

# **FOREWORD TO COVENANT OF RELATIONSHIPS GRACE LUTHERAN CHURCH AND SCHOOL LA PLATA, MD**

## **Introduction**

This covenant is first and foremost a statement of our identity and purpose as ambassadors of God called to be a part of His ministry of reconciliation. Second, it provides the necessary legal Framework to satisfy the requirements of the State of Maryland for a written plan (here after referred to as “Covenant”) as provided for under Subtitle 3, Religious Corporations in the Annotated Code of Maryland. This covenant is also subject to the review and approval of The Lutheran Church—Missouri Synod. Third, it provides the guidelines for the structure and relationships necessary to support our ministry.

## **Identity and Purpose**

Grace Lutheran Church and School is a congregation of persons gathered by the Holy Spirit and brought into oneness with God, the creator of all, through Jesus Christ, our Savior and Lord. By our forgiveness in Christ, we are restored to a family relationship with God, with our world, with one another, and with ourselves. By our baptism, we have been made stewards of the Gospel and of the resources we have been given to share the good news.

## **Core Values**

We are united in and committed to:

- Giving the Lord the best of everything we have (Colossians 3:23; 2 Corinthians 9: 7-8, Romans 12: 1-2).
- Reflecting the love of Jesus Christ in everything we do (Ephesians 5:1-2).
- Accepting everyone with open arms (Romans 15:7).
- Committing to share and live God’s Word (James 1:22).
- Enlisting, encouraging, equipping and empowering each person to live out God’s call according to his or her gifts (Ephesians 4:12).

## **Governance Philosophy**

Our governance philosophy is based on John Carver’s Policy Based Governance and Cornerstone Consulting’s Aligned Governance and Operations model. The goal of these models is to structure Grace Lutheran Church and School in such a fashion that supports God's people at Grace to live out His mission in the world. This philosophy empowers our Board of Servant Leaders to fulfill their obligation of accountability to the Congregation of Grace Lutheran Church and School by allowing the Board to focus on larger, long-term goals while delegating with precise clarity, the expectations of the Senior (or Sole) Pastor and his staff, and the boundaries that restrict some actions. This then allows the Board to rigorously evaluate the accomplishments of Grace Lutheran Church and School and to truly lead us to do God’s work in all ways that are beneficial to His will. To the extent acceptable to The Lutheran Church—Missouri Synod, Grace’s covenant and bylaws are written to be aligned with both Policy Based Governance and the Aligned Governance and Operations models.

**COVENANT OF  
GRACE LUTHERAN CHURCH AND SCHOOL  
OF LA PLATA, MD**

*(Effective May 18, 2000; as amended March 2, 2008, May 17, 2009, May 22, 2011, July 8, 2013)*

**PREAMBLE**

Whereas, the Word of God requires that a Christian congregation shall conform to the Divine Word in doctrine and practice (Psalms 119:105-108, Galatians 1:6-8, II Timothy 4:1-5) and all things be done decently and in order (1 Corinthians 14:40); it is therefore resolved that we, the members of Grace Lutheran Church and School of La Plata, MD, accept and subscribe to the following Covenant and Bylaws, in accordance with which all the affairs of our congregation shall be governed.

**ARTICLE I  
NAME AND LOCATION**

**A. NAME:** Grace Lutheran Church and School of La Plata, Maryland

Ephesians 2:8-10 “For it is by **grace** you have been saved, through faith and this not from yourselves, it is the gift of God not by works, so that no one can boast. For we are God’s workmanship, created in Christ Jesus to do good works, which God prepared in advance for us to do.”

**B. ADDRESS:** Grace Lutheran Church and School  
1200 Charles Street  
La Plata, MD 20646

**ARTICLE II  
MISSION**

Growing with God’s grace, through Jesus Christ, to save the lost, strengthen the saved and serve God always and in all ways.

**ARTICLE III  
SYNODICAL MEMBERSHIP**

This congregation shall hold membership to The Lutheran Church—Missouri Synod. Accordingly, it shall be the duty of the Congregation and its individual members to support the work of their Synod by prayer, monetary support, Christian concern, and involvement.

## **ARTICLE IV CONFESSIONAL STANDARD**

### **A. Acknowledgement**

The Congregation acknowledges and accepts all the canonical books of the Old and New Testaments as the revealed Word of God verbally inspired, and acknowledges and accepts all the confessional writings of the Evangelical Lutheran Church contained in the Book of Concord of the year 1580 to be a true and genuine exposition of the doctrines of the Bible. These confessional writings, namely the three Ecumenical Creeds (Apostles', Nicene, Athanasian), the Unaltered Augsburg Confession, the Apology of the Augsburg Confession, the Smalcald Articles, Luther's Large and Small Catechisms, and the Formula of Concord, form the norm and standard for all doctrine and life in the Congregation.

## **ARTICLE V MEMBERSHIP**

### **A. Membership Categories**

The membership of the Congregation includes the following:

1. **Baptized Members:** Those who are baptized with water in the Name of God the Father, Son, and Holy Spirit and under the pastoral care of Grace Lutheran Church and School.
2. **Confirmed Members:** Those Baptized members who have publicly affirmed their faith in Christ as Savior and Lord, who accept all canonical books of the Old and New Testaments as the only divine rule and standard of faith and life, and who are familiar with and declare their acceptance of Luther's Small Catechism.
3. **Voting Members:** Those Confirmed members who are at least 18 years of age who understand and agree to live by this covenant and who desire to conscientiously and prayerfully exercise the right to vote in all matters placed before them, and indicated their desire by registering with the Senior (or Sole) Pastor of Grace Lutheran Church and School as a voting member.

### **B. Termination of Membership**

Membership may be administratively terminated at any time by request of the member, or for one or more of the reasons defined in Article I.B of the Bylaws of this Covenant.

**ARTICLE VI**  
**MINISTERS OF RELIGION-ORDAINED AND**  
**MINISTERS OF RELIGION-COMMISSIONED**

**A. Pastoral Office**

The Pastoral Office shall be conferred only upon such candidates who (1) are well qualified for their work, (2) profess and adhere to the confessional standard set forth in Article IV of this Covenant, and (3) are ordained ministers of The Lutheran Church—Missouri Synod. The Pastoral Office is defined as:

1. Senior (or Sole) Pastor

- a. Shall be called by an affirmative vote of a two-thirds majority of the voting membership participating in the voting process (see Covenant Article VII.B, Bylaws Articles II.A, III.A, III.H).
- b. Shall serve in such capacity unless removed by death, resignation, retirement, acceptance of another call, or removal (see Covenant Article VII.C).
- c. Shall be accountable to the Congregation through the Board of Servant Leaders and uphold this Covenant and its Bylaws.
- d. Shall provide spiritual and programmatic leadership to the Congregation.

2. Associate or Assistant Pastors

- a. Shall be called by an affirmative vote of a two-thirds majority of the voting membership participating in the voting process (see Covenant Article VII.B, Bylaws Articles II.A, III.A, III.H).
- b. Shall serve in such capacity unless removed by death, resignation, retirement, acceptance of another call, or removal (see Covenant Article VII.C).
- c. Shall be accountable to the Congregation through the Board of Servant Leaders, and supervised by the Senior Pastor, and uphold this Covenant and its Bylaws.
- d. Shall support the Senior Pastor in providing spiritual and programmatic leadership to the Congregation.

**B. Ministers of Religion-Commissioned**

Ministers of Religion-Commissioned, herein referred to as Commissioned Ministers, may be called provided they (1) are well qualified for their work, (2) profess and adhere to the confessional standard set forth in Article IV of this Covenant, and (3) are rostered members of The Lutheran Church—Missouri Synod. These Commissioned Ministers include, but are not limited to, principals, teachers, directors of Christian education, directors of Christian outreach, directors of parish music, and others as currently defined by The Lutheran Church—Missouri Synod.

- 1. Shall be called by an affirmative vote of a two-thirds majority of the voting membership participating in the voting process unless the call has been delegated

- by the Congregation to the Board of Servant Leaders (see Covenant Article VII.B, and Bylaws Articles II.A, III.A, III.H).
2. Shall serve in such capacity unless removed by death, resignation, retirement, acceptance of another call, or removal (see Covenant Article VII.C).
  3. Shall be accountable to the Congregation through the Board of Servant Leaders, and supervised by the Senior (or Sole) Pastor through their immediate supervisor, and will uphold this Covenant and its Bylaws.

## **ARTICLE VII POWERS TO THE CONGREGATION**

### **A. General**

The Congregation as a body, through its voting members, shall have final authority to govern and direct all of its external and internal affairs and its activities in pursuit of the Congregation's mission given by God. To govern and direct its affairs as responsibly, effectively, and efficiently as possible, the Congregation shall establish a board of directors whose members will follow the pattern of service and leadership set by our Lord Jesus Christ (Mark 10:35-45; Philippians 2:1-11). In this congregation, the board shall be named the Board of Servant Leaders.

### **B. The Right of Calling**

The right of calling of Ordained Ministers and Commissioned Ministers shall be vested in the Congregation through the Voting Members.

1. The calling of Ordained Ministers shall never be delegated to a smaller body or individual.
2. The calling of Commissioned Ministers may be delegated to the Board of Servant Leaders by an affirmative vote of a two-thirds majority of the voting membership participating in the voting process.

### **C. Removal from Office**

The Voting Members of the Congregation, acting in Christian and lawful order, may remove a called Ordained Minister, Commissioned Minister, or a member of the Board of Servant Leaders from office, by ballot requiring an affirmative vote of a two-thirds majority of the voting membership participating in the voting process, for one or more of the following reasons:

1. persistent adherence to false doctrine,
2. scandalous life,
3. inability to perform official duties or the neglect of them, or

4. a significant or repeated recurrence of exceeding authority granted under this Covenant, its Bylaws, or other limitations imposed in accordance with the Covenant and its Bylaws.

## **ARTICLE VIII OFFICERS**

### **A. Designation**

The Officers of the Congregation shall consist of a Chair and Vice Chair of the Board of Servant Leaders and other officers as the Bylaws of this Covenant shall provide.

### **B. Election or Appointment**

1. All Officers must be at least 18 years old and shall be able to exercise those duties of their office in accordance with the laws of the State of Maryland.
2. The Chair and Vice Chair of the Board of Servant Leaders of the Congregation shall be selected from the Board's elected membership by the voting members of the Board of Servant Leaders whose term of service will continue into the next fiscal year. The newly selected Chair and Vice Chair must be affirmed by the voting members of the Congregation at such time, in such manner, and for such period of time as determined by the Board of Servant Leaders and as provided in the Bylaws of this Covenant.
3. Other officers of the Congregation shall be appointed by the Board of Servant Leaders.

### **C. Powers and Duties**

Officers shall have the authority to carry out the responsibilities that have been conferred upon them by this Covenant, its Bylaws, the Congregation, and/or by the resolution of the Board of Servant Leaders.

### **D. Vacancies**

Vacancies in Offices of the Congregation shall be filled in the manner provided in the Bylaws of this Covenant.

## **ARTICLE IX BOARD OF SERVANT LEADERS**

### **A. Membership**

The Board of Servant Leaders shall be composed of (9) nine members elected by the Congregation as specified in Article V, Section C of the Bylaws. The Senior (or Sole) Pastor shall serve as an ex-officio member, without vote, of the Board of Servant Leaders.

## **B. Powers and Duties**

1. The Board of Servant Leaders, acting on the Congregation's behalf, is authorized, empowered, and directed to establish governance policies for all congregational affairs and to oversee compliance with these policies.
2. The Board of Servant Leaders has authority to exercise all the powers of the Congregation, except as limited by this Covenant, its Bylaws, or the Congregation.
3. The Board of Servant Leaders will support, encourage, and empower members of the Congregation in their involvement in mission and ministry.
4. The Board of Servant Leaders, acting in Christian and lawful order, may remove any appointed official from office for one or more of the following causes:
  - a. persistent adherence to false doctrine,
  - b. scandalous life,
  - c. inability to perform official duties or the neglect of them, or
  - d. a significant or repeated recurrence of exceeding his or her authority.
5. The Chair, Vice Chair, and, when explicitly called for, the Secretary, of the Board of Servant Leaders are authorized to sign all legal papers on behalf of the Congregation.

## **ARTICLE X PROPERTY**

### **A. Trustees**

The Board of Servant Leaders shall appoint at least two Trustees, who qualify under the State of Maryland statutes, in whom title of all church property shall be vested.

### **B. Property Rights**

If at any time a separation should take place because of doctrine, despite all efforts to resolve the differences in peace and love, the property of the Congregation and all benefits therewith connected shall remain with those, who, in the opinion of the Southeastern District of The Lutheran Church—Missouri Synod, continue to adhere in confession and practice to Article IV of this Covenant. In the event the Congregation should totally disband, the property and all rights therewith shall revert to the Southeastern District of The Lutheran Church—Missouri Synod.

## **ARTICLE XI BYLAWS**

The Congregation shall adopt such Bylaws and supporting appendices as required. In the case of conflict between the Bylaws and this Covenant, the provisions of the Covenant shall prevail.

## **ARTICLE XII AMENDING THE COVENANT AND ITS BYLAWS AND SUPPORTING APPENDICES**

### **A. Covenant**

Amendments to this Covenant may be adopted by a vote of the Congregation provided the amendments do not conflict with the provision laid down in Article IV of this Covenant or with any section of any other article of this Covenant that pertains to Scriptural doctrine and practice and the proposed amendments have been published in writing to the Congregation as specified in the Bylaws. The affirmative vote of a two-thirds majority of the voting membership participating in the voting process shall be required for the adoption of any amendment.

### **B. Bylaws**

Amendments to the Bylaws may be adopted by a vote of the Congregation provided the amendments do not conflict with the Covenant, and the proposed amendments have been published in writing to the Congregation, as specified in the Bylaws. The affirmative vote of a simple majority of the voting membership participating in the voting process shall be required for the adoption of any amendment.

### **C. Appendices**

The Foreword and any appendices to the Bylaws may be changed by the Board of Servant Leaders as necessary.



**THE BYLAWS OF THE COVENANT OF  
GRACE LUTHERAN CHURCH AND SCHOOL  
LAPLATA, MARYLAND**

**ARTICLE I  
MEMBERSHIP**

**A. Duties and Responsibilities**

1. Baptized Members: It shall be the duty and responsibility of all Baptized Members of Grace Lutheran Church and School to:
  - a. If able, acknowledge Jesus Christ as Savior and Lord;
  - b. When able, seek to be confirmed;
  - c. Participate in worship services regularly;
  - d. Participate in small groups, Bible studies, Sunday School, Vacation Bible School and/or Christian fellowship;
  - e. Support the Pastors and staff through prayer, honor, and respect for their ministry; and,
  - f. Parents are expected to guide their children in the participation and involvement in the above activities until the time when they can make these decisions on their own.
2. Confirmed Members: It shall be the duty and responsibility of all Confirmed Members of Grace Lutheran Church and School to:
  - a. Acknowledge Jesus Christ as Savior and Lord;
  - b. Participate in worship services regularly;
  - c. Participate in the Lord's Supper frequently;
  - d. Participate in small groups, Bible studies, and/or Christian fellowship;
  - e. Develop and use their spiritual gifts to live and share the Gospel of Jesus Christ;
  - f. Contribute regularly and faithfully toward the building of Christ's Kingdom;
  - g. Provide a setting for sharing Christian values from generation to generation;
  - h. Support the mission, vision, and shared values of Grace Lutheran Church and School; and,
  - i. Support the Pastors and staff through prayer, honor, and respect for their ministry.
3. Voting Members: It shall be the duty and responsibility of all Voting Members to:
  - a. Fulfill the duties and responsibilities of Confirmed Members;
  - b. Conscientiously and prayerfully exercise the right to vote in all matters placed before them;
  - c. Encourage others to be active in accepting the responsibilities and privileges of voting membership; and,
  - d. Willingly serve in any capacity for which their spiritual gifts equip them.

## **B. Termination of Membership**

Members shall be removed from Grace Lutheran Church and School membership role for one of the following reasons only:

1. Death;
2. Request of the member for transfer of membership;
3. Request of the member for release from membership;
4. “Whereabouts Unknown” for a period of one year or longer and after reasonable attempts have been made to contact the member; and,
5. Excommunication, but only in accordance with the Word of God as recorded in Matthew 18:15-18, by an affirmative vote of a two-thirds majority of the voting membership participating in the voting process.

## **ARTICLE II VOTING PRIVILEGES OF MEMBERSHIP**

### **A. Voting Members**

Voting Members shall have the right to vote on the following matters:

1. The official call of Ordained Ministers (see Covenant Articles VI.A and VII.B);
2. The official call of Commissioned Ministers unless delegated to the Board of Servant Leaders (see Covenant Articles VI.B and VII.B);
3. The removal of Ordained Ministers, Commissioned Ministers, or member(s) of the Board of Servant Leaders (see Covenant Article VII.C);
4. The amending of the Covenant or its Bylaws (see Covenant Article XII);
5. The Excommunication of a member (see Bylaws Article I.B);
6. The merger or dissolution of the church;
7. The merger or dissolution of the school;
8. The Mission of Grace Lutheran Church and School;
9. The election of the Board of Servant Leaders and the affirmation of the Chair and Vice Chair (see Covenant Article VIII.B);

10. The adoption and approval of the annual fiscal year budget, as proposed by the Senior (or Sole) Pastor and affirmed by the Board of Servant Leaders;
11. The acquisition or disposal of real property (i.e., land, fixed improvements, and construction of fixed properties) in excess of \$25,000, except undesignated bequests and estates;
12. Any combination of changes to the approved annual fiscal budget that results in a deficit of \$50,000 or two (2) percent of the total budget whichever is smaller; and,
13. Other matters determined by the Board of Servant Leaders or the Voting Members of the Congregation.

### **ARTICLE III VOTING**

- A. The forum for voting shall be determined by the Board of Servant Leaders.
- B. An Annual Meeting of the Voting Members of Grace Lutheran Church and School will be held each year, at least 30 days prior to the start of the next fiscal year, to approve the budget, affirm the Chair and Vice Chair of the Board of Servant Leaders, and other matters as may be appropriate.
- C. Other Congregational Meetings of the Voting Members shall be held if there are issues brought forward by the Board of Servant Leaders or by petition of 25 Voting Members of the Congregation.
- D. No issue will be submitted to the Voting Members for a vote unless the issue has been announced in the Amazing Grace Service Bulletin, at worship services at least two consecutive weeks prior to the vote, or by mail at least three days prior to the vote.
- E. Town Meetings, open to all voting members, are encouraged as a means to discuss issues with the Congregation before significant issues are voted upon.
- F. A quorum requires at least 35 voting members to be present in order to vote on any issue. If a quorum is not present, a second voters meeting must take place 2 weeks later (i.e., exactly 14 days) with the same exact agenda as was planned for the first meeting. A second mailing with the time, date and agenda items must be mailed out to the membership.
- G. The Chair of the Board of Servant Leaders shall preside over the Annual Congregational Meeting of the Voting Members and any other meetings of the Voting Members.
- H. All decisions of the Voting Members shall be by an affirmative vote of a simple majority of the voting membership participating in the voting process, except the following, which shall

require an affirmative vote of a two-thirds majority of the voting membership participating in the voting process:

1. The call of Ordained Ministers and Commissioned Ministers (see Covenant Articles VI.A and VII.B);
2. The delegation of calling a Commissioned Minister (see Covenant Articles VI.B and VII.B);
3. The removal of Ordained Ministers, Commissioned Ministers, or member of the Board of Servant Leaders (see Covenant Article VII.C.);
4. Amending the Covenant (see Covenant Article XII.A);
5. The Excommunication of a member (see Bylaws Article I.B);
6. The merger or dissolution of the school; and,
7. The merger or dissolution of the church.

## **ARTICLE IV MEETINGS**

Grace Lutheran Church and School is a community of believers within the body of Christ, a legal corporation in the state of Maryland, and an activity dependent upon the voluntary participation of people. The attitudes and practices of the Bible will govern all meetings of the corporate body and relationships among members with consideration for the effective stewardship of the time given by people to participate in meetings. Meetings will be scheduled, planned, and carried out in such a way as to emphasize that the work being done by the group assembled is the work of the Lord and should be seen as worship.

## **ARTICLE V OFFICERS AND BOARD OF SERVANT LEADERS**

### **A. Board of Servant Leaders**

The Board of Servant Leaders represents the Congregation in congregational affairs. The Chair, Vice Chair, and, when explicitly called for, the Secretary, are authorized to sign all legal papers on behalf of the Congregation (see Covenant Article IX.B). The Board of Servant Leaders will:

1. Establish governance policies for all congregational affairs and to oversee compliance with these policies (see Covenant Article IX.B.).

- a. These approved governance policies, as well as operational policies approved by the Senior (or Sole) Pastor and affirmed by the Board of Servant Leaders, will be maintained in policy manuals available to all Church members.
  - b. Oversight for all congregational activities will be conducted by monitoring and providing guidance to the Senior (or Sole) Pastor.
  - c. The Mission, Vision, and Shared Values of Grace Lutheran Church and School shall be the focus of all activities and related ministries.
  - d. The policy and financial decisions of the Board of Servant Leaders and the Congregation shall be executed in accordance with the Covenant, Bylaws, and approved policies.
  - e. Grace Lutheran Church and School shall be organized as necessary to respond to the challenges and opportunities for ministry.
2. Exercise all the powers of the Congregation, except as limited by this Covenant, its Bylaws, or the Congregation (see Covenant Article IX.B).
3. Support, encourage, and empower members of the Congregation in their involvement in mission and ministry (see Covenant Article IX.B.).
4. Proactively seek the views and ideas of the Congregation to ensure that the Congregation is properly represented in Board of Servant Leader actions.
5. Appoint trustees in accordance with Article X.A of the Covenant.
6. Contract for an intentional interim or vacancy Pastor during a Pastoral vacancy or hire other individuals as needed to provide spiritual leadership and support to the ministries of the Congregation within approved budgets (see Covenant Article VI.A.).
7. Present an annual budget, that has been proposed by the Senior (or Sole) Pastor and affirmed by the Board of Servant Leaders, for the next fiscal year (1 July to 30 June), to the Congregation for approval no later than 30 days prior to the beginning of that fiscal year.

## **B. Terms of Office for the Board of Servant Leaders**

1. The Board of Servant Leaders shall be composed of nine (9) members elected by the Congregation.
2. The normal term of office for members of the Board of Servant Leaders shall be three (3) years and runs from 1 July through 30 June. Members of the Board of Servant Leaders may not serve more than two (2) consecutive terms. If appointed to fill a vacancy, a member may not stand for reelection if another term would extend service on the Board of Servant Leaders to more than eight (8) consecutive years.
3. The Board of Servant Leaders shall adjust the terms of board members so that no more than three (3) are elected in any year.

4. The Board of Servant Leaders will appoint members to complete the term of any board member who resigns or is removed from office.

### **C. Election Procedures for the Board of Servant Leaders**

1. The Voting Members of the Congregation shall elect the members of the Board of Servant Leaders.
2. The Board of Servant Leaders shall appoint a nominating committee to nominate candidates for the Board of Servant Leaders.
3. The Board of Servant Leaders will provide the nominating committee with procedures and guidance as to what is needed in each nomination.
4. Paid Staff or other appointed officers cannot be nominated for, or serve on, the Board of Servant Leaders, except for the Secretary and the Treasurer.
5. The names of the nominees shall be available to the voting members at least 30 days prior to elections and announced at services at least twice before elections, which shall be held in May of each year.
6. The Congregation may elect only voting members of the Congregation who have been nominated in accordance with the Covenant, Bylaws, and the procedures provided by the Board of Servant Leaders.
7. Members of the Board of Servant Leaders whose term will continue into the next fiscal year shall select a Chair and a Vice Chair from the elected members of the Board of Servant Leaders. The Board of Servant Leaders will submit their selection to the Congregation for affirmation of a simple majority of the voting membership participating in the voting process.

### **D. Appointed Officers**

1. The Board of Servant Leaders shall appoint a Secretary and Treasurer.
2. The Board of Servant Leaders, in consultation with the Senior (or Sole) Pastor, shall appoint other qualified individuals as necessary to serve as Officers.
3. These Bylaws do not establish any limits on the service of appointed officers.

## **ARTICLE VI THE PASTORAL MINISTRY**

### **A. Pastoral Office**

The calling and accountability of the members of the Pastoral Office are outlined in Article VI of the Covenant.

### **B. Pastoral Assistants**

Pastoral Assistants may be designated by the Senior (or Sole) Pastor to assist in providing spiritual leadership, member care, discipline, reconciliation, worship, and to provide spiritual and prayer support.

## **ARTICLE VII STAFF**

Staff requirements, including other called Ordained and Commissioned ministers, will be established by the Senior (or Sole) Pastor and be affirmed by the Board of Servant Leaders, within the budget approved by the Voting Members. Unless limited by this Covenant, its Bylaws or the Board's governing policies manual, approval of candidates to serve in specific positions will be the responsibility of the Senior (or Sole) Pastor but may be delegated to specific ministries.

## **ARTICLE VIII POLICIES AND PROCEDURES**

### **A. Governance**

Specific rules for the governance of Grace Lutheran Church and School including pastoral staff are included in the Board of Servant Leaders Governance Policies Manual. Except for the mission statement, changes to that manual are made and approved by the Board of Servant Leaders.

### **B. Personnel**

Specific rules and conditions of work for all persons employed by Grace Lutheran Church and School including pastoral staff are included in the Grace Lutheran Church and School Personnel Manual. Changes to that manual must be approved by the Board of Servant Leaders.

### **C. Operations**

Specific rules and procedures for the operation of Grace Lutheran Church and School including pastoral staff are included in the Grace Lutheran Church and School Operations and Procedures Policy Manual. Changes to that manual must be approved by the Senior (or Sole) Pastor and affirmed by the Board of Servant Leaders.