

Standing Rules of Grace Lutheran Church

Scappoose, Oregon

(Hereinafter referred to as Congregation)

The Standing Rules are governed by the Voters Assembly and Church Council and are reviewed on an annual basis to keep them in line with the mission of our Congregation. The following are officer and committee tasks for positions within our Congregation as well as policies of the congregation.

President

The President shall appoint and supervise the functioning of all committees.

In the event of an equally divided vote, he/she shall cast the deciding vote.

The President shall appoint an Auditing Committee for a yearly audit of the books. The Auditing Committee shall audit the books of the Treasurer and those of the treasurers of the various organizations within the Congregation. It shall report to the Church Council.

The President shall appoint at least three (3) members to serve on the Budget Committee which shall include an Elder and the Treasurer.

Vice President

No further rules other than what is outlined in the Constitution and By-Laws of the Congregation.

Secretary

No further rules other than what is outlined in the Constitution and By-Laws of the Congregation.

Treasurer

Any special disbursements shall be regulated by the Church Council and the Voters' Assembly.

The Treasurer shall keep accurate records of the receipts and disbursements for the congregation in books which shall be and remain the property of the Congregation.

The Treasurer shall in a written report, presented at each regular Voter's Assembly meeting, give a report of the present financial status with a review of disbursements and accounts.

The Treasurer shall coordinate with the appointed Budget Committee to prepare and present the budget.

Financial Secretary

The Financial Secretary or Assistant Financial Secretary shall assist in recording the plate collections procedures as outlined below:

- open the offering envelopes and verbally relay envelope number, offering designation (General Fund, GCCC, or special), the amount, and the offering type (cash or check) to the duty Elder who enters into the 'Shepherds Staff' software program;
- verify physical count of cash and checks with what is entered into Shepherds Staff;

- sign report of contributions entered into 'Shepherds Staff' along with the duty Elder;
- bundle posted report with offering envelopes and file with previous reports;
- only the Financial Secretary knows the names associated with each envelope and prints a report (each calendar quarter) to be distributed to each member with their contributions.

Note: The 'Shepherds Staff' software program is password protected and restricted to certain activities by allowed individuals.

Elders Board & Head Elder

The responsibilities of the Elder Board are:

- assist the Pastor in designing and implementing regular membership visitation;
- oversee the services of worship and those who contribute to the worship services (e.g. readers, musicians, ushers, and the like);
- appoint the Head Usher;
- assist the Financial Secretary by recording weekly plate collections in 'Shepherds Staff' software program;
- Promote good stewardship of God's gifts among Congregational members.

The Head Elder shall facilitate the activities of the Board of Elders.

The Head Elder is a member of and shall report regularly to the Church Council.

Trustees & Head Trustee

The Head Trustee, as a member of the Church Council, shall be concerned with the maintenance and preservation of all physical properties of the Congregation. The Head Trustee shall expend monies under the jurisdiction of the Church Council.

The responsibilities of the Head Trustee are:

- ensure all Congregational properties are kept in good repair and appearance and recommend needed repairs and improvements to the Church Council;
- expend up to five hundred dollars (\$500.00) for emergency maintenance and repairs or upkeep without a special order from the Church Council or the Voters Assembly;
- make an annual inspection and inventory of all Congregational properties and report to the Church Council;
- recommend guidelines concerning safe and orderly use of the Congregation's property, submit the guidelines to the Church Council for approval, and oversee implementation of the approved guidelines;

- enlist the Congregation to assist in maintaining good repair and appearance of the property.

Board of Education

The Board of Education shall work with the Pastor in administrating, supervising and initiating the education programs of the Congregation and its Youth Ministries.

GCCC Board

The responsibilities of Board Members are:

- monitor and/or modify policies that will guide the Director in the daily management and operation of the school;
- approve the hiring of the Director, faculty and staff;
- ensure a quality program with Lutheran distinctiveness, and maintain the school's stated mission and purpose;
- assist the Director and staff in providing a program that meets state requirements and is in line with current trends and research in early childhood education;
- work with, and support the Director who is responsible for the management of the GCCC;
- review staff job descriptions, as needed;
- coordinate funding and financial management of GCCC. This includes approval of an annual operating budget and fees;
- assist in handling questions or difficulties which may arise within the GCCC.

Committees

Marriage Policy

The marriage policy of Grace Lutheran Church, Scappoose, a member congregation of The Lutheran Church—Missouri Synod, is and always has been consistent with the Synod's beliefs on marriage. We believe that marriage is a sacred union of one man and one woman (Gen. 2:24-25), and that God gave marriage as a picture of the relationship between Christ and His bride the Church (Eph. 5:32). The official position of The Lutheran Church—Missouri Synod, as set forth in 1998 Res. 3-21 ("To Affirm the Sanctity of Marriage and to Reject Same-Sex Unions"), is that homosexual unions come under categorical prohibition in the Old and New Testaments (Lev. 18:22, 24; 20:13; 1 Cor. 6:9-10; 1 Tim. 1:9-10) as contrary to the Creator's design (Rom. 1:26-27). These positions and beliefs can be found on the LCMS website, along with other statements, papers and reports on the subject of homosexuality and same-sex civil unions and "marriage." Our pastors will not officiate over any marriages inconsistent with these beliefs, and our church property may not be used for any marriage ceremony, reception or other activity that would be inconsistent with our beliefs and this policy.