipline on grounds of doctrine, morality or continued negligence of duty.

6. The dissolution of the congregation.
SENIOR PASTOR DISCIPLINE

The call of the Congregation, when accepted by a Senior Pastor, shall constitute a continuing mutual relationship and commitment, which, except in the case of death of the Senior Pastor, shall be terminated for the following reasons:

1. Mutual agreement to terminate the call;
2. Resignation of the Senior Pastor;
3. Physical or mental incapacity of the Senior Pastor;
4. Disqualification of the Senior Pastor through discipline on grounds of doctrine, morality or continued neglect of duty;
5. Inability of the Senior Pastor to conduct the competence of Pastoral office effectually without reflection on the moral and spiritual character of the Senior Pastor.

In the event of physical or mental incapacity of the Senior Pastor disqualification as set forth in 3 above, or ineffective conduct of the Pastoral office as set forth in paragraph 4 above, is brought by an Associate Pastor or by a petition signed by “Active Attendees” (which is defined as an individual who has attended services at St. Paul’s a minimum of eighteen (18) times in the last full calendar year preceding the date the petition is signed by the individual) comprising a minimum of one-third (1/3) of the average number of persons attending St. Paul’s based upon the average weekly attendance for the last full calendar year immediately preceding the calendar year in which the petition is submitted, the Board of Trustees without the Senior Pastor, shall convene to consider and/or investigate the allegations. If it is the consensus of the Board of Trustees, in its sole discretion that the Senior Pastor cannot effectively conduct the duties of the Senior Pastor to effectively serve the Congregation for any reason under items 3, 4, or 5 above, after notification of the Service Coordinator of the Lutheran Congregation in Mission For Christ, the Senior Pastor shall be temporarily suspended of the duties of Senior Pastor with pay and benefits for a period of sixty (60) consecutive
days. If at the end of the sixty (60) consecutive days, the Board of Trustees, in consultation with legal counsel, determines in its sole discretion that the Senior Pastor still is unable to effectively serve the congregation, the call of the Senior Pastor, following notification of the Service Coordinator of the Lutheran Congregation in Mission For Christ, shall be terminated. The Board of Trustees may extend the period for such determination and any suspension beyond sixty (60) days, with pay and benefits, but the maximum time for it to conclude its investigation and make a final determination is six (6) months from the date the Service Coordinator of the Lutheran Congregation in Mission For Christ referenced above is notified.

In the event a Senior Pastor is charged with a Felony crime, as defined by the Ohio Revised Code, or of a misdemeanor offense that is related to theft or a sexual offense, as defined by the Ohio Revised Code, the Senior Pastor shall be immediately suspended of his duties as Senior Pastor with pay and benefits. If the Senior Pastor is convicted of a Felony, or of a misdemeanor offense that is related to theft or a sexual offense as defined by the Ohio Revised Code, the Senior Pastor shall immediately be terminated.

ASSOCIATE PASTOR DISCIPLINE

The call of the Congregation, when accepted by an Associate Pastor, shall constitute a continuing mutual relationship and commitment, which, except in the case of death of the Associate Pastor, shall be terminated for the following reasons:

1. Mutual agreement to terminate the call;
2. Resignation of the Associate Pastor;
3. Physical or mental incapacity of the Associate Pastor;
4. Disqualification of the Associate Pastor through discipline on grounds of
discipline, morality or continued neglect of duty;

5. Inability of the Associate Pastor to conduct the competence of Pastoral office
effectually without reflection on the moral and spiritual character of the
Associate Pastor.

General discipline of any Associate Pastor will be conducted by the Senior Pastor.
However, in the event of physical or mental incapacity of an Associate Pastor
disqualification as set forth in 3 above, or ineffective conduct of the Pastoral office as set
forth in paragraph 4 above, is brought by the Senior Pastor, an Associate Pastor or by a
petition signed by “Active Attenders” (which is defined as an individual who has attended
services at St. Paul's a minimum of eighteen (18) times in the last full calendar year
preceding the date the petition is signed by the individual) comprising a minimum of one-
third (1/3) of the average number of persons attending St. Paul’s based upon the
average weekly attendance for the last full calendar year immediately preceding the
calendar year in which the petition is submitted, the Board of Trustees shall convene to
consider and/or investigate the allegations. If it is the consensus of the Board of
Trustees, in its sole discretion that the Associate Pastor cannot effectively conduct the
duties of the Associate Pastor to effectively serve the Congregation for any reason
under items 3, 4, or 5 above, after notification of the Service Coordinator of the Lutheran
Congregation in Mission For Christ, the Associate Pastor shall be temporarily
suspended of the duties of Associate Pastor with pay and benefits for a period of sixty
(60) consecutive days. If at the end of the sixty (60) consecutive days, the Board of
Trustees, in consultation with legal counsel, determines in its sole discretion that the
Associate Pastor still is unable to effectively serve the congregation, the call of the
Associate Pastor, following notification of the Service Coordinator of the Lutheran
Congregation in Mission For Christ, shall be terminated. The Board of Trustees may
extend the period for such determination and any suspension beyond sixty (60) days,
with pay and benefits, but the maximum time for it to conclude its investigation and
make a final determination is six (6) months from the date the Service Coordinator of the
Lutheran Congregations in Mission For Christ referenced above is notified.
In the event an Associate Pastor is charged with a Felony crime, as defined by the Ohio Revised Code, or of a misdemeanor offense that is related to theft or a sexual offense, as defined by the Ohio Revised Code, the Associate Pastor shall be immediately suspended of his duties as Associate Pastor with pay and benefits. If the Associate Pastor is convicted of a Felony, or of a misdemeanor offense that is related to theft or a sexual offense as defined by the Ohio Revised Code, the Associate Pastor shall immediately be terminated.

In the event the Associate Pastor is charged with a misdemeanor criminal offense, as defined by the Ohio Revised Code, other than that involving theft or a sexual offense, the Board of Trustees, in consultation with legal counsel, in its sole discretion, shall make recommendation as to suspension and/or termination of the Associate Pastor. That determination shall be made within thirty (30) calendar days after the date of conviction.

The determination of the Board of Trustees as set forth in all the paragraphs above shall immediately be carried out by the Board of Trustees.
GATHERINGS OF THE CONGREGATION

A. Regular gatherings of the congregation shall be held at least two (2) times a year, one gathering each in the first and fourth quarter of the year. The specific date for each meeting is to be set by the Senior Pastor with counsel from the Apostolic Counsel. Minimum agendas for these two congregational gatherings shall include, but not be limited to:

1. First Quarter Gathering (Business Meeting).
   a. Fiscal year-end report.
   b. Pastors’ Annual report.
   c. Celebration of reports from various MAT’s for the previous program year.
   d. Other business as deemed necessary.

2. Fourth Quarter Gathering (Budget Meeting).
   a. Presentation of a budget for the following fiscal year (January 1 through December 31), and proposed budget should be mailed to any member requesting such and made available in the church office two weeks prior to the meeting.
   b. Presentation of an audit report. Certified audits will be performed by an audit firm every two years. Quarterly audit reviews will be performed by an internal Audit Committee.
   c. Additional business as deemed necessary by Pastors’ and staff.
   d. Trustees vote.
3. Communication of Vision Gatherings
   a. VIP Gatherings are called at the discretion of the Senior Pastor and are designed for the purpose of casting Vision, Inspiration and Prayer.

B. A special gathering request must be submitted in writing to the Senior Pastor or a member of the Board of Trustees for review.

1. A special gathering of the congregation may be requested by any one of the following:
   a. Member(s)
   b. Pastor(s)
   c. Apostolic Counsel and / or Board of Trustees
   d. Upon request of the leadership of the Lutheran Church’s in Mission for Christ (LCMC).

2. The notice of a special gathering of the congregation shall:
   a. State the time, place and specific purpose.
   b. Be signed by the Senior Pastor and other person or persons who have called this gathering.
   c. Be read at all public services of the congregation held during the ten (10) days preceding the date of the gathering. If no services are held during the stipulated time, a written notice may be substituted for this provision, provided that it is postmarked at least five (5) days prior to the date of the special gathering.

3. Only the business for which a special gathering has been called shall be transacted.
A. The records of the congregation shall remain the property of the congregation.

B. The executive assistant charged with the administrative duties for the congregation shall be responsible for the maintenance of the records.

C. The records shall consist of:

1. The roster of baptized, confirmed members.

2. The ministerial acts performed by the pastor(s). Including but not limited to:
   - Weddings
   - Funerals
   - Baptisms

3. The minutes and reports of the congregation
## Section 05
MINISTRY AREA TEAM (MAT) LEADERS

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TERM OF OFFICE FOR MAT LEADERS

A. The term of office shall be two years with an opportunity to renew for another two year term at the direction of the pastors.

B. Any resignation in appointments will be delivered to the Senior Pastor in writing forty-five days prior to the requested resignation date.

C. Temporary appointments will have a pre-defined expiration date.

D. There will be an annual commissioning of all MAT Leaders.
Objective of the Lay Ministry Area Team (MAT) is to make disciples and grow the Spiritual life of the congregation.

Lay Ministry Area Team Leader

The Lay Ministry Area Team Leader shall:

1. Organize, arrange and preside at all meetings of Lay Ministry.

2. Keep the congregation informed as to any activities of the Lutheran Congregations in Mission for Christ.

3. Encourage involvement of this church in the activities of Maumee Churches United and any other ecumenical activities of the Christian congregations within the city of Maumee or its surrounding area.

4. Be concerned about the spiritual, emotional and physical health and welfare of the pastor(s) and his/her (their) family (ies).

5. Oversee the prompt transfer of all members who have joined other Lutheran congregations.

6. Appoint individuals from within the Team to specific responsibilities for various phases of the work of the Team.

7. After consultation with the Lay Ministry Team and Staff submit an annual budget.

8. Do everything according to Matthew 18.
Lay Ministry Area Team

The Lay Ministry Area Team shall:

1. Pray for the pastor(s) and other spiritual leaders.

2. Coordinate with the designated staff member in the training and supervision of caring members to engage in visitation of the sick, hospitalized, aged and shut-ins, and delinquent members in the congregation on a scheduled basis.

3. Engage in self-study of methods and progress of the Team’s work.

4. Be concerned about the spiritual, emotional, and physical health and welfare of the pastor(s) and each staff member.

5. Recommend implementation of offering spiritual services and care to hospitals, homes for the aged, prisons, and other institutions within the community.

6. Maintain an ongoing adult Bible fellowship program offering people a saving relationship with Christ, more than solely membership in a church.

7. After consultation with the Lay Ministry Leader and Staff submit an annual budget.
The Team’s objectives are the strengthening of the fellowship between organizations spiritually and socially and the general up-building of the mutual cooperation, trust and enjoyment among all members of the congregation.

Fellowship Ministry Area Team Leader

The Fellowship Ministry Area Team Leader shall:

1. Organize, arrange and preside at all meetings of Fellowship Ministry.

2. Arrange for an annual activities calendar.

3. Suggest ways of furthering the work of each group through fellowship drawing from members their requests and suggestions for fellowship activities.

4. Plan, supervise and implement larger gatherings of the congregation from time to time through the year.

5. Appoint individuals from within the Team to specific responsibilities for various phases of the work of the Team.

6. After consultation with the Fellowship Ministry Team and Staff submit an annual budget.

7. Do everything according to Matthew 18.
Fellowship Ministry Area Team

The Fellowship Ministry Area Team shall:

1. Arrange for an annual activities calendar.

2. Suggest ways of furthering the work of each group through fellowship drawing from members their request and suggestions for fellowship activities.

3. Plan, supervise and implement larger gatherings of the congregation from time to time through the year which will further the goals of the congregation.

4. Maintain an adequate group of willing workers who will help plan, coordinate and execute the work necessary to successfully accomplish goals/tasks.

5. Provide a general atmosphere of hospitality among all members.

6. Provide for the integration of new members and their families into the congregation through periodic fellowship nights, dinners and/or rallies.

7. Assess and analyze needs for new fellowship opportunities, and see to their implementation.
The purpose of Kingdom Trek Children’s Ministry is to connect all children to Christ and his promise of grace and everlasting life by providing them a biblical understanding of who Jesus is, what he has done for them and how they can share Him with others.

**Children’s Area Team Leader**

The Children’s Ministry Area Team Leader shall:

1. Organize, arrange and preside at all meetings of Children’s Ministry

2. Appoint individuals from within the Team to specific responsibilities for various phases of the work of the Team.

3. After consultation with the Children’s Ministry Team and Staff, submit an annual budget.

4. Do everything according to Matthew 18.

**Children’s Ministry Area Team**

That Children Ministry Area Team shall:

1. Be responsible for nurturing Christian beliefs and values in children up to and including the age of 10.

2. Establish objectives, set policies, and supervise the total educational program for the Sunday school and Vacation Bible School.

3. Approve and review the curriculum and analyze its performance.

4. Maintain a record of the participation of each child by age and grade in the educational opportunities offered and provide a follow-up for the uninvolved.
5. Coordinate and encourage Christian educational activities within the congregation.

6. Support with prayer the teachers selected who have answered the call to serve.

7. Honor all persons involved in the children’s ministry of the congregation.

8. Consider special classes, conferences, retreats or other activities to meet any special needs.

9. Maintain and supervise adequate nursery facilities and personnel.

10. Examine the educational facilities and equipment and make recommendations to the Board of Church Properties as to the acquisitions, maintenance or replacements needed.

11. Prepare and track annual working budget with the assistance of appointed staff.
This Team's objectives are the bringing of the Gospel to the un-churched, and the presentation to the public of a Christian image, which will reflect favorably upon the work of Christ and of the congregation as his instrument; and the publicizing of the work of the congregation through various channels.

Evangelism Ministry Area Team Leader

The Evangelism Ministry Area Team Leader shall:

1. Organize, arrange and preside at all meetings of Evangelism Ministry.

2. Be responsible for the enlistment and training of lay visitors.

3. Appoint individuals from within the Team to specific responsibilities for various phases of the work of the Team.

4. After consultation with the Evangelism Ministry Team and Staff submit an annual budget.

5. Do everything according to Matthew 18.

Evangelism Ministry Area Team

The Evangelism Ministry Area Team shall:

1. Expedite requests for transfer into the congregation.

2. Share with the pastor(s) in the entire program of proclaiming the Gospel to all people.

3. Foster a climate of evangelism that encourages members, informally, and spontaneously, to share Christ with one another, the backsliding and the unsaved.
4. Be responsible for friendly personal welcome of visitors at worship and for the reception, orientation and integration of new members in the congregation, and review new member progress.

5. Be responsible for a program of community relations that identifies the congregation with the Gospel of Jesus Christ.

6. Be aware of the congregation’s geographical area of responsibility and effectively record, study and utilize the results.

7. Be genuinely concerned with those moving into the community, and use any and all means available for maintaining such contacts.

8. Be conscious of the atmosphere of friendliness in the congregation towards members and visitors and suggest ways and means of improvement.

9. Work with other churches to improve the unified Christian image to the community, and to implement the church’s evangelical mission.

10. Establish and maintain a continuing program of publicity for the congregation and its activities which will reflect favorably on the congregation and its commitment to the Gospel of Christ.

11. Work for overall enhancement of the congregation’s image in the various news media and publications of the community.

12. Prepare and track annual working budget with the assistance of appointed staff.
The objectives of this Team are to afford a means by which this congregation may be Christ’s witness to the world, by caring for the needs of others inside and outside our congregation.

Outreach Ministry Area Team Leader

The Outreach Ministry Area Team Leader shall:

1. Organize, arrange and preside at all meetings of Outreach Ministry.

2. Appoint individuals from within the Team to specific responsibilities for various phases of the work of the Team.

3. Be responsible for the coordination of the Outreach Ministry Area Team

4. After consultation with the Outreach Ministry Team and Staff submit an annual budget.

5. Do everything according to Matthew 18.

Outreach Ministry Area Team

The Outreach Ministry Area Team shall:

1. Keep the congregation informed of social, political and economic developments outside our congregation.

2. Join with other Ministries to coordinate ministries needed within the community.

3. Develop useful means of being a better neighbor by helping to meet the needs in the community.

4. Maintain, study, and use a list of credible agencies that can offer assistance to those in need.
5. Inform the congregation of specific opportunities which exist outside our congregation, for Christian service to the community.

6. Explore ways that our congregation can be advocates for those in need outside our congregation.

7. Recruit, enlist, train, motivate and supervise committees and individuals to carry out these duties.

8. Engage in self-study of the methods and progress of the Team’s work.

9. Prepare and track annual working budget with the assistance of appointed staff.
This Team’s objectives are to initiate programs for the development of good stewardship attitudes in the members of the congregation in regard to time, talents, and treasures, to provide for the training and utilization of members of the congregation for the work of Christ’s Kingdom, and to ensure the financial stability of the congregation and its work through a developed program of dedicated, proportionate, first-fruits giving.

Stewardship Ministry Area Team Leader

The Stewardship Ministry Area Team Leader shall:

1. Organize, arrange and preside at all meetings of Stewardship Ministry.

2. Study the Scriptural principles regarding the total stewardship calling of the Christian, as a member of his/her family, as a neighbor and citizen, and as a congregation member, and share these insights with the congregation members.

3. Encourage the Gospel-motivated practice of joyous, worshipful, liberal, and proportionate, first fruits giving in response to received blessings and recognized needs.

4. Annually give every member an opportunity to make a commitment of his/her treasure for Kingdom work through the congregation.

5. Be concerned, together with the Treasurer and Business Administrator, for safe deposit and recording of all funds.

6. Evaluate the contributions of the congregation in terms of time, talent and treasure and share these evaluations with the members of the congregation on a regular basis.

7. After consultation with the Stewardship Ministry Team and Staff submit an annual budget.

8. Do everything according to Matthew 18.
Stewardship Ministry Team

The Stewardship Ministry Team shall:

1. Contact and encourage new members for service to the congregation and endeavor to stir up the talents of present members for use in Christ’s work.

2. Maintain a program to discover and enlist for Kingdom service the talents God has given members, old and new, young people and adults.

3. Be responsible for maintenance of a congregational talent file at all times and provide for the immediate recording of the talents and abilities of incoming members.

4. Provide opportunities for the development of talents.

5. Encourage the Gospel-motivated practices of joyous, worshipful, liberal, proportionate, first fruits giving in response to received blessings and recognized needs.

6. Give every member an opportunity to make a commitment of his/her treasure for Kingdom work through the congregation.

7. Evaluate various programs for endowment, remembrance of the congregation in wills, bequests and special gifts, and suggest ways of implementation to the appropriate director as well as supplying resource people at his/her request.

8. Review the budgeting procedures of the church in conjunction with the Treasurer and Business Administrator.

9. Conduct an intensive program to encourage every member personally with the basic Biblical stewardship principles and practices.
The objectives of this Team are to help the members of the congregation go into the entire world with the Gospel of Jesus Christ.

Mission Ministry Area Team Leader

The Mission Ministry Area Team Leader shall:

1. Organize, arrange and preside at all meetings of Missions Ministry.
2. Be responsible for the coordination of the Missions Ministry Area Team.
3. Appoint individuals from within the Team to specific responsibilities for various phases of the work of the Team.
4. After consultation with the Missions Ministry Area Team and Staff submit an annual budget.
5. Do everything according to Matthew 18.

Mission Ministry Area Team

The Mission Ministry Area Team shall:

1. Build strong church-wide mission prayer support.
2. Provide the opportunity for people to grow spiritually by making them aware of international mission ministries.
3. Help make disciples of all nations by obeying our Lord’s command to feed the hungry, heal the sick, and clothe the naked.
4. Involve people in cross-cultural evangelism and ministry by developing an ongoing relationship with the people from other countries.
5. Oversee all planned mission trips to help provide a conversion of the heart experience for those who serve as short-term missionaries.
6. Ensure that mission trips are planned to intentionally show the love of Christ to those we serve in visible and tangible ways.

7. Recruit, enlist, train, motivate and supervise committees and individuals to carry out these duties.

8. Help mobilize other churches to be mission-active congregations.
This Team’s objectives are the supervision of the music program and the responsibility for everything pertaining to congregational worship.

Worship Ministry Area Team Leader

The Worship Ministry Area Team Leader shall:

1. Organize, arrange and preside at all meetings of Worship Ministry.
2. Provide for pastors, organist, choir director or guest speakers as needed.
3. Supervise and/or assist appropriate staff in the supervision of worship participants.
4. Supervise and/or delegate the supervision of the use of the church organ and pianos and other items pertaining to the worship service.
5. Be responsible for the activities of the Worship Ministry Area Team.
6. Appoint individuals from within the Team to specific responsibilities for various phases of the work of the Team.
7. After consultation with the Worship Ministry Team and Staff submit an annual budget.

Worship Ministry Area Team

The Worship Ministry Area Team shall:

1. Assist appropriate staff and the Director of Worship Activities in supervising the organist(s) and choir director(s) of the congregation.
2. Assist the Director of Worship Activities with the procurement of substitute pastors, organist, choir director, or guest speakers as needed.
3. Assist in planning and publicize the services for the year.
4. Assist in Arranging and publicize special services as required.
5. Provide and supervise the use of all items pertaining directly to the worship.
6. Provide, maintain and supervise the hymnals and choir music.
7. Assist in the training of the ushers.
8. Supervise the Altar Guild.
9. Give thought and study to the establishment of memorial funds, provide a list of memorial gift suggestions and in every way assist the Board of Stewardship and others participating in the memorial program.
10. Do everything according to Matthew 18.
The basic objectives of this Team is to *meet* students (ages 11-18) where they’re at, *gather* them into a loving community, and *plug* them into the love of Jesus that surpasses all knowledge, which in turn will inspire them to join that mission of *sharing* that love with the world.

**Youth/Student Ministry Area Team Leader**

The Youth/Student Ministry Area Team Leader shall:

1. Organize, arrange and preside at all meetings of Youth/Student Ministry.

2. Appoint individuals from within the Team to specific responsibilities for various phases of the work of the Team.

3. Be responsible for the enlistment and training of youth leaders.

4. Be responsible for the coordination and work of Youth/Student Ministry.

5. Keep the congregation informed of the activities of Youth/Student Ministry.

6. Coordinate and encourage any involvement this Youth Ministry might have with Christian congregations in Maumee and surrounding areas.

7. After consultation with Youth/Student Ministry Team and Staff submit an annual budget.

8. Do everything according to Matthew 18.

**Youth/Student Ministry Area Team**

The Youth/Student Ministry Area Team shall:

1. Assess, analyze, plan and implement, together with youth leaders, a year-round program for the young people of the congregation.

2. Promote attendance and involvement of the congregation’s youth at all youth activities.
3. Help students to understand what they believe and why they believe it.

4. Encourage young people’s participation in all areas of the work of the church including church boards and other activities. Provide for the continuing spiritual growth of the youth and young adults of the congregation through Catechism, Bible study, worship, Christian service and fellowship.

5. Actively look for leaders for the young people’s program and provide for their training.

6. Provide opportunities for involvement as servants in the life of the community such as civic, school, cultural, humanitarian, recreational and social groups.

7. Acknowledge various youth achievements and accomplishments.

8. Plan and coordinate activities for youth with other young people outside the congregation, particularly with other Christian young people’s groups.

9. Encourage the young people of the congregation to bring others to faith in Christ.

10. Provide counseling for the spiritual, moral, social and vocational development of young people.

11. Show concern for youth not involved in any program in the congregation and encourages their involvement.
The objective of this team is to assure that the building, grounds and all associated equipment is in a clean, safe and good “state of repair”, thus assuring that each and every individual who enters the church at any given time is presented with a safe, clean and fully functional environment as they conduct His business throughout the facility.

Church Property Team leader

The Church Property Team leader shall:

1. Organize, arrange and preside at all meetings of Church Property.

2. Supervise the issuing of keys for church property, and keep and review annually a list of keys issued.

3. Arrange for immediate repairs of an urgent nature and all normal repairs and alterations.

4. Appoint individuals from within the Team to specific responsibilities for various phases of the work of the Team.

5. Determine and establish regulations governing the use of church property and equipment.

6. Set all regulations and fees for rental, use and lending of church properties.

7. After consultation with Church Property Team and Staff submit an annual budget.

8. Do everything according to Matthew 18.
Church Property Team

The Church Property Team shall:

1. Conduct inspection(s) of church properties and equipment and recommend the need for repairs, improvements or replacements.

2. Conduct an inventory of all church properties, equipment and supplies including acquisition date and approximate value of each item.

3. Carry out any maintenance requests made regarding the safety and/or functionality of church property.

5. Meet with the custodian to discuss the care of the building, needs and problems in custodial services.

6. Determine and establish regulations governing the use of church property and equipment, including lending of church property.

7. Work with Staff on the issuing of church keys and overall safety of the facility.

8. Annually check the adequacy of all types of insurance for church property and equipment and negotiate insurance contracts.

9. Enlist work crews and/or outside contractor(s) for special repair, improvement, cleaning, painting, decorating, landscaping, and other projects.
The objectives of this Team are to meet the basic needs of the poor and needy; locally, nationally and internationally.

Lutheran Compassion Relief Ministry Area Team Leader

The Lutheran Compassion Relief Ministry Area Team Leader shall:

1. Organize, arrange and preside at all LCR meetings.

2. Accept full responsibility for all appointed individuals and their actions within team.

3. Be responsible for the coordination and work of LCR.

4. Keep the congregation informed, through various media, as to the status of the hands-on service projects being conducted by the LCR.

5. After consultation with LCR Team and Staff submit an annual budget.

6. Do everything according to Matthew 18.

Lutheran Compassion Relief Ministry Area Team

The Lutheran Compassion Relief Ministry Area Team shall:

1. Assess, analyze, plan and implement a multitude of relief efforts as it pertains to Saint Paul’s Mission Statement.

2. Come face to face with systemic causes of poverty on a local, national and international level.

3. Develop ministry opportunities to engage the congregation in hands-on projects to serve the poor, feed the hungry, and clothe the naked.

4. To “come alongside” and/or enhance various outreach and mission groups both internally and externally.
5. Investigate various ministries and make sound decisions for the allocation of benevolent funds at St. Paul's, as it pertains to the mission statement.

6. Meet regularly to discuss the direction of the LCR.

7. Through various media, keep the congregation informed as to the direction of the LCR and the corresponding monetary funds.