

**MANUAL
for
ZION LUTHERAN CHURCH**



**ZION LUTHERAN CHURCH-LUTHERAN CHURCH MISSOURI SYNOD
413 Avenue D East
Bismarck, North Dakota**

ZION'S MANUAL

Approved by Voters on January 25, 2026

**ZION LUTHERAN CHURCH-LUTHERAN CHURCH MISSOURI SYNOD
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ZION'S MANUAL

This is a listing of the duties of the Pastor/s, Vicar, Lay Members, Officers, Administrative Boards, Endowment Fund Council, Voters, Zion Lutheran Church Foundation, Church Council, Organizations, Zion Policies, Policy and Duties for Church Lay Worker Employees of Zion. Also included are Dedicated Funds Policies, Sample Service Divine Sacred Call, Mission and Values, and Organizational Chart.

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**ZION'S MANUAL
SECTION M1**

THE PASTORAL OFFICE

1.1 THE OFFICE

- A. The Pastoral Office is that authority conferred upon pastors by God, through a Divine Call by Zion members, to exercise in public office the common rights of the spiritual priesthood on behalf of all members. The privilege and responsibility of all members of Zion are to be the holders of the spiritual priesthood and of all congregational authority. In calling a pastor, the members of Zion exercise their royal priesthood and by no means relinquish it. The pastoral office is the primary office in the congregation from which all other necessary offices in the congregation issue. Qualifications for the pastoral office are found in Zion's Constitution, Article IV.

The following are Zion's expectations of the pastoral staff and the guidelines for the working relationships of the pastoral staff. Position descriptions are maintained in the church office.

Suggestions for changes to this section of the Manual can be made to the Board of Lay Ministry.

The Congregation's Expectations of the Pastoral Staff

1. The pastors will keep as their primary functioning goal the ministry of the Gospel of Jesus Christ.
2. The pastors will pray daily for the ministry, the people, and the staff relationships, endeavoring to strive for Christ's abundant love among all.
3. Each member of the pastoral staff will have a position description.
4. Each pastoral position will be evaluated annually after a period of at least 365 days ending on December 31. Personal goals for the year January 1 through December 31 will be presented to the evaluator and discussed by the presenter and evaluator prior to adoption effective January 1. The chair of the Board of Lay Ministry or his appointed evaluation committee, will evaluate the senior pastor. The senior pastor will evaluate the associate pastor. A copy of the evaluation completed by the senior pastor and goals presented to the senior pastor by the associate pastor will be provided to the chair of the Board of Lay Ministry.
5. The pastors will share the workload, each endeavoring to help the other from having to work disproportionate hours by continually coordinating the workload.
6. Through mutual respect and concern, each pastor will trust another pastor's judgment and be alert for ways to resolve stress brought about by parish situations, pastoral staff, Zion staff, or daily ministry.
7. The pastoral staff will endeavor to attend congregational functions and any or all congregational meetings.
8. The pastoral staff will draft a single written report for each meeting of the Board of Lay Ministry, Church Council, and Voters Assembly. This report will be generated in a staff meeting, with input from all of the pastoral staff. The drafting of this report may be rotated between the pastors. At Council and Voters Assembly meetings, the person who drafted the report normally will present it.
9. The pastors will be responsible for alerting each other to all matters of importance concerning the congregation and its members.
10. Sunday worship:
 - a. Normally, at least two of the pastoral staff are expected to participate in Divine worship services, with one conducting the liturgy, while the other is preaching.
 - b. The senior pastor, in consultation with an associate pastor and/or assistant pastor, will determine the preaching schedule for the month, quarter, or other time period.

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- c. The liturgical pastor at the worship service will be responsible for the announcements before or after the service and for baptisms that day.
 - d. Worship service, liturgy, and hymns will be scheduled with input from the members of the pastoral staff participating in the worship service.
11. The church office:
- a. The senior pastor will be responsible for the administration of the church office. He may delegate to other members of the pastoral staff certain tasks to achieve greater efficiency.
 - b. The administrative secretary, while serving the pastoral staff, will be accountable to the senior pastor.
 - c. The pastors will be available for counseling as their time and the need allows, and as the level of their capability permits.
 - d. Church office hours normally will be 8:00 a.m. to 5:00 p.m., Monday through Friday. Changes for more than one week will be approved by the Board of Lay Ministry and announced in the church bulletin.
12. Weddings:
- a. Normally, weddings will be rotated among the pastors. The pastor performing the wedding will be responsible for the premarital counseling of the couple.
13. Funerals:
- a. Normally, funerals will be rotated among the pastors. The pastor conducting the funeral service will be responsible for the family counseling of the deceased.
14. Hospital visitations will be shared.
15. Visitations to each shut-in member will be at least once per month.
16. Confirmation instruction (children and adults), Bible study, etc., will be shared.
17. The pastors are encouraged to participate in community affairs, ND Circuit and District offices, and Lutheran Church Missouri Synod offices. However, the pastors should keep their role of the congregation's ministry in mind when considering involvement outside of the congregation.
18. Custodial Services:
- a. The senior pastor supervises custodial staff.
 - b. Coordinate Zion's functions with the custodial/maintenance staff and other necessary personnel and provide them with necessary administrative directions. Administrative direction for special projects, programs, and organization setups will be provided by a member of the pastoral staff, who has knowledge of and/or responsibility for the special project, program, or organizational setup.

1.2 MEMBERS OF ZION

Members of Zion are obligated to:

- A. Receive their Lutheran Church-Missouri Synod divine called ministers and workers (pastor/senior pastor, associate pastor, assistant pastor, vicar, teacher, Director of Christian Education, Director of Family Ministry) as servants of Jesus Christ, to give each the honor and love and obedience which the Word of God prescribes, to aid each by word and deed, and to support each with their diligent, faithful assistance and prayers, to help each in the discharge of their duties by cordial one-mindedness, by willing readiness, by peaceable conduct, and in every other way possible. Provide for proper maintenance according to the ability which God gives, and to review their salary, housing arrangements, and all allowances and benefits at least annually. ND District-Lutheran Church Missouri Synod Guidelines for Pastors will be used. Make appropriate arrangements and provide adequate support for continuing education as professional persons in the ministry of the Gospel.
- B. Make faithful and regular use of the Means of Grace in order that God's Word may have free course, to the end that each may carry out their God-given ministry to the service and glory of God and the welfare of all.

MANUAL SECTION M1 Continued

- C. Make and confirm appointments by calling the church office to assure that one of the pastoral staff is available for an appointment.
- D. Notify, personally or by a family member, the pastoral staff or the office secretary of hospitalization, illness, or death.

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**ZION'S MANUAL
SECTION M2**

PRESIDENT

2.1 PRESIDENT

The objectives of this office are to enforce the Constitution and Bylaws of Zion and to carry out the expressed will of the congregation as embodied in the resolutions and directives of the Voting Membership to the best of the president's ability.

The president, acknowledging Jesus Christ as the only perfect being capable of performing all the duties required of this office, must pray for Christ's help and guidance in doing the best with the talents He has given him.

The president will:

- A. Preside as chair of all meetings of the voting membership (Bylaws Article 3) and other Zion meetings, when not otherwise designated. Parish Assemblies are chaired by Zion's vice president. (Zion's Manual, Section M3, Paragraph 3-1D)
- B. Be a member of the Church Council.
- C. Appoint a committee to perform an Agreed Upon Procedures Review of Zion's financial records bi-annually. The committee is to serve in the fall of odd numbered years and should consist of three qualified communicant members of Zion other than the treasurer, an assistant treasurer, or financial secretaries. If needed, individuals or a firm may be hired to complete an Agreed Upon Procedures Review of Zion's financial records. If required, special auditing committees may be appointed or individuals or a firm may be hired for special audits at other times of the year. The committee will:
 1. Review the financial records of Zion and its administrative boards, committees, and if requested, auxiliaries, groups, etc.
 2. Submit its report of financial records reviewed at the annual voters meeting.
- D. Appoint an acting recording secretary during the absence of the recording secretary at a voters meeting.
- E. Be welcome at any and all meetings of all administrative boards' committees, auxiliaries, groups, etc., either in person or as represented by such people as he may appoint. He will have a voice at all such meetings but his right to vote will be limited to those on which he holds membership.
- F. Endeavor to coordinate the functions, plans, and activities of Zion in all its parts for the total furtherance of the works of Christ's Kingdom in our midst.
- G. Present a report of his activities on behalf of Zion to the Church Council at their meetings and to the Voters Assembly, if there are changes or additions since the last report to the Church Council.
- H. Appoint a Constitution, Bylaws, Manual and Employee Handbook Committee as needed but at least within two years after the latest Constitution, Bylaws, Manual, and Employee Handbook revision. This committee will:

MANUAL SECTION M2 Continued

1. Provide recommendations to Church Council regarding the Constitution, Bylaws, and Manual.
 2. Provide recommendations to the Board of Lay Ministry regarding the Employee Handbook.
- I. Receive and have published a listing of administrative board memberships and assignments.
 - J. Sign financial documents that the treasurer is authorized to sign when the treasurer or an assistant treasurer is not available.
 - K. Have access to any safety depository that the chairperson of the Board of Church Properties has made arrangements for.
 - L. Appoint such committees as needed to suggest short/long range plans for the congregation through the Church Council to the Voters Assembly. These projections should include, as a minimum, membership, staffing, programs, and facilities. (See Section M3, paragraph 3-2B for chairman.)
 - M. Be responsible for researching, recommending to the Voters Assembly, and implementing, upon direction from the Voters Assembly, any loans required for Zion purposes. Money can be borrowed from Zion's non-restricted dedicated funds to cover operating shortfalls before borrowing from an outside financial institution. Any money borrowed from non-restricted dedicated funds should be tracked and published on the front page of the monthly and annual financial reports. Any funds borrowed should be paid back as early as possible.
 - N. Work with the Board of Lay Ministry to appoint an ad hoc Human Resource (HR) Committee. The composition and duties for the HR Committee is further described in section M14 of the Manual. Ensure Zion's Bylaws, Manual, and Employee Handbook are in compliance with federal, state, and local laws.

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**ZION'S MANUAL
SECTION M3**

VICE-PRESIDENT/IMMEDIATE PAST PRESIDENT

3.1 VICE PRESIDENT

The objective of this office is to assist the president in enforcing the Constitution and Bylaws of Zion and in carrying out the expressed will of Zion as embodied in the resolutions and directives of the voting membership by acting for and in the stead of the president in his absence and being available as the president's representative.

The vice president, acknowledging Jesus Christ as the only perfect being capable of performing all the duties required of this office, must pray for Christ's help and guidance in doing the best with the talents He has given him.

The vice president will:

- A. Preside at all Church Council meetings. Appoint an acting recording secretary when needed. (Section M5, 5-1C)
- B. Be available for whatever duties the president of Zion assigns to him as his representative.
- C. Act as chairman of the Nominating Committee, if requested by the Church Council.
- D. Plan for and coordinate parish assemblies. These assemblies are for the purpose of informing the congregation on any matters concerning the congregation and at which no official minutes are recorded. These assemblies will be:
 - 1. Held when called for. (BL Article 3, 3-2)
 - 2. For all Zion members.
 - 3. Chaired by the vice president, unless he has arranged for an administrative board, organization, committee, or officer to chair the meetings.
- E. Sign financial documents that the treasurer is authorized to sign when the treasurer, assistant treasurers and president are not available.
- F. Have access to any safety depository that the chairperson of the Board of Church Properties has made arrangements for.

3.2 IMMEDIATE PAST PRESIDENT

- A. He is a voting member of the Church Council.
- B. He is chairman of the planning committee or other committee as needed under paragraph 2-1M of this Manual unless he declines to serve in that capacity by informing the president of Zion or is asked not to serve by the president of Zion.

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**ZION'S MANUAL
SECTION M4**

TREASURER

4.1 TREASURER

The objective of this office is to manage the monies of Zion's treasury in accordance with the expressed will of the congregation as embodied in the directives and budget adopted by the voting membership using proper accounting procedures.

The treasurer, acknowledging Jesus Christ as the only perfect Being capable of performing all the duties required of this office, must pray for Christ's help and guidance in doing the best with the talents He has given the treasurer.

The treasurer of Zion will:

- A. Be appointed by and be a member of the Church Council and is responsible and accountable to the voting membership.
- B. Be responsible for accurate recording of congregational receipts and disbursements and budgeted and actual expenditures according to proper accounting procedures.
- C. Enlist, when possible, the assistance of the administrative secretary, who is employed to perform secretarial duties for Zion. These duties, based on information given or authorized by the treasurer, are as follows:
 1. Mark incoming unpaid bills, as requested by the treasurer.
 2. Route church bills to treasurer.
 3. Prepare correspondence as needed by the treasurer.
 4. Mail and distribute checks as requested by the treasurer.
- D. Coordinate deposit procedures with the responsible financial secretary, who is appointed by the Board of Stewardship.
- E. Receive from the responsible financial secretary, a copy of the report of all monies received through worship services, special offerings, or any other source. Recording of individual contributions received through church envelopes and non-envelope monies will be the responsibility of the financial secretary. The financial secretary will maintain a receipt register and record the appropriate receipt number on the receipt form from the finance committee.
- F. Record the information that money has been deposited in a church account (checking, savings, certificates of deposit [CD], etc.) on a receipt register.
- G. Present a written, duplicated financial report at meetings of the voting membership and a written or oral report at the Church Council meetings.
- H. Make the congregation's financial records available to the committee performing the Procedures Review when required.
- I. Be responsible for remittance of offerings for missions and church agencies and for payment of salaries and bills authorized by the congregation or the administrative boards. Mission funds and monies received for other church agencies will be remitted at the end of each month wherein they are received unless otherwise instructed by the Voting Assembly.

MANUAL SECTION M4 Continued

- J. Coordinate the flow of monies from the treasury in such a way that an adequate balance is retained for the payment of salaries and other regularly recurring expenses.
- K. Remit payment to individuals for documented expenses while attending workshops, conferences, conventions, etc., approved by the board under whose jurisdiction they function or by the voting membership.
- L. Sign all checks for salaries, payment of bills or other financial commitments of the congregation. Arrange for the signing of checks by the assistant treasurer, president, or vice president in the absence of the treasurer.
- M. Establish and maintain petty cash funds as needed.
- N. Have available for all administrative boards, a current record of their accrued disbursements and budget allotments.
- O. Have the authority to work out with salaried workers of Zion, a breakdown of the worker's total compensation into salary and fringe benefits, as the worker requests.
- P. Be responsible for the preparation and submission of congregational financial papers, reports, and information such as tax forms, health and retirement papers for salaried workers, District and Synodical papers and reports, etc.
- Q. Be responsible for ensuring that the individuals in the positions listed below are properly authorized to sign the financial documents pertaining to the receipt, deposit, disbursement, and accounting of monies received by Zion Lutheran Church. Actual receipts and deposits of monies must go through the financial secretary. When the first individual is not available to sign the appropriate document (check, deposit, withdrawal), the second individual will be authorized to sign and then the third and then the fourth.
 - 1. Treasurer – All-as listed above
 - 2. Assistant treasurers – All-as listed above
 - 3. President of Zion Lutheran Church – All-as listed above
 - 4. Vice-president of Zion Lutheran Church – All-as listed above
 - 5. Financial secretary - Receipts and deposits only

4.2 ASSISTANT TREASURERS

Assistant treasurers of Zion are appointed by the Church Council. The duties are:

- A. Represent and perform the duties of the treasurer when needed at the request of the treasurer.
- B. Perform the duties assigned by the treasurer.

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**ZION'S MANUAL
SECTION M5**

CHURCH COUNCIL/VOTERS ASSEMBLY

5.1 THE CHURCH COUNCIL

- A. The Church Council will consider and discuss all matters pertaining to the general welfare of the congregation, review all reports to the Church Council, and present recommendations to the Voters Assembly.
- B. The Church Council will act in matters committed to it by the Voters Assembly and, in cases of an emergency, it will have power to act in behalf of the congregation between meetings of the Voters Assembly.
- C. The Church Council will call a recording secretary; such recording secretary will be in office from the date of appointment until the date of resignation or the date of appointment of a new recording secretary. The recording secretary is a voting member of the Church Council. The recording secretary will:
 - 1. Be present at all Voters meetings of Zion and at all meetings of the Church Council, and will enter the minutes of all meetings of said groups in a permanent record book or a ring binder.
 - 2. Submit a copy of the minutes to the employed administrative secretary as soon as possible after a meeting, for permanent filing and distribution.
 - 3. Conduct, in coordination with the employed administrative secretary, all official correspondence of the Voters Assembly, Church Council, and Zion's president and vice-president.
 - 4. Provide a copy of the electronic files for the Constitution, Bylaws, and Manual to the church for publishing on Zion's website.
 - 5. Perform all the duties normally pertaining to the office and such additional duties as the Church Council may delegate.
 - 6. Arrange for a substitute, if possible, when unable to attend a meeting and inform the chairman of the meeting.
- D. The Church Council will call individuals to serve in the called positions in accordance with Zion's Bylaws. Calls may be sent between Church Council meetings when there is a need and when authorized by the vice president of Zion. Calls sent between Church Council meetings will be presented to the Church Council at the next Church Council meeting for affirmation of the call by the vice president. (Bylaws 1-7c1)
- E. The Church Council will review all official documents, agreements, contracts, and resolutions before final presentation to the Voters Assembly for approval, unless a committee appointed by the Voters Assembly has reviewed the document. Church Council may approve official documents, agreements, or contracts on behalf of the Voters Assembly to conduct normal business operations that are within the approved budget. Items outside an approved budget would be approved by the Voters Assembly. Legal advice should be obtained when deemed appropriate. The chairperson of the Board of Church Properties is authorized to sign official documents, agreements, and contracts approved by the Voters Assembly or Church Council. The president and vice president also have authorization to sign official documents, agreements, or contracts approved by the Voters Assembly or Church Council.
- F. The Church Council will serve as the point of liaison between the pastor(s), the officers of Zion, the various administrative boards, and auxiliary organizations in planning the total work of Zion and as such will:

MANUAL SECTION M5 Continued

1. Meet at least two times each year for planning purposes and to receive reports and recommendations from the planning committee(s) appointed by the president of Zion. Such meetings may be part of a regular meeting or may be a special meeting.
 2. Present to the voting membership at its regular meeting, for approval, a yearly plan of activity for the entire congregation as well as long range plans for development and expansion of Christ's work in our midst.
- G. The Church Council will appoint a Nominating Committee for the election of officers and vice chairpersons, no later than 1 January. Consideration should be given to naming the vice president of Zion as chairperson with at least two (2) members of the Voters Assembly who are not members of the Church Council. The pastor(s) will be ex officio members(s). Nomination and election of officer procedures are listed in Article 6 of the Bylaws.
- H. The Church Council will act as the Nominating Committee in the Divine Calling of pastors and teachers. (Bylaws, Article 2).
- I. The Church Council is responsible for committees as stated in Section 8-2 of Article 8 of Zion's Bylaws.
- J. The Church Council will receive reports from committees and representatives as stated in Section 8-3 of Article 8 of Zion's Bylaws.

5.2 VOTERS ASSEMBLY

- A. The Voters Assembly may appoint/elect representatives as needed to represent Zion's interest at meetings and other occasions.
- B. Representatives, unless otherwise directed, will give information on Zion's concerns, coordination, and cooperation requirements in a written report to the Church Council and/or appropriate office or administrative board as directed by Zion's Voters Assembly.
- C. Representatives will not encumber Zion with any financial or other obligation, unless otherwise directed by the Voters Assembly.
- D. Zion's representative(s) to the Board of Directors of Bismarck-Mandan Lutheran School Association, Incorporated (B-MLSA,I) will be appointed/elected for a one, a two, or a three-year term as directed by the Board of Directors.
1. When there is more than one representative, a joint written report will be presented to Zion's Church Council.
 2. When there are concerns or coordination or cooperation is required, the Church Council will take proper action or refer to the Voters Assembly.
 3. A joint written report may be made direct to the Voters Assembly, if necessary.

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**ZION'S MANUAL
SECTION M6**

BOARD OF LAY MINISTRY

- 6.1 The nature of the duties of this administrative board requires that only men noted for their CHRISTIAN knowledge, zeal and experience in the spiritual work of the Kingdom of Christ will be selected to membership. The board will consist of the elected chairman and vice chairman and a minimum of one called elder for each group of twenty households or fractions thereof.
- 6.2 The basic responsibilities of this board are the spiritual welfare of the pastor(s) and Zion members, individually and corporately, general oversight of Zion's employees, and the supervision of everything pertaining to Zion's worship.
- 6.3 The members of this board, acknowledging Jesus Christ as the only perfect Being capable of performing all the duties required of this board, must pray for Christ's help and guidance in doing the best with the talents He has given them. Chairman and board responsibilities are:
- A. The chairman will:
1. Appoint one member of the board to act as secretary to keep a record of the board's business. In the absence of the secretary at board meetings, appoint a temporary secretary.
 - a. The secretary will submit a brief of the minutes that will be published, to the church office as soon as possible after a meeting, for publishing in the church bulletin or other appropriate Zion publication.
 2. Determine, with concurrence of the board members and the pastor(s), the schedule for regular meetings.
 3. Attend Church Council and voting membership meetings. If unable to attend, appoint a representative to attend in his place. Present a report to the Church Council at their meetings and to the voting membership, if there are changes or additions since the last report to the Church Council.
 4. Appoint such committees as required to perform the board's duties and responsibilities.
 5. Assign board members to be responsible for various phases of the work of the board and notify the president of Zion of such assignments.
 6. Prepare an annual calendar of events for the events that are usually a regular occurrence as items of business of the board. The calendar is to be prepared and presented at the December board meeting.
 7. Interview called members for acceptance of another term from April 1 through March 31. Give a copy of a list of accepting members to the secretary at the January Church Council meeting and request Church Council to accept or add new members, if needed.
- B. The general responsibilities of the board are:
1. Pray for the pastor(s)/vicar(s) and other spiritual leaders.
 2. Encourage the pastor(s)/vicar(s) in his/their work by word and action.
 3. Be concerned about the spiritual, emotional, and physical health and welfare of the pastor(s)/vicar(s) and family(ies) (adequate compensation, housing, free time, vacation, assistance in times of illness), and to that end specifically review these items once a year.
 4. Hold regular meetings, preferably monthly.
 5. Assist the pastor(s)/vicar(s) in counseling with difficult cases and in finding peaceful and God-pleasing solutions to personal problems within Zion.
 6. Assist the Church Council in gathering call lists and calling a new pastor, vicar, and other full-time or part-time spiritual leaders when a vacancy occurs.
 7. Maintain discipline within Zion according to Scripture, the Lutheran Confessions, and the Constitution and Bylaws of Zion and exercise discipline when required.

MANUAL SECTION M6 Continued

8. Take spiritual charge and oversight of the geographical or familial groupings assigned to them in liaison with the pastor(s)/vicar(s).
 9. Ensure that Zion functions in accordance with the established doctrine of the Church, as listed in Article III of the Constitution.
 10. Determine eligibility for membership of all individuals and families applying for membership in Zion according to Article 1 of Bylaws.
 11. See to the transfer of all members who move away and of new families coming into Zion.
 12. Assume leadership in member conservation, enlisting the assistance of other administrative boards as needed.
 13. Engage in continual review of communion and church attendance of all members, call on delinquents, follow-up on all newborn children in Zion until they are baptized.
 14. Provide itself with visitation training and engage in visitations on all sick, hospitalized, aged, and shut-in members of Zion continually.
 15. Be concerned about cases of severe financial need within Zion and make specific recommendations to the pastor(s)/vicar(s) and the Board of Stewardship.
 16. Be concerned about and ascertain the fitness of youth and adults for confirmation and Zion membership in accordance with Lutheran Doctrine.
 17. Be responsible for orientation and integration of new members of Zion.
 18. Encourage spiritual programs in the organizations of Zion, generally.
 19. Be responsible for official Zion records, vital statistics, and reports of Zion membership. Reports of Zion membership will include the names of active and inactive members listed separately to facilitate fulfilling the responsibilities under 11, 12, and 13 above.
 20. Submit an annual budget request in the form and at the time requested by the Board of Stewardship.
 21. Administer the Housing Aid Fund established by a Special Voters Meeting on October 1, 1989, to authorize a housing fund for the purpose of financial aid to purchase housing to called full-time servants of God, who serve Zion's congregation. Such aid will be in the form of a non-interest loan to assist in the meeting of down payment requirements for housing and to be re-paid to Zion at the discretion of the recipient, when possible, no later than three months after the recipient's departure from Zion unless changed by the Voters Assembly. The Housing Aid Fund will have a maximum balance of \$20,000 (including outstanding loans).
 22. The Stephen Ministry program is under this administrative board for administrative purposes, program development and continuation, coordination, supervision, and leader appointment. (See Manual, Section 14.)
 23. Assume the duties of the Board of Fellowship when there is a vacancy in the office of chairperson for that board. (Bylaw 4-5)
 24. Administer dedicated funds that have been authorized and are the board's responsibility. See Section M17 of this manual.
- C. The responsibilities of the board for the worship at Zion are:
1. Appoint and coordinate with a director of music for Zion who will:
 - a. Supervise and schedule the organists.
 - b. Supervise and schedule the choir(s).
 - c. Coordinate the musical activities of Zion.
 2. Arrange for substitute pastor(s) and guest speakers as needed.
 3. Staff, train, and supervise the ushering staff.
 4. Staff, train, and supervise the acolytes as required.
 5. Be responsible for a friendly, personal welcome of visitors at all worship services (Greeters).
 6. Assist the pastor(s) with communion distribution, reading of scripture, preaching, etc., as required.
 7. Set the time, schedule and number of communion services in conjunction with the pastor(s).

MANUAL SECTION M6 Continued

8. Approve or disapprove new forms of worship, liturgies, and hymns for use in public worship for special events/worship services. Regular basis approval requires voting membership approval.
 9. Coordinate with the Chancel Circle in the care, use, and maintenance of the sacred vessels, the altar, the altar furnishings, and vestments.
 10. Maintain an adequate supply of expendable items for worship, such as communion cards or listings, attendance cards or listings, communion wine and wafers, baptismal napkins, candles, etc., in coordination with the Chancel Circle.
 11. Coordinate with the Chancel Circle all church and chancel decorations, and the distribution of altar flowers to the sick and shut-ins.
 12. Plan and publicize any worship changes in the regular service.
 13. Supervise the budgeted allotment for the selection and procurement of appropriate music and other related matters in conjunction with the director of music.
 14. Arrange and publicize special worship services as required.
 15. Maintain adequate nursery facilities and supervise or ensure supervision.
 16. Weddings and funerals are worship services and as such fall under the provisions of Zion's Constitution, especially Articles III and V. This administrative board will determine who may serve the Lord at Zion's altar and pulpit when the servant is not a member of the Lutheran Church-Missouri Synod or a member of a church body in altar and pulpit fellowship with the Lutheran Church-Missouri Synod. The Voter's Assembly may be asked for advice and direction when Zion's policies are not clear in Section M16 of the Manual.
 17. Provide and/or promote subscriptions to church periodicals, such as "The Lutheran Witness", "Portals of Prayer", and the like.
 18. Live Nativity.
- D. The responsibilities of the board for Zion's employees are:
1. Work with the president to appoint an ad hoc Human Resource (HR) Committee. The composition and duties for the HR Committee is further described in section 14.4 of the Manual.
 2. Oversee the supervision of employees.
 3. Appoint a committee of board members to evaluate the performance of the pastor/senior pastor and the associate pastor on an annual basis ending December 31, after having been installed for at least one year.
Appoint a committee to evaluate all other employees on an annual basis ending December 31. This committee should consist of the senior pastor, one member from the Board of Lay Ministry, and others as appointed and appropriate.
 4. Oversee the process for hiring all of Zion's employees.
 5. Ensure Zion complies with all governmental laws, administers Zion's policies, and provide fair compensation for employees.
 6. Ensure timesheets are completed by all non-exempt employees and time sheets are retained for 3 years.

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**ZION'S MANUAL
SECTION M7**

BOARD OF ADULT FAMILY MINISTRY (BAFM)

- 7.1 The purpose of the Board of Adult Family Ministry will be to provide opportunities for spiritual growth, enrichment, fellowship and evangelism for adult members (post High School) of Zion. This board will work closely with the Board of Youth Family Ministry to coordinate activities that may overlap with said board.
- A. Duties of the chairperson may include but are not limited to:
1. Work with the pastor(s) and/or Family Ministry Coordinator to:
 - a. Plan and implement Bible studies and spiritual growth opportunities for Zion's adult members
 - b. Provide opportunities for fellowship and evangelism.
 2. Prepare a budget to be submitted to the Board of Stewardship in October of each year.
 3. Recruit and retain board members to carry out the work of the board.
 4. Submit an annual report to the Voters Assembly.
- B. The board will engage in projects which may include but are not limited to the following:
1. Integration of new members.
 2. Follow-up with visitors.
 3. Coordinate Bible studies.
 4. Active Seniors.
 5. Plan/host fellowship activities.
 6. Enrichment opportunities (stewardship, marriage).
 7. Ministry to singles.
 8. Ladies/men's fellowship activities.
 9. Mission trips.
 10. Service projects.
 11. Live Nativity.
 12. Greeters.

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**ZION'S MANUAL
SECTION M8**

BOARD OF YOUTH FAMILY MINISTRY (BYFM)

- 8.1 The purpose of the Board of Youth Family Ministry will be to provide opportunities for spiritual growth, enrichment, fellowship and evangelism for the youth of Zion. This board will work closely with the Board of Adult Family Ministry to coordinate activities that may overlap with said board.
- A. Duties of the chairperson may include but are not limited to:
1. Work with the pastor(s) and/or Family Ministry Coordinator to:
 - a. Plan and implement fellowship and evangelism activities for children ages pre-school through high school.
 - b. Supervise educational programs, including Sunday School, King's Kids, Vacation Bible School, and Confirmation classes.
 2. Appoint a Sunday school superintendent.
 3. Prepare a budget to be submitted to the Board of Stewardship in October of each year.
 4. Prepare an annual report to be submitted to the Voters Assembly.
- B. The board will engage in projects which may include but are not limited to the following:
1. Oversee Sunday school and King's Kids program.
 2. Assist with Confirmation classes and Church Learning Fair.
 3. Fellowship activities, such as lock-ins and youth events.
 4. Youth gatherings and Bible camps.
 5. Fundraising efforts for youth activities and events.
 6. Evangelism and servant event opportunities for youth.
 7. Assist with fall family outreach event.
 8. Supervise Jr. Youth Council.
 9. Organize tuition assistance efforts for Martin Luther School.
 10. Promote Lutheran Schools Week and other activities of the B=MLSA.
 11. Assist with family events, such as family Sunday school, family enrichment events, family Christmas event, etc.

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**ZION'S MANUAL
SECTION M9**

SPECIAL PROJECTS BOARD

- 9.1 The purpose of the Special Projects Board will be to implement projects and/or activities as determined by the voters and/or Church Council. Such projects may include but are not limited to; fund raising for equipment or improvements, planning renovation projects, and/or other projects as directed by the voters or Church Council.
- A. Duties of the chairperson will include but are not limited to:
1. Determine scope and timelines for said projects
 2. Recruit and retain volunteers to work on special projects. Volunteers will serve until the project is completed or they ask to be removed from the project.
 3. Determine budget requirements for each project
 4. Determine materials needed, if any, for each project
 5. Coordinate with other boards who have a stake in a project
 6. Report progress to the Church Council at each Council meeting
 7. Prepare and present an annual report to the Voters Assembly
- B. The Special Projects Board will not have any standing members except the chairperson. Volunteers will be selected when needed as indicated in number 2 above.

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**ZION'S MANUAL
SECTION M10**

BOARD OF STEWARDSHIP

- 10.1 The Board of Stewardship will consist of at least three (3) members, including the elected chairperson, vice chairperson, and other called members.
- 10.2 The basic objectives of this administrative board are:
- A. To initiate programs for the development of good stewardship attitudes in the members of Zion in regard to time, talents, and treasures;
 - B. To provide for training not specifically assigned to other administrative boards;
 - C. To provide for utilization of members of Zion for the work of Christ's Kingdom;
 - D. To ensure the financial stability of Zion and its work through a developed program of dedicated, proportionate, first fruits giving.
- 10.3 The members of this board, acknowledging Jesus Christ as the only perfect Being capable of performing all the duties required of this board, must pray for Christ's help and guidance in doing the best with the talents He has given them. Chairperson and board responsibilities are:
- A. The chairperson will:
 - 1. Appoint one member of the board to act as secretary to keep a record of the board's business. In the absence of the secretary at board meetings, appoint a temporary secretary.
 - a. The secretary will submit a brief of the minutes that will be published, to the church office as soon as possible after a meeting, for publishing in the church bulletin or other appropriate Zion publication.
 - 2. Determine, with concurrence of the board members and the pastor(s), the schedule for regular meetings.
 - 3. Attend Church Council and voting membership meetings. If unable to attend, appoint a representative to attend in his place. Present a report to the Church Council at their meetings and to the voting membership if there are changes or additions since the last report to the Church Council.
 - 4. Appoint such committees as required to perform the board's duties and responsibilities.
 - 5. Assign board members to be responsible for various phases of the work of the board and notify the president of Zion of such assignments.
 - 6. Prepare an annual calendar of events for the events that are usually a regular occurrence as items of business of the board. The calendar is to be prepared and presented at the January board meeting.
 - 7. Interview called members for acceptance of another term from April 1 through March 31. Give a copy of a list of accepting members to the secretary at the January Church Council meeting and request Church Council to add or accept new members, if needed.
 - B. The general responsibilities of the board are:
 - 1. Study the Scriptural principles regarding the total stewardship calling of the Christian (as a member of his family, as a neighbor and citizen, as a member of Zion) and share these insights with Zion members at every available opportunity, such as parish assemblies, Zion publications, special mailings, verbal announcements, etc.

MANUAL SECTION M10 Continued

2. Encourage all members to use their talents in Christ's work through a program which discovers and enlists such talents.
3. Be responsible for maintaining a current talent file and for the development of talents by referring members to appropriate administrative boards. To this end, this board may want to appoint a "Spiritual Gifts Coordinator" or some other position from its members.
4. As needed, be responsible for conducting a leadership training course or workshop, or any other appropriate training not specifically assigned to other boards. This is to develop members' talents for service on boards, committees, or auxiliaries.
5. As needed, present stewardship programs which endeavor to present, to every member, the basic Biblical stewardship principles, which encourage personal joyous commitment of treasures and talents in response to God's blessings.
6. Solicit budget requests from administrative boards for receipt by November 1. Develop and recommend a preliminary budget for submission to the November Church Council and final budget at the Annual Voter's Meeting.
7. Administer Zion's funding for members in severely financial need in conjunction with the recommendations of the Board of Lay Ministry.
8. Plan and conduct a year-round program of support for Lutheran agencies and established charities (financial gifts, clothing drives, Thanksgiving baskets, and the like) enlisting the assistance of the various agencies and committees of Zion.
9. Annually prepare and recommend as part of the budget of this board a selected list of Lutheran agencies and established charities for Zion and suggest the source of revenue designated for that purpose.
10. Evaluate and make recommendations for gifts of love in the event special needs arise in which Zion members, individually or collectively, can be of service.
11. Maintain contact with benevolent and charitable agencies in the community, state, and on the national level and recommend responses to opportunities for service.
12. Screen all outside appeals for funds and make the appropriate recommendations to the Voters Assembly or initiate the necessary action appropriate to such an appeal (disasters, charities, etc.).
13. Review, accept, or decline all offers of unsolicited gifts to Zion.
14. Be responsible for pursuing a program for endowments, remembrance of Zion in wills, bequests, and the like.
15. Study and maintain a list of available social agencies for help with alcoholics, drug problems, delinquents, developmentally disabled, emotionally disturbed individuals, unwed mothers, and the like, either of Lutheran, private, or public nature.
16. Encourage and enlist the young people of Zion for full-time service in the church as pastors, teachers, and the like.
17. Be concerned, together with the treasurer and financial secretary, for safe deposit and recording of all funds, monthly remissions of offerings for missions and church agencies, and prompt payment of salaries and bill as authorized by the Voters Assembly and the appropriate boards.
18. Acknowledge, in writing with thanks, contributions from non-members of Zion, upon notification by recording secretaries.
19. Evaluate the offerings regularly, and share these evaluations with the members of Zion.
20. Enlist, maintain, and administer a secretarial pool of qualified persons who will be available to the church, boards, and committees for special secretarial assignments.
21. Annually review the budgeting procedures of Zion in conjunction with the treasurer and financial secretary and recommend to the boards and officers any necessary improvements or revisions.
22. Maintain a memorial board that contains the names of members and non-members of Zion for which a memorial has been given to Zion.
23. Appoint a financial secretary from its members and appoint recording secretaries and members of the finance committee as needed. The financial secretary will be responsible to coordinate with the Board of Stewardship, obtain approval from the board and the treasurer prior to implementing or changing any financial procedures pertaining to the duties of the recording secretaries of the finance committee, and;

MANUAL SECTION M10 Continued

- a. Be responsible for the accurate counting, recording, and coordinating the deposit of all receipts with the treasurer for Zion in a local financial institution or institutions and to that end will enlist a staff of one or more recording secretaries and a finance committee. The recording secretaries will be responsible for recording (computer entries or other record keeping system) all contributions requiring a record by members for whatever purposes and will notify the Board of Stewardship and the pastor(s) concerning contributions by non-members. The finance committee will be responsible, under the direction of the financial secretary, for the prompt counting of Sunday and other receipts.
 - b. Be responsible for issuance of regular annual statements to members, showing their offerings to-date. The printing and distribution of the annual contribution statements will be coordinated with the administrative secretary, who may complete this action. Mid-year statements may be printed upon request.
 - c. Provide the treasurer with a duplicate copy of the form used to record receipts, a copy of the deposit slip(s), and the bank receipt for deposits.
 - d. Be responsible for expediting the deposit and safekeeping of all congregational funds.
 - e. Be responsible for requisitioning and distributing offering envelopes.
 - f. Coordinate with the Board of Church Properties the surety bonding of all individuals who receive, count, deposit, or disburse monies.
 - g. Assist the treasurer, as needed, in the preparation of financial reports.
24. Administer dedicated funds that have been authorized and are the board's responsibility. See Section M17 of this Manual.
25. Memorial monies will be considered as unsolicited gifts to Zion and as such will be considered as non-budgeted income and expense part of Zion's finance program and is the responsibility of the Board of Stewardship to administer Zion's memorial offering program in accordance with Zion's Manual or Zion's Voters Assembly.
26. The board will maintain a memorial board or list of the name of the person for which memorial monies or items have been received. The name shall be listed only once in a calendar year.
- a. Memorial offerings received, if not designated for an item from a list approved by the Board of Stewardship or Zion's Voters Assembly, will be considered by the board for disbursement for an approved item on the list.
 - b. Memorial offerings will be disbursed by the board as soon as possible, after receipt. Money not disbursed by the end of the calendar year will be considered as part of the next calendar year's non-budgeted finance program or be distributed by Zion's Voters Assembly.
 - c. An approved memorial items list and memorial news items are the responsibility of the board to publish in a Zion's publication.
27. The board will determine the recipient(s) of the 1% mission offering. The congregation members may give their input at any time.

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**ZION'S MANUAL
SECTION M11**

BOARD OF CHURCH PROPERTIES

- 11.1 The Board of Church Properties will consist of at least three (3) members, including the elected chairperson, vice chairperson, and other called members.
- 11.2 The basic objectives of this administrative board are:
- A. The proper acquisition and supervision during use of Zion property and equipment;
 - B. The proper maintenance and repair of Zion property;
 - C. The representation of Zion in all legal matters;
 - D. The general protection of Zion property against loss or damage of whatever nature;
 - E. The proper disposition of Zion property.
- 11.3 The members of this board, acknowledging Jesus Christ as the only perfect Being capable of performing all the duties required of this board, must pray for Christ's help and guidance in doing the best with the talents He has given them. Chairperson and board responsibilities are:
- A. The chairperson will:
 - 1. Appoint one member of the board to act as secretary to keep a record of the board's business. In the absence of the secretary at board meetings, appoint a temporary secretary.
 - 2. The secretary will submit a brief of the minutes that will be published, to the church office as soon as possible after a meeting, for publishing in the church bulletin or other appropriate Zion publication.
 - 3. Determine, with concurrence of the board members and the pastor(s), the schedule for regular meetings.
 - 4. Attend Church Council and voting membership meetings. If unable to attend, appoint a representative to attend in his place. Present a report to the Church Council at their meetings and to the voting membership, if there are changes or additions since the last report to the Church Council.
 - 5. Appoint such committees as required to perform the board's duties and responsibilities.
 - 6. Assign board members to be responsible for various phases of the work of the board and notify the president of Zion of such assignments.
 - 7. Prepare an annual calendar of events for the events that are usually a regular occurrence as items of business of the board. The calendar is to be prepared and presented at the December board meeting.
 - 8. Will sign official documents, agreements, and contracts that have been negotiated and approved by the Voters Assembly or Church Council.
 - 9. Zion has a fireproof safe in which to store the legal documents of Zion. The chairperson will ensure that an inventory is prepared and updated annually in accordance with item B21 below. A copy of the inventory will be presented to the Voters Assembly and a copy maintained in the board's records. The access key will be maintained in the church office.
 - 10. Will appoint one of the members of the board for custodian/maintenance engineer contact to coordinate work with the custodian(s) and the custodian's supervisor. The chairperson will be this person if no one is appointed.
 - 11. Is responsible for input on job performance for the custodian/maintenance engineer once a year. Such input will be provided to the senior pastor. After the senior pastor has prepared

MANUAL SECTION M11 Continued

the evaluation, a review should be held with the employee being evaluated, the senior pastor, and the representative from the Board of Church Properties.

12. Interview called members for acceptance of another term from April 1 through March 31. Give a copy of a list of accepting members to the secretary at the January Church Council meeting and request Church Council to add or accept new members, if needed.

B. The general responsibilities of the board are:

1. Make an annual inspection of Zion properties and equipment and recommend to the Voters Assembly needed repairs, improvements, or replacements.
2. Conduct an annual inventory of all Zion properties, equipment, and supplies, including acquisition date and approximate value of each item.
3. Carry out purchases, repairs, replacement of Zion property and equipment in conformance with the approved budget or special resolutions of the Voters Assembly.
4. Coordinate the purchases of all administrative boards, committees, and groups within Zion and arrange for the orderly purchase of all authorized items with economy, efficiency, and ease of availability as the governing factors. This does not include those items normally purchased through a petty cash fund.
5. Coordinate purchases, when feasible, with other sister congregations or Lutheran agencies with a view to bulk purchases at reduced rates.
6. Enlist the advice and assistance of other members of Zion who may be particularly knowledgeable in merchandising techniques or economical sources of supply. Maintain a list of current suppliers for recurring items.
7. Maintain a "pending orders" file to avoid duplication of orders.
8. Review the cash position of the congregation with the treasurer prior to ordering or making purchases.
9. Determine and enlist or engage, with Voters Assembly approval, adequate custodial help. The board will also meet periodically to discuss the care of the buildings, needs and problems in custodial service, and the like. (See Manual Section 15 for policies.)
10. Prepare for the custodial help, a detailed list of the required daily and weekly, monthly, or annual maintenance of the facilities and equipment of Zion.
11. Determine, establish, and carry out, with the approval of the Voters Assembly, regulations governing the use and disposition of Zion property and equipment.
12. Receive, coordinate, and approve or disapprove all requests for the use of Zion's facilities by non-members of Zion for wedding receptions, recreational activities, and all other activities.
13. Make, store, issue, and recall keys for Zion property, and keep and review annually, a list of the keys issued. The church administrative secretary will be responsible for maintaining the church key box and preparing and maintaining a list of keys and the names of individuals, who have keys.
14. Supervise, control, and recommend adequate storage facilities for all Zion property, equipment, and supplies and the orderly maintenance of the same.
15. Annually check the adequacy of all types of insurance for Zion property and equipment and negotiate insurance contracts. Secure surety bonds for the treasurer, financial secretary, and the finance committee in conjunction with the financial secretary.
16. Check all Zion property twice a year for fire hazards.
17. Enlist work crews for special repairs, improvements, cleaning, painting, decorating, landscaping, and other projects.
18. Arrange for all repairs and alterations for which budget funds have been allocated and immediate repairs of urgent nature.
19. Obtain legal information necessary for the wise consideration of contracts, deeds, and the like by Zion and the laws governing non-profit organizations.
20. Arrange for necessary servicing of the organ, piano, office machines, audio visual equipment, fire extinguishers, and the like.
21. Make an annual inventory of official documents in safekeeping, and enter its completion in the official minutes of the Voters Assembly.

MANUAL SECTION M11 Continued

22. Develop all policies, fees for rental, use and lending of Zion properties in conjunction with the Board of Fellowship. Supervise such use when supervision has not been delegated to some other Zion board. When developing fees, it should be remembered that Zion is a non-profit organization.
23. Submit an annual budget request in the form and at the time requested by the Board of Stewardship.
24. Administer dedicated funds that have been authorized and are the board's responsibility. See Section M17 of this Manual.

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**ZION'S MANUAL
SECTION M12**

ENDOWMENT/FOUNDATION

12.1 ZION LUTHERAN CHURCH ENDOWMENT FUND

A. Establishment:

This congregation will have a Congregational Fund. The fund will be called **ZION LUTHERAN CHURCH ENDOWMENT FUND**. It will not be a separate entity, but will be one of the funds of this congregation. The word "Fund" used in this manual refers to Zion Lutheran Church Endowment Fund. (Bylaws, Article 9).

B. General Purpose:

1. This Fund's purpose will be to receive gifts and bequests and to use them for the mission and ministry of Zion Lutheran Church, The Lutheran Church Missouri Synod, its districts, seminaries, colleges, institutions or agencies.
2. Both the principal and income from unrestricted gifts and bequests to the Fund are to be used as recommended by the Endowment Fund Council (hereinafter called EF Council) and approved by a simple majority of the Voters Assembly. The list of approved uses is shown in section 12.1.C Uses.
3. The EF Council will make, at least annually, recommendations to the Voters Assembly for distribution of the income and/or principal of the Fund for the designated uses. The distribution of the income and/or principal from unrestricted gifts will be determined by a simple majority of the Voters Assembly.
4. Gifts and bequests may be made upon special terms or conditions or containing limitations of directions as to the investment or use of the substance of the gift, the use or accumulation of the income, provided that such are acceptable to Zion Lutheran Church. The EF Council will submit at the next meeting of the Voters Assembly (or request a special meeting), its recommendation on the acceptability of such a gift or bequest. The acceptance of such a gift will be by a simple majority of the Voters Assembly.

C. Approved Uses for the Fund:

Uses should be reviewed and updated regularly. The EF Council recommends and the voters approve the following uses for the Fund:

1. The following uses are from unrestricted gifts:
 - a. Capital Improvements
 - b. Missions
 - c. General operating funds as approved by the EF Council.
2. The following uses are from restricted gifts:
 - a. None at this time.

D. Duration:

The Fund will continue in existence and be used as herein provided above, unless earlier revoked, so long as Zion Lutheran Church will continue to exist. If Zion Lutheran Church-Lutheran Church Missouri Synod should cease to exist, then the assets constituting the Fund when Zion Lutheran Church- Lutheran Church Missouri Synod ceases to exist, will become the property of a successor Lutheran Church-LCMS or, if no successor Lutheran Church- Lutheran Church Missouri Synod, then it will become the absolute property of the North Dakota District-Lutheran Church Missouri Synod (except that any and all properties held by the Fund upon special conditions, restrictions or limitations will continue to be subject to those conditions, restrictions or limitations upon which such properties are held). If Zion Lutheran Church

MANUAL SECTION M12 Continued

dissolves it will, at the time of such dissolution, have the right and duty to determine the existence of a successor Lutheran Church, if any, providing such successor Lutheran Church must qualify as an exempt organization under the Internal Revenue Code and Zion Lutheran Church will execute the necessary documents to effect such transfer.

E. Governing Board and Officers:

An EF Council of five (5) will administer the Fund and will respect confidentiality when requested by a donor or donor's representative. All members of the EF Council will be members of Zion Lutheran Church and be elected by the Voters Assembly. The term of each EF Council member will be five years. The Voters Assembly will elect the first EF Council of five (5) members, with the members elected to stagger terms, ranging from one (1) year to five (5) years. The first elected EF Council will take office on the first day of the month following their election. Thereafter the election will be held at the annual Voters Assembly in January and elected EF Council members shall take office on the first day of February of the same year. No member shall serve for more than two (2) consecutive five-year terms. In the event of a vacancy on the EF Council, the Church Council will elect an eligible voting member of Zion Lutheran Church to fill the vacancy until the next annual Voters Assembly, at which time the vacancy will be filled.

The EF Council will elect from its membership, prior to the February Church Council meeting, a chairperson and a secretary to serve from February 1 through January 31. The chairperson should regularly attend Church Council meetings.

1. The EF Council will promote and manage the Fund. The treasurer of the congregation will be responsible for receipts and disbursements from the Fund, shall maintain complete and accurate books of accounts, and will provide at least annually a written financial report of the Fund to the Voters Assembly.
2. The EF Council, if it deems it to be in the best interest of the congregation, may recommend that the assets of the Fund be delivered to The Lutheran Church Missouri Synod Foundation for investment management. Any agreement entered into for the management of the Fund will be valid only if approved by a two thirds (2/3) majority of the voting members present at a duly called and constituted meeting of the Voters Assembly.
3. The EF Council will meet as needed for the best interests of the Fund. Each member is charged with knowledge of the contents of the minute(record) book. If all members are present, consent in writing to the minutes by a member of the EF Council will constitute his/her approval of the action reflected in the minutes and taken at the meeting and will have the same force and effect as though he/she had been present and voting at the meeting as reflected by the minutes.
4. A quorum will consist of three members. The affirmative vote of a majority present and voting will carry any motion or resolution.
5. The EF Council will establish written rules and regulations as may be necessary for the conduct of its business. It will adopt standards and goals to guide in the expenditure of the income from the Fund, which it may amend, all within the stated purposes of this Fund.
6. The EF Council will maintain accounts with such financial institutions as it may by resolution authorize and determine. The treasurer of Zion and the chairperson of the EF Council will execute all checks and other documents transferring or expending any funds or assets in the Fund.
7. For any members of the EF Council with check signing authority, a corporate fidelity bond in a principal amount to be determined from time to time by the EF Council will cover signing authority, at the expense of the Fund.
8. The EF Council may ask other members of the congregation to serve as advisory members and may employ, at the expense of the Fund income, such professional counseling on investments and legal matters as it deems to be for the best interest of the Fund.
9. The EF Council will maintain complete and accurate books of account and may employ such professional help as it deems necessary in this connection.

MANUAL SECTION M12 Continued

10. The secretary will maintain complete and accurate minutes of all meetings of the EF Council and supply a copy thereof to each member within seven (7) days after the meeting. Each member will keep a complete copy of minutes to be delivered to his or her successor.
 11. The chairperson, or the member designated by the chairperson will preside at all EF Council meetings.
 12. No member of the EF Council will engage in any self-dealing or transactions with the Fund in which the member of the EF Council has direct or indirect financial interest and will at all times refrain from any conduct in which his/her personal interests would conflict with the interest of the Fund.
- F. Fiscal Year:
1. For tax, accounting, distribution, or other purposes, the fiscal year of the Fund will be the fiscal year of Zion Lutheran Church
 2. Within two months after the close of each of the funds fiscal years, and at such other time(s) as is deemed convenient, an itemized written statement accurately reflecting the position of the Fund's income and corpus accounts as of a date reasonably close to the date the statement is submitted, and the receipts, disbursements and changes therein since the Funds inception or the previous accounting, as the case may be, will be submitted to the Zion Lutheran Church Voters Assembly.
- G. Duties:
1. The EF Council will, at least annually, render a full and complete account of the administration of the Fund during the preceding year.
 2. Gifts and contributions from any individual, firm or corporation, in money, in securities, or in any other form of property, including, by way of explanation and not in limitation, direct gifts in memory of any deceased person or in appreciation or recognition of any living person, gifts in the form of a device or bequest under Will or trust instrument, and gifts or proceeds of portions of proceeds of insurance, annuity, or endowment policies or contracts, may be received by the Fund at any time.
 3. Means for acknowledging the receipt of each gift and contribution will be established and maintained, including, whenever feasible, a designation of the value ascribed to each gift.
 4. Gifts and contributions may be made upon special terms or conditions or containing limitations or directions as to the investment or use of the substance of the gift, the use or accumulation of the income provided that such are acceptable to Zion Lutheran Church. Separate identification and recording will be made of all transactions with respect to any such special or restricted gift or gifts.
 5. All funds and property will be kept and maintained separate, distinct and independent from the funds and property otherwise belonging to Zion Lutheran Church. However, the EF Council will in no event be required to make physical segregation of the assets of the Fund in order to conform to the directions of any individual donors, but may establish separate accounts in its accounting records.
 6. The EF Council is to inform the members of the congregation of the purpose of the Fund, and may periodically arrange for members of the congregation to meet with professional counselors in the areas of charitable giving, wills, bequests, insurance, etc.
 7. All new members of the EF Council are to receive a copy of Zion's Bylaws and Manual so they may become acquainted with the function and purposes of the Fund.
- H. Powers:
- The manager of the Fund, whether the Fund is managed and administered by the EF Council, or whether the Fund is delivered to The Lutheran Church Missouri Synod Foundation for management and administration, will have the following powers and authority.
1. The property constituting the corpus of the Fund shall be invested and reinvested in any kind of property, (whether real or personal, tangible or intangible, and/or domestic or foreign), including, but not limited to, securities, real estate, oil, gas, and other natural resources and/or accounts or certificates of banks or other lending institutions, and each

MANUAL SECTION M12 Continued

investment will be managed and protected in accordance with the principles herein established. In exercising the authority granted in this Section, the decisions with respect to investment will be guided by the concept of a prudent investor whose investment purpose includes both income and capital appreciation and will not otherwise be restricted by any law, rule or custom (i) requiring safety of corpus as a primary consideration, (ii) regarding investment in income producing property, or (iii) requiring diversification of investments. It is further understood that any part or all of the Fund may be invested in obligations of The Lutheran Church Extension Fund Missouri Synod, St. Louis, Missouri. (Or North Dakota District's Church Extension Fund.) Consistent with the foregoing, authority is granted to:

- a. Acquire interests in property by purchase, lease, rental or other method; to sell, option, exchange, redeem or convert any property interests; and to rent or lease property of the Fund;
 - b. Exercise all rights and privileges accruing to a holder of securities, including (without limitation) all conversion, subscription, and preemptive rights; to deposit any securities with, delegate discretionary power to, and participate, cooperate and contract with, as a member or otherwise, any protective committee of security holders; and to effectuate any merger, consolidation, dissolution, reorganization or financial adjustment of the issuer of any securities and/or any transfer, demise, or encumbrance or any of its properties; grant easement or other charges with respect to it;
 - c. Abandon any property interest deemed worthless or of insignificant value;
 - d. Borrow money from any source within the Fund, to encumber property of the Fund and to repay any loan due by the Fund;
 - e. Foreclose any mortgage, lien, or other encumbrance, and to purchase the encumbered property, whether through foreclosure or private arrangement;
 - f. Establish and maintain, out of income, depreciation, depletion and/or amortization reserves;
 - g. Maintain a portion or all of the property constituting the Fund in liquid or nearly liquid form, even though little or no income is earned thereon;
 - h. Use income or corpus funds (irrespective of their derivation) for any purpose of the Fund and with respect to any property of the Fund (irrespective of the income, if any, it produces) even if such funds are derived from the sale of or income from, other property the Fund or from a loan (from income or an outside source) using such other property as security.
2. Without limiting the authority otherwise conferred, the additional authority is hereby granted to be exercised as is believed to be in the best interest of the Fund to:
- a. Accept and receipt for any inter vivo, testamentary or other transfer of property to the Fund;
 - b. Hold property, and to negotiate and execute documents on behalf of the Fund, in the name of the Fund or in the name of a nominee(s) without disclosing any fiduciary, relationship to anyone;
 - c. Allocate between income and corpus (in case where reasonable doubt of the applicable law exists) in equitable proportions, and money or other property received, and any loss or expenditure incurred;
 - d. Vote, or refrain from voting, securities having voting privileges, and to give any type of proxy (with or without voting directions) to vote the same;
 - e. Make division and distribution of property held in the Fund (whenever directed to do so) either in kind or in cash, or partly in kind and partly in cash and for such purpose to set values upon any property of the Fund;
 - f. Protect the Fund and its property by insurance against damage, loss or liability;
 - g. Establish checking account(s) in which may be deposited income and/or corpus cash; and
 - h. Employ, at the expense of the Fund, attorneys, investment counsel, brokers, custodians of assets, and other agents and employees.

MANUAL SECTION M12 Continued

I. Amendments:

Any amendment to this Manual which will change, alter or amend the general purpose for which the Fund is established will be adopted only if approved by a two thirds (2/3) majority of the voting members present at a duly called and constituted meeting of the Voters Assembly, the notice of which has stated that such an amendment will be proposed to the Voters Assembly.

12.2 ZION LUTHERAN CHURCH FOUNDATION, INCORPORATED

A. Establishment.

This congregation will have a "Zion Lutheran Church Foundation" established, by Zion's Voters Assembly, April 24, 1994 in accordance with Zion Lutheran Church Bylaws 9A. "Zion Lutheran Church Foundation" will hereafter be called "Foundation" or "The Foundation." The foundation was incorporated by the state of North Dakota. The Articles of Incorporation were signed as a non-profit corporation on June 9, 1994 and amended on May 7, 1995.

B. Purpose.

The purpose is to enhance the work of the church by participating in activities that go beyond the normal and general scope of the business activities of Zion and to make it possible for people and organizations to make gifts on a confidential basis, if and when that is necessary and desirable.

C. Organization.

1. The Foundation will be organized with members elected by Zion's Voters Assembly.
2. The governing board will look at themselves during the month of February and re-organize, if needed.
3. The Foundation is organized exclusively for the receiving of gifts, contributions, and income property and managing and using the same for the benefit of religious, charitable, and educational activities.

D. Membership.

1. The Foundation membership is directed by Zion's Voters Assembly.
2. Members elected to The Foundation will be permanent unless otherwise directed by Zion's Voters Assembly.
3. Removal from membership will be in accordance with Zion's Bylaw Article 9A.
4. Resignations from membership or other reasons for loss will be directed to The Foundation's governing board.
5. Losses from membership will be directed to Zion's Church Council, who will carry out nominating procedures for replacement.
6. Losses from membership may be directed to Zion's Voters Assembly, by The Foundation governing board, when there is a need for quick action for replacement.

**ZION LUTHERAN CHURCH-LUTHERAN CHURCH MISSOURI SYNOD
BISMARCK, NORTH DAKOTA 58501**

**ZION'S MANUAL
SECTION M13**

ZION ORGANIZATIONS/PROGRAMS

13.1 STEPHEN MINISTRY

The Stephen Ministry program is under The Board of Lay Ministry for administrative purposes, program development and continuation, coordination, supervision, and leader appointment. This ministry's purpose is to train and organize lay workers for CHRISTIAN caring ministries in and around our congregation. Zion became a member of the Stephen Series in 1987 and the ministers are trained to call on those needing and desiring care such as:

Hospitalized	Separated or divorced
Inactive Members	An unwanted pregnancy
Bereaved	Affected by accident or natural disaster
Elderly	Imprisoned and their families
Lonely or depressed	Parents with children leaving home
Terminally ill and their family	Experiencing the birth/adoption of a child
Homebound or institutionalized	Single parents
In a job crisis	Experiencing the stress of moving
Experiencing a spiritual crisis	
Dependent on alcohol or other drugs	. . . and many more

13.2 MARTIN LUTHER SCHOOL

Martin Luther School is organized under the bylaws of the Bismarck-Mandan Lutheran School Association, Incorporated and is not a function of Zion Lutheran Church-LCMS, Bismarck, ND. Zion has 2 members of Zion, elected by the Voters Assembly, on the Board of Directors of the Association. The other three Bismarck-Mandan Missouri Synod Lutheran churches elect 2 directors to the Board also. These eight directors elect a ninth director at large.

13.3 OTHER GROUPS

FUNERAL oversees the lunches served in the church after a funeral.

CHANCEL supervises the care and maintenance of the Chancel: supervises the set up for communion and the care of the communion ware; orders communion ware, wine, and bread; supervises the care and maintenance of the altar paraments; supervises the ordering and arranging of the altar flowers; and arranges for laundering, cleaning, and polishing of Chancel items. Purchase requirements are coordinated with the Board of Lay Ministry.

NURSERY ROLL helps carry out the Christian Growth of children after baptism. Children of Zion ages four and under are listed on the Nursery Roll and birthdays are recognized. We invite the children to attend Sunday School once they reach the appropriate age.

**ZION LUTHERAN CHURCH-LUTHERAN CHURCHMISSOURI SYNOD
BISMARCK, NORTH DAKOTA 58501**

**ZION'S MANUAL
SECTION M14**

ZION'S EMPLOYEES POLICIES AND DUTIES

14.1 POLICY FOR CHURCH EMPLOYEES

A. FULL-TIME AND PART-TIME EMPLOYEES

1. Full-time employees who work more than 30 hours per week and more than 5 consecutive months per year are eligible to participate in the Concordia Health Plan. All full-time employees will receive retirement and disability benefits, and be offered health insurance. Part-time employees who work more than 20 hours per week will receive retirement and disability benefits.
2. Ministry staff are defined as employees who are rostered and have a call document. Support staff are defined as all other employees, whether full-time or part-time.
3. Ministry Staff: Guidelines in the manual do not supersede information in call documents.

B. HOURS OF WORK AND BREAKS

1. Support staff: Full-time non-exempt staff typically work 8-hour days, Monday through Friday, covering the morning and afternoon until their hours are fulfilled for the week. The senior pastor will work with staff to establish regular work hours. Work outside regular work hours must be approved by the senior pastor. Part-time non-exempt staff will work with the senior pastor to establish regular work hours during the week. Work outside the regular work hours must be approved by the senior pastor.
2. All full-time and part-time non-exempt employees are required to complete timesheets for each pay period. All time sheets must be retained at Zion for 3 years.
3. All full-time and part-time non-exempt employees who work more than 40 hours during a workweek (seven consecutive days) must be compensated at 1.5 times their normal hourly wage for every hour over 40. All overtime must be approved by the supervisor prior to working overtime. Compensatory time is not allowed. Hours from one work week cannot be carried over to another workweek. A work week begins at 12:01 am on Monday and ends at 12:00 midnight Sunday.
4. Employees are allowed 30 to 60 minutes for a meal break. A mandatory 30-minute meal break is required after 5 continuous hours of work. The 30 minute or 60-minute meal breaks are not paid breaks. A 15-minute rest period is encouraged in the morning and afternoon. The 15-minute rest periods are paid breaks. Lunch hours should be coordinated so that someone is always in the office to answer the phone.

C. ABSENCE FROM WORK

1. Vacation Leave
 - a. Vacation leave with pay is granted to full-time employees for the purpose of freeing employees from their regular duties.
 - b. Vacation for ministry staff will follow the District Guidelines per the call documents.
 - c. Vacation will be front loaded on January 1 of each year. For an employee's first year of service, vacation will be front loaded on the employee start date and prorated from the start date to December 31.
 - d. Length of service for ministry staff is determined by the total number of years employed in ministry whether at Zion or elsewhere. Length of service for support staff is determined by the total number of years employed at Zion Lutheran Church. Support staff will be granted vacation leave with pay in accordance with length of service with the following schedule:

MANUAL SECTION M14 Continued

Service time	Full-time 40 hrs/week employee	Full-time more than 30 and less than 40 hrs/week employee
0-5 years	15 working days (120 hrs)	11 working days (88 hrs)
6-14 years	20 working days (160 hrs)	15 working days (120 hrs)
15+ years	25 working days (200 hrs)	19 working days (152 hrs)

Vacation does not apply to Saturdays, Sundays, and Holidays.

- e. Up to 10 working days can be carried over to the next year. Any vacation leave time in excess of 10 days not used prior to December 31 will be forfeited, unless prior approval has been obtained in writing from the senior pastor.
 - f. The maximum vacation leave time that can be taken consecutively is ten working days, unless prior approval has been obtained in writing from the senior pastor.
 - g. Leave during a holiday is not considered vacation leave.
 - h. Planned vacation leave exceeding one-half day or four hours must be requested by the employee and approved by the senior pastor in advance of taking vacation. Enough notice should be given to allow for other arrangements to be made during the absence.
 - i. Vacation leave may not be taken in less than one-hour increments.
 - j. When an employee terminates employment with the church or the church terminates an employee, the employee will be compensated for unused vacation leave.
2. Sick Leave
- a. Sick leave is granted by the church to all permanent full-time employees.
 - b. Sick leave may be used for medical, dental, and optical appointments and illnesses of the requesting employee or to care for a member of the requesting employee's immediate family as provided below in subsection (k).
 - c. Employees are responsible for informing the senior pastor prior to the start of their work schedule of an illness or inability to report for work as scheduled.
 - d. Upon separation from employment at Zion, 10 percent of the accumulated sick leave will be paid.
 - e. Sick leave for full-time, permanent, 40 hour/week employees with continuous service accrues on the basis of eight (8) hours per calendar month. Sick leave for full-time more than 30 and less than 40 hours/week employees accrues on the basis of six (6) hours per calendar month.
 - f. It is to the advantage of the employee to accumulate sick leave, so as to have paid sick leave available should a lengthy illness occur.
 - h. Employees who take more than three consecutive paid sick leave days under this policy must provide documentation that leave was used for a permitted purpose, such as certification from a health care provider attesting that leave was taken because of the employee's or their family member's illness, injury, or medical condition. Employees should not provide or request their health care provider to provide the details of any medical condition or genetic information with this certification.
 - i. Sick leave accrued during employment cannot be applied as vacation leave.
 - j. Sick leave may not be taken in less than a one-hour increment.
 - k. Sick leave may be taken to care for immediate family members.
 1. Eligible family members include: The employee's spouse, parent (natural, adoptive, foster and stepparent), child (natural, adoptive, foster and stepchild), or any other family member who is financially or legally dependent upon the team member for financial or legal support.
 2. Sick leave used for these purposes may not exceed eighty (80) hours per calendar year.
3. Funeral Leave
- a. Funeral leave is an absence from work because of a death in the family. (Funeral leave may be excused without loss of pay to a maximum of three working days (24 hours) per death for full-time employees.

MANUAL SECTION M14 Continued

- b. Funeral leave for permanent part-time employees (employees working 30 hours per week or less) will be prorated based on their regular work schedule.
- c. Funeral leave does not carry over from year to year and will not be paid out upon termination.
- 4. Jury Duty.
 - a. Staff will not be required to take vacation leave for jury duty.
 - b. Staff will receive full pay for the time required to be away from their job regardless of any fee they may receive for jury service.
- 5. Leave of Absence
 - a. Request for a leave of absence will be considered individually and must have approval of the senior pastor. If granted, a leave of absence will be without pay.
- 6. Holidays
 - a. Zion Lutheran Church will observe the following holidays:

New Year's Day	Labor Day
Good Friday	Thanksgiving Day
Easter Monday	Christmas Eve (½ day)
Memorial Day	Christmas Day
Independence Day	New Year's Eve (½ day)
 - b. Support staff: Any holiday falling on Saturday will be observed on the Friday preceding. Any holiday falling on Sunday will be observed on the following Monday. When a holiday falls on Thursday, the following Friday may also be observed as a holiday when authorized by the Pastor or the church council.
 - d. Ministry staff: When worship services are not held on a holiday, the ministry staff will observe the holiday on the day which it falls or as listed in 14.1.C.5.b. or 14.1.C.5.c. above. When worship services are held during a holiday, the holiday day will be observed sometime either the week before or after the holiday at the discretion of the employee.
 - e. All permanent employees will receive their scheduled regular pay for these holidays. Those working less than 40 hours per week will receive prorated pay based on their scheduled regular hours.
- 7. Other Absences
 - a. Employees doing mission work or church ministry either required by Zion or approved by Zion, will not be required to take vacation time. All other absences from the work place not regarded as sick leave or funeral leave will typically be charged to the employee's vacation leave.
- 8. Absence Disputes
 - a. In case of dispute, an employee may go to the chair of the Board of Lay Ministry.

D. TAXES AND WITHHOLDINGS

- 1. All salaries are subject to the appropriate Federal and State taxes. It is the employee's responsibility to review their paystub and ensure withholdings are correct. It is the employee's responsibility to immediately notify their supervisor of any error.

E. HEALTH/RETIREMENT/DISABILITY BENEFITS

- 1. Workers employed by Zion working more than 20 hours per week and more than five consecutive months per year, will be covered under the Lutheran Church-Missouri Synod Concordia Retirement Plan and Concordia Disability and Survivor Plan effective the first day of the month following employment.
- 2. Workers employed by Zion full-time (more than 30 hours per week and more than five consecutive months per year), will be given the opportunity to enroll under the Lutheran Church-Missouri Synod Concordia Health Plan effective the first day of the month following employment. Late application procedures, unless they fall under special enrollment rules

MANUAL SECTION M14 Continued

(paragraph 4.325: Enrolling Workers, LCMS Treasurer's Manual), will only be allowed during a future open enrollment period.

3. The senior pastor is responsible for explaining these benefits to employed personnel of Zion. Basis for explanation of benefits is The Lutheran Church-Missouri Synod Congregational Treasurer's Manual, Chapter 4, Concordia Plan. For the most accurate and up-to-date information, employees should review plan documents. Should any discrepancies exist between plan documents and any other available information, plan documents control.

F. TRAVEL

Compensability of travel time shall be determined in accordance with the Fair Labor Standards Act and the State law. Routine travel to and from an employee's home for work purposes shall not be considered compensable time.

1. Travel for non-exempt employees

When travel is required by Zion, travel time will be counted as hours worked. Travel time is counted between the church and the destination. While at the destination, Zion will designate a number of hours required for working each day. The remaining hours will be the employee's own time and not counted as hours worked. Any overtime must be approved in advance.

Employees can request to participate in mission work or other church ministry not required by Zion on a volunteer basis. If the request is approved, Zion will pay an employee consistent with their typical work schedule for hours work, but will not reimburse employees for their travel costs or other volunteer activities on behalf of an employee's chosen mission or work for another church ministry.

2. Travel for exempt employees

When travel is required by Zion, time spent on the mission work or church ministry will be counted toward the employee's work week.

Employees can request to participate in mission work or other church ministry not required by Zion on a volunteer basis. If the request is approved, will pay the employee consistent with their salary, but will not reimburse employees for their travel costs or other volunteer activities on behalf of an employee's chosen mission or work for another church ministry.

3. Meals and lodging are reimbursed at actual costs when traveling out of town. Receipts should be submitted for reimbursement of the actual costs. The amount eligible for reimbursement is limited to the published GSA rates. Mileage will be reimbursed at current rates published by GSA.

14.2 HUMAN RESOURCE (HR) COMMITTEE

A. POSITION RESULTS DESCRIPTION:

GOAL: *Research and advise the president and Board of Lay Ministry on employee matters.*

KEY RESULT AREA 1: Human Resource policies

Supporting Goal: Develop and maintain Zion's human resource policies, plans, and procedures

1. Develop and maintain general policies related to those employed at Zion. Such policies may include hours of work, compensation when traveling, benefits, etc.

MANUAL SECTION M14 Continued

KEY RESULT AREA 2: Compensation

Supporting Goal: Review or recommend for Board of Lay Ministry approval, decisions relating to the compensation of Zion's employees

1. Research appropriate compensation for employees and make recommendations when called upon.

KEY RESULT AREA 3: Legal

Supporting goal: Advise on matters related to government laws and Zion's policies. Seek professional advice when needed.

1. Research matters in relation to Zion's and current federal, state, or local laws. Make recommendations to comply with governmental laws.
2. Contact legal experts when needed to ensure compliance with laws.

B. COMPOSITION:

The HR committee should have at least two members. It is desirable that the members include someone with managerial or administrative experience, someone with human resource experience, and others with appropriate background as needed.

C. ACCOUNTABILITY:

The HR Committee is accountable to the president and Board of Lay Ministry.

F. TERMS OF THIS POSITION:

The HR Committee is formed on an as needed basis.

**ZION LUTHERAN CHURCH-LUTHERAN CHURCH MISSOURI SYNOD
BISMARCK, NORTH DAKOTA 58501**

**ZION'S MANUAL
SECTION M15**

POLICY STATEMENTS

15.1 GENERAL

- A. This section of Zion's Manual is the policy statements pertaining to weddings, funerals, and use of Zion's facilities by Zion's members and nonmembers. Membership in Zion is defined in Article 1 of Zion's bylaws.
- B. Facilities are defined as property, buildings, and the equipment in the building used for weddings, funerals, memorials, meetings, classes, CHRISTIAN fellowship events, etc. Equipment includes tables, chairs, kitchen utensils, etc.
- C. Priority will be given to members, groups, and auxiliaries of Zion for use of Zion's facilities. The sanctuary, rooms, and other facilities are available for weddings, funerals, baptisms, receptions, and established ceremonies in accordance with the following policies.
- D. Any group or individual using Zion's facilities will be responsible for maintaining and cleaning the area used. This will not be left to the custodian.
- E. Facilities used for school purposes, other than Sunday School and Vacation Bible School, will be authorized for use by contract only.
- F. Use of facilities policies are to be made known to the using individual or family by the person scheduling the event, usually the Pastor.
- G. Zion's Church Council, for coordinating purposes, has the responsibility for this section of Zion's Manual. The Church Council will provide information to the Constitution, Bylaws, and Manual Committee for changing the Manual.

15.2 SANCTUARY AREAS

- A. Altar, Pulpit, and Communion Area.
 - 1. Will be used for worship of the Triune God; God the Father, God the Son, and God the Holy Spirit, and during preparation for worship services.
 - 2. In accordance with Zion's Constitution, officiant(s) are limited to a pastor or pastors of Zion and/or any other member(s) of the clergy in good standing in the Lutheran Church-Missouri Synod or any church body in altar and pulpit fellowship with the Lutheran Church-Missouri Synod. Exceptions will be approved/disapproved by the Board of Lay Ministry. (Section M6 of Zion's Manual).
 - 3. Participants will be limited to members of Zion and/or any other members in good standing in the Lutheran Church-Missouri Synod or any church body in altar and pulpit fellowship with the Lutheran Church-Missouri Synod. Exceptions may be approved/disapproved by the Board of Lay Ministry. (Section M6 of Zion's Manual).
 - 4. There will be no fee for use of the sanctuary area for Zion members unless authorized by the Voters Assembly or the Board of Church Property.
- B. Seating Area.
 - 1. The seating area may be used for meetings and classes by participants without fee. (See paragraph 16-1A3 above).
 - 2. There will be a custodial fee of \$40.00 for use of the seating area, when authorized for nonmember's use.

MANUAL SECTION M15 Continued

15.3 FEES FOR USE OF FACILITY AREAS OTHER THAN SANCTUARY AREA.

- A. This paragraph pertains to fees charged for use of Zion's facilities or equipment for members of Zion and nonmembers. A nonmember is defined as someone who is not an active or an inactive member of Zion or a spouse of an active or inactive member of Zion. Zion's Voter's Assembly may change fees at any time. Changes will be published in a publication by Zion's administrative office and the fees will be the correct fees.
- B. In addition to the normal fees listed below, when Zion does not have a full-time custodian or maintenance engineer, there will be a \$50.00 refundable deposit for Zion members and a \$100.00 refundable deposit for non-members for funerals and weddings. Set ups and cleaning have to be done by volunteers and if not properly done, all or part of the deposit will be used to hire it done.
- C. Fees normally paid to Zion Lutheran Church, unless other arrangements are made, are as follows:
1. Members, Groups, and Auxiliaries of Zion:
 - a. Kitchen Area (Door B2 includes fellowship hall (Doors B3 and B4) and use of associated equipment (tables, plates, silverware, etc.) - No charge.
 - b. Fellowship Area (Doors B3 and B4) - No charge.
 - c. Other areas of church, such as Quilting Room-Door B6, Lounge-Door S6, etc., if available - No charge.
 - d. Assistance will be furnished to the custodian by the people using an area when furniture needs setting up or taking down. When tables and chairs are used, they will be arranged as specified by either the custodian or from other instructions. Chairs must be folded and placed on top of tables or in racks if the area needs to be vacuumed.
 2. Nonmembers:
 - a. Kitchen Area (Door B2) includes fellowship hall (Doors B3 and B4) and use of associated equipment (tables, plates, silverware, etc.) - \$ 150.00.
 - b. Fellowship Area (Doors B3 and B4) - \$ 75.00.
 - c. Other areas of church, such as Quilting Room-Door B6, Lounge Room-Room S6, etc., if available, - \$25.00.
 - d. Kitchen only (Door B2). - \$75.00
 - e. The user must furnish assistance to the custodian when furniture requires arranging, setting up, or taking down. When user is done with use of the facility and when tables and chairs are used, they will be arranged as specified by either the custodian or other instructions. Chairs may be required to be folded and placed on top of tables if vacuuming is required.
 - f. Additional fees that may be required are:
 - (1) Assistance not furnished as stated above - \$20.00.
 - (2) Vacuuming the fellowship hall or other areas - \$10.00.
 - (3) Scrubbing and waxing kitchen - \$10.00.
 3. Nonmember Groups and Organizations:
 - a. Zion's facilities, except the sanctuary, are available for nonmember CHRISTIAN related organizations and nonprofit volunteer social agencies (GROUPS WHICH CONTRIBUTE TO THE WELFARE OF THE PEOPLE WITHIN OUR COMMUNITY).
 - b. Groups with known political ties or organizations (lodges, societies, etc.) whose principles and conduct conflict with the Word of God will not be allowed to use the facilities.

MANUAL SECTION M15 Continued

15.4 FUNERAL POLICY

- A. Officiant(s). See paragraph 16-2 A2.
- B. Music. All musical selections utilized at the funeral (memorial) service, vocal or instrumental require the approval of the officiant(s).
- C. Fees:
 - 1. Members:
 - a. Facility fees will be as stated in paragraph 16-2 and paragraph 16-3.
 - b. Pastoral service-None required (The family of the deceased is encouraged to provide an honorarium for the pastor(s) for the services rendered. Consideration should also be given to reimbursing the pastor(s) for transportation expenses when using his personal vehicle for travel to the internment site when the distance exceeds 25 miles. The suggested rate is the current IRS rate.
 - c. Organists are not part of the salaried staff at Zion. Therefore, the family of the deceased must make arrangements with the organist selected for the service. Additional consideration to fees will be given if accompaniment is to be provided for a soloist or choir. If possible, payment should be made on the day of the funeral.
 - d. Food and associated services for a lunch after the funeral (memorial) service will be provided, as listed below, at no set fee. However, the family of the deceased is encouraged to provide a monetary gift to Zion for its services.
 - (1) Sandwiches are to be supplied by the family of the deceased.
 - (2) Bars and/or cookies will be furnished by Zion.
 - (3) Coffee will be furnished by Zion.
 - 2. Nonmembers:
 - a. Fees for use of the facility must be paid in advance.
 - b. Facility fees will be as stated in paragraph 16-2 and paragraph 16-3.
 - c. Pastoral service/officiant service must be negotiated by the family of the deceased requesting the service. Consideration also should be given to reimbursing the pastor(s) for transportation expenses when using his personal vehicle for travel to the internment site when the distance exceeds 25 miles. The suggested rate is the current IRS rate.
 - d. Organist service, when needed, must be arranged for by the family of the deceased.
 - e. Food and associated services for a lunch after the funeral (memorial) service are available. The following food service is available:
 - (1) Sandwiches are to be supplied by the family of the deceased.
 - (2) Bars and/or cookies will be furnished by Zion.
 - (3) Coffee will be furnished by Zion.
- D. Eulogy:
 - 1. Permission for a eulogy presentation, including music, must be requested from the officiant(s) by the family of the deceased prior to the funeral.
 - 2. Any public speeches or written tribute(s) extolling the secular virtues and/or the achievements of the deceased, to be presented in Zion Lutheran Church, will not be presented in the sanctuary. They may be delivered/presented at the place where the lunch is served.
 - 3. Musical selections utilized as part of a eulogy are expected to provide a respectful decorum.

15.5 WEDDING POLICY

- A. Officiant(s). See paragraph 16-2 A2.
- B. Music. All musical selections utilized at the wedding service, vocally or instrumentally, will require the approval of the officiant(s).

MANUAL SECTION M15 Continued

C. Fees:

1. Members:
 - a. Facility fees will be as stated in paragraph 16-2 and paragraph 16-3.
 - b. Pastoral service-None required (The wedding party is encouraged to provide an honorarium for the pastor(s) for the services rendered.
 - c. Organists are not part of the salaried staff at Zion. Therefore, the wedding party must make arrangements with the organist selected for the service. Additional consideration to fees will be given if accompaniment is to be provided for a soloist or choir. If possible, payment should be made on the day of the wedding.
 - d. Food and non-alcoholic liquid refreshments are to be furnished by the wedding party.
2. Nonmembers:
 - a. Fees for use of the facility must be paid in advance.
 - b. Facility fees will be as stated in paragraph 16-2 and paragraph 16-3.
 - c. Pastoral service - service must be negotiated by the wedding party requesting the service.
 - d. Organist, when needed, must be negotiated by the wedding party.
 - e. Food and associated services for a reception after the wedding service available as follows:
 - (2) Food and non-alcoholic liquid refreshments are to be furnished by the wedding party.

15.6 LITTERING

Anything that will litter the floors or outside areas of the church, such as rice, confetti, etc., will not be used at weddings or other meetings at Zion.

15.7 BUILDING ACCESS AND CLOSURE

When the custodian is required to unlock or lock the church access doors before or after a function, for non-members of Zion, during a non-work period, an additional fee of \$25.00 is required.

**ZION LUTHERAN CHURCH-LUTHERAN CHURCH MISSOURI SYNOD
BISMARCK, NORTH DAKOTA 58501**

**ZION'S MANUAL
SECTION M16**

DEDICATED FUNDS

16.1 DEFINITION

Dedicated funds are non-budgetary accounts approved by Zion's Voters Assembly for special designated purposes and accounted for by Zion's treasurer. A dedicated account is normally recommended by the Board of Stewardship through Zion's Church Council for establishment by the Voters Assembly. The Board of Stewardship may recommend the establishment of a dedicated fund directly to the Voters Assembly either by motion or by inclusion in Zion's financial program (budget).

16.2 RESPONSIBILITY

Publicity and distribution directions for dedicated funds will be the responsibility of an administrative board named by the Voters Assembly unless otherwise directed by the Voters Assembly.

16.3 CONTRIBUTIONS

Contributions of moneys, real estate, and any other material goods accepted by Zion will become the property of Zion and distributed to voter approved dedicated funds in accordance with Zion's Constitution, Bylaws, and Manual. Contributions received for approved dedicated funds will be used for that fund only until the purpose of the fund has been completed. If there is money in the fund after its purpose has been completed, the treasurer will recommend, to Zion's Voters Assembly, disposition of the remaining balance. Unsolicited contributions from members or nonmembers of Zion must be reviewed, accepted, or declined by the Board of Stewardship.

16.4 DEDICATED FUNDS GUIDELINES FOR DISTRIBUTION

A. Educational Financial Assistance Fund:

1. Purpose
 - a. Financially assist students when there is a financial need for payment of tuition and/or books during their course of education that prepares them for work within the Lutheran Church-Missouri Synod.
 - b. Financially assist students when there is a financial need for payment of tuition and/or books when enrolled in a Lutheran Church-Missouri Synod School or a school that is funded by the Lutheran Church-Missouri Synod.
2. Responsibility: The Board of Education is responsible for administering dedicated funds for education purposes.
3. Eligibility Priority: Eligibility will be based on active membership in the Lutheran Church-Missouri Synod (LCMS) of any person currently enrolled in an educational institution of the LCMS or one that is funded by the LCMS. Consideration of eligibility will be based on a written application and the selection preference will be in the following order:
 - a. Active members of Zion.
 - b. Active members of the Lutheran Church-Missouri Synod.
4. Payment of Funds: Payment of awarded funds may be made directly to the educational institution or may be paid directly to the student.
5. Length of Award: Awards will be limited to a one (1) year period from July 1 through June 30. It may be renewed upon re-application.
6. Fund Administration: The appointment of a committee, at least three (3) members in addition to the Pastor(s), to determine eligibility for the receipt of funds is the responsibility of the chairperson of the Board of Education. Consideration for membership may be given to the chairman of the Board of Lay Ministry, Zion's president, the chairperson of the Board

MANUAL SECTION M16 Continued

of Stewardship, and any active member of Zion for membership. The Pastor/s are ex-officio members.

- a. The committee's recommendation will be forwarded to the Board of Education for final action.

B. Internal Dedicated Funds

1. Purpose: Monetary Funds that are authorized by Zion's Voters Assembly for specific purposes which are not a part of the disbursement program (budget) will be the responsibility of the Board as listed under (B2-this section).
2. Fund and Responsibility:
 - a. Memorial Fund (Undesignated)--Stewardship
 - b. Social Service Fund--Lay Ministry
 - c. Van Fund--Church Properties
 - d. Youth Accounts/Fundraising--Youth
 - e. Education Assistance Funds--Education
 - (1) Seminary Scholarship Fund
 - (2) Martin Luther School Tuition Assistance Fund
 - f. Active Seniors--Fellowship
 - g. Music Fund—Lay Ministry
 - h. Parking Lot/Repair & Maintenance Fund--Church Properties
 - i. Building Improvements—Church Properties
 - j. Outreach Fund—Lay Ministry
 - k. Lutheran Service Book—Lay Ministry
 - l. VBS Fund--Education

**ZION LUTHERAN CHURCH-LUTHERAN CHURCH MISSOURI SYNOD
Bismarck, North Dakota**

**ZION'S MANUAL
APPENDIX 1 – Sample of Call to Lay Workers**

Sample of Sacred Call to Lay Workers of Zion

DATE:

SACRED CALL

IN THE NAME OF THE FATHER AND OF THE SON AND OF THE HOLY GHOST

(Name)

By the guidance of the Holy Spirit, we, the Church Council of Zion Lutheran Church, Lutheran Church Missouri Synod, Bismarck, North Dakota, extend to you a sacred call to serve as a member of the **Board of Education**.

The basic objectives of this Administrative Board are to plan and administer the total educational program of Zion, to determine policies, to select personnel, to provide the necessary means and facilities, to direct and supervise this program and provide for active expression of Christian love and concern as an integral part of the total education program.

Zion Church Council believes that you are especially qualified to serve in this capacity. The Sacrament of Holy Baptism has gathered you into the Family of God. Hearing and studying His Word have sustained you. Receiving His Body and Blood in Holy Communion have strengthened you. In addition, a special gift of the Holy Spirit has been given to you, the gift of serving Him with your special talents. God calls on you to give account of your stewardship of that gift. "As every man hath received the gift, even so minister the same one to another, as good stewards of the manifold grace of God," 1 Peter 4:10".

As a member of the Board it is required of you: That you perform the duties assigned to you by the chairperson of the Board in accordance with the duties listed in Zion's Constitution, By Laws, and Manual in order to achieve the objectives of the Board and that you do so out of love for Christ ("I know your works, your love and faith and service and patient endurance, and that your latter works exceed the first.: Revelation 2:19); That you show to all the members of this congregation the love and concern which your Lord showed to you, doing all in your power to show by word and deed how much our God has loved you, even dying that you might live ("Walk in love, as Christ loved us and gave himself up for us." [Ephesians 5:2]); "How much more shall the Blood of Christ, Himself without blemish to God, purify your conscience from dead works to serve the living God." [Hebrews 9:14]); That you are faithful to the task set before you in careful and diligent performance of duties and in attendance at meetings and training sessions and that this be done through faith in Christ ("But someone will say, "You have faith and I have works. Show me your faith apart from your works, and I by my works will show you my faith." [James 2:18] and "For as the body apart from the spirit is dead, so faith apart from works is dead." [James 2:26]).

Zion, in turn, promises to support you in your work by praying in your behalf, by providing you with materials, by providing you with opportunities for Christian service and growth, and by helping in any way we can be of service to you in furthering God's Kingdom in this area and throughout the world.

We pray the Father of our Lord Jesus Christ to convince you by His Holy Spirit that this is a sacred call to lead you to accept this challenge, and to bless your service to Him and Zion Lutheran Church-Lutheran Church Missouri Synod.

On behalf of the Church Council

Vice President _____

Board Chairperson _____

Pastor _____

NOTE: Please complete the attached page.

MANUAL APPENDIX 1 Continued

(Name)

**PLEASE RETURN THIS PAGE TO ANY CHURCH OFFICER OR THE CHURCH OFFICE
BY: (Date).**

Having read and prayerfully considered the sacred call and realizing that only through the strength given me by my Lord and Savior can anything be accomplished through me, I hereby accept the call to serve on the Board of Education of Zion Lutheran Church-Lutheran Church Missouri Synod for the period ending _____.

SIGNATURE: _____

(If you accept this call, you will be notified of installation date.)

OR

Having read and prayerfully considered the sacred call and realizing that only through the strength given me by my Lord and Savior can anything be accomplished through me, I hereby decline this call but would like to serve Zion Lutheran Church-Lutheran Church Missouri Synod by:

_____.

SIGNATURE: _____

**ZION LUTHERAN CHURCH-LUTHERAN CHURCH MISSOURI SYNOD
Bismarck, North Dakota**

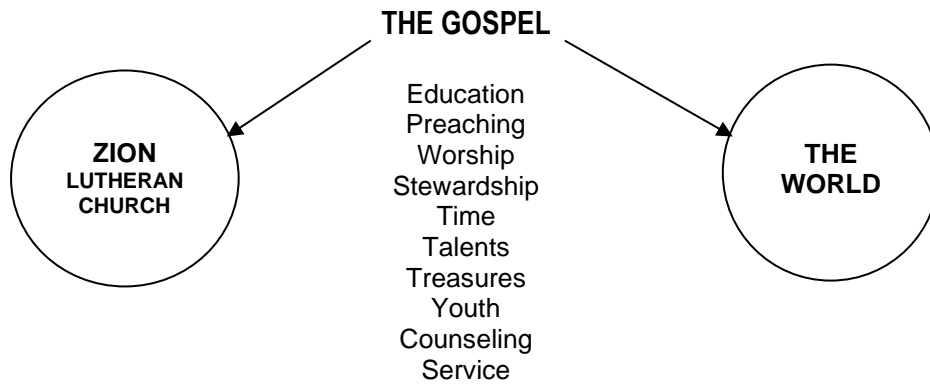
**ZION'S MANUAL
APPENDIX 2 – Zion's Mission and Values**

Zion's Mission:

The mission of Zion Lutheran Church is to spread the Gospel of Jesus Christ to all people through Word and Sacrament; encouraging and supporting one another as a fellowship of believers.

Zion's Values:

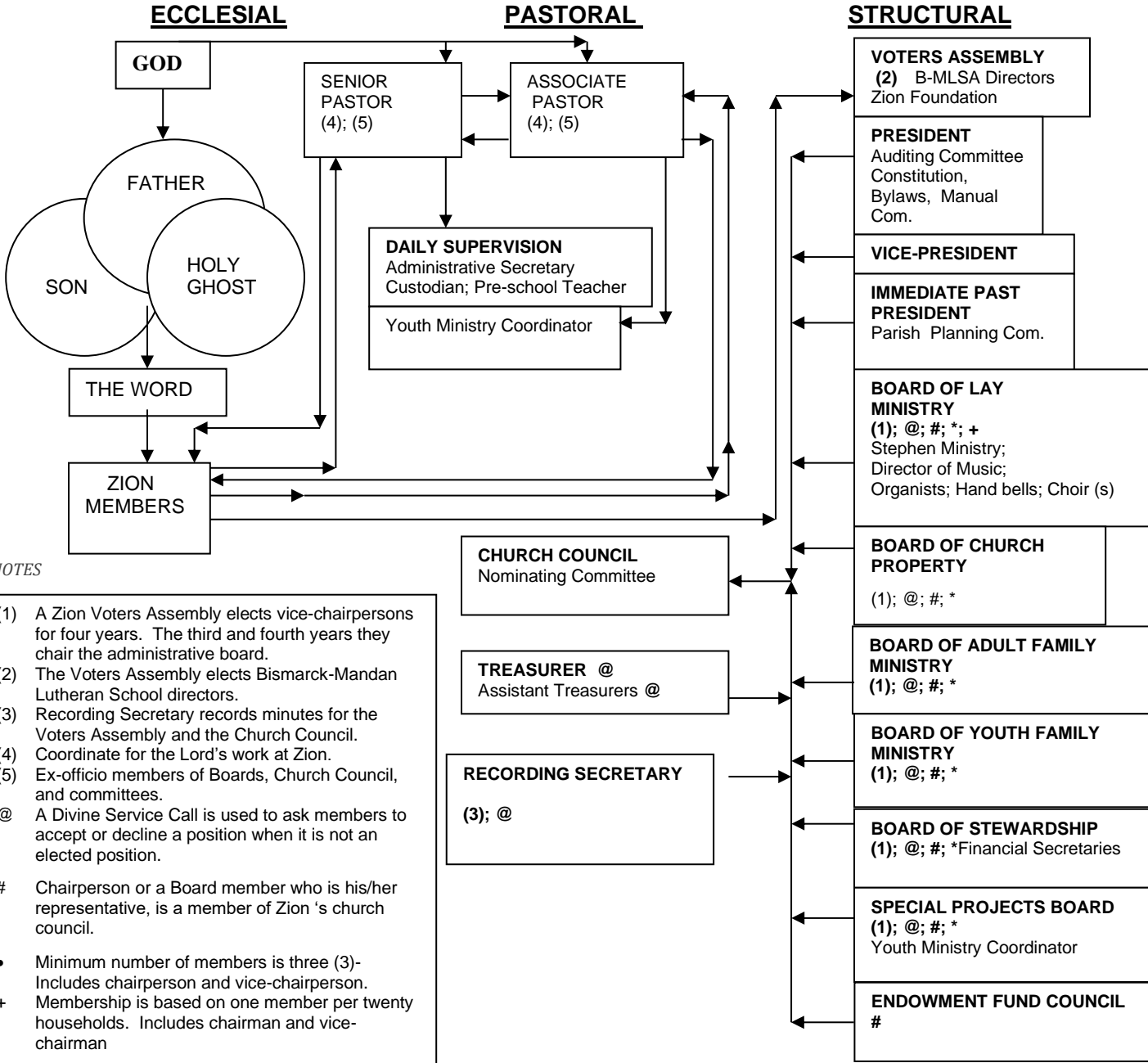
Zion is committed to living out the values of the gospel of Jesus Christ; to love God, love others, and share the good news of Jesus Christ. Zion is a community built on hope, strengthened by faith, and open to the opportunities God provides.



**ZION LUTHERAN CHURCH-LUTHERAN CHURCH MISSOURI SYNOD
Bismarck, North Dakota**

**ZION'S MANUAL
APPENDIX 3 – Zion's Organizational Chart**

ORGANIZATIONAL CHART



**ZION LUTHERAN CHURCH-LUTHERAN CHURCH MISSOURI SYNOD
Bismarck, North Dakota**

**ZION'S MANUAL
APPENDIX 4 – Zion's Organizations/Programs Not active at this time**

LUTHERAN WOMEN'S MISSIONARY LEAGUE

The Lutheran Women's Missionary League's coordinates activities which involve Zion with appropriate boards at Zion.

The colors are **PURPLE AND GOLD.**

The emblem is  **Serve the Lord with Gladness...Psalm 100:2**

The motto, **SERVE THE LORD WITH GLADNESS** was selected in 1943 from Psalm 100:2.

THE LUTHERAN WOMEN'S QUARTERLY is the official publication of the Lutheran Women's Missionary League. This publication is issued quarterly to all units with the cost absorbed by each district through Mite monies, special offerings or contributions by organizations. A newsletter is also published eight (8) times a year for the members in the North Dakota District.

The objectives of this society are to promote growth in Christian knowledge, to foster and support the program and objectives of the Lutheran Women's Missionary League, to further a love for and to help provide for active Christian fellowship.

Active membership is open to any woman who is a communicant member of Zion Lutheran Church Missouri Synod, Bismarck, North Dakota.

Regular meetings of this society are held monthly, usually the second Tuesday of each month.

Officers of the society are **PRESIDENT, VICE PRESIDENT, SECRETARY, AND TREASURER.**

The **PRESIDENT'S** duties are to preside at all regular and special meetings of the society, appoint chairwomen of standing committees with the approval of the Executive Board, periodically attend meetings of the various circles and perform whatever additional duties the society may prescribe.

The **VICE PRESIDENT** performs all duties of the president in her absence, is chairwoman of the Executive Board and performs whatever additional duties the society may prescribe.

The **SECRETARY** keeps minutes of all regular and special meetings and of the Executive Board, keeps a record of the membership, and files a book of current standing rules, submits a copy of all minutes to the president, vice president, Christian Growth Chairwoman and to the pastor.

The **TREASURER** receives all monies of the society, keeps an itemized account of all receipts and disbursements, makes all payments as authorized by the society, forwards all mite box offerings to the district financial officer, submits monthly and annual reports and submit her records annually for an audit.

The **EXECUTIVE BOARD** consists of the elected officers of the society, chairwoman of each circle, Christian Life Chairwoman, and Membership Chairwoman.

Meetings of the Executive Board are held monthly, usually prior to the regular L.W.M.L. meeting. The Executive Board also elects the Nominating Committee of three members, approves all committee appointments, assists the circles, and fills vacancies in the office except the office of the president in which case the vice president assumes the duties. There are no dues, but voluntary contributions will be

MANUAL APPENDIX 4 Continued

accepted at each meeting. Mite box offerings will be collected separately from the regular offering and are sent to the North Dakota District Financial officer. All expenses must have the approval of the society. The mite monies are used for mission projects such as: Sandy Bata Green, Wycliffe Bible Translators, Bauer Indian Mission in Montana, ND Church Workers Scholarships, Becky Tegtmeir, Joint Seminary Fund, ND District Audio Visual, Rural Ministries, Seward, Christian Salvation Service, Utah Mission, Thai Translation, etc. The regular offering is used to help organizations in Bismarck that are of interest to the community, such as Meals on Wheels, Ruth Meiers Home, Food Pantry, and others.

LWML Committees: **CHRISTIAN LIFE, MEMBERSHIP, FUNERAL, MISSION SERVICE, VISITING, PURCHASING, QUARTERLIES, CHRISTIAN CONCERNS, and KITCHEN.**

Purpose and duties:

CHRISTIAN LIFE arranges for devotions and spiritual growth for the regular meetings, keeps a file of materials, ideas and suggestions for local use and coordinates and cooperates with the president in planning the meeting program.

MEMBERSHIP encourages the women of Zion to become members of the society.

VISITING visits shut ins at their home or the sick in the hospital.

PURCHASING purchases coffee, sugar, plates, and other kitchen items for use by the society. This is usually one person.

QUARTERLIES receives and is responsible for all "Quarterly" receipts. This is usually one person.

CHRISTIAN CONCERNS is responsible for the sending of get well and birthday cards.

MISSION SERVICE is responsible for the delivery of Meals On Wheels during the month of August. During October it is responsible for a clothing drive for Lutheran World Relief. This includes the advertising, receipt, and shipment. Categories of clothing requirements are babies, children's, men's, and sweaters of all kinds. Items are boxed and sent to Lutheran World Relief during the first part of November. Quilts made by the Mission group are also sent at this time.

KITCHEN is responsible for ensuring that kitchen items, dishes, utensils, pots and pans, towels, silverware, stoves, refrigerators, etc., are maintained in a clean condition. If items need replacement, inform the Executive Board of L.W.M.L. for coordinating with the Board of Church Properties or with the society. Informs the Executive Board if there are problems or if "cleaning parties" are needed.

This society also has three circles for the purpose of assisting the congregation in worship, welcoming of new members, welcoming and greeting visitors at church services, and the Christian growth of children. These circles are **CHANCEL, GET ACQUAINTED, and NURSERY ROLL**. Meetings are once a month with a minimum of 10 meetings a year. All meetings begin with devotions or Christian Topic.

GET ACQUAINTED interests themselves in new members of the congregation by calling on them to welcome them and to help orient them into the congregation. They serve at the worship services to welcome visitors and strangers and also obtain greeters for the services. Coordination is with the Board of Fellowship.

LUTHERAN LAYMEN'S LEAGUE

The Lutheran Laymen's League coordinating Board for activities that involve Zion.

ZION MEN'S CLUB is affiliated with the International Lutheran Laymen's League, a group of individuals who work together for a common cause of an international Christian ministry to all people.

MANUAL SECTION M13 Continued

Our purposes are: (1) to aid the Lutheran Church Missouri Synod with Word and deed; (2) to encourage each other to participate actively in the work of the local congregation; (3) to help increase in its membership a deep consciousness of Christian stewardship in their lives. Through the many programs and projects of the local club we strive to train and encourage individuals in leadership; acquaint and introduce new people to the church; develop new workers for the congregation, zone, district, and Synod; build the concept that laymen are priests of God and ambassadors for Christ in all stations of life, and the completion of service projects which are best done by a group rather than an individual.

Membership is for any individual who is over eighteen years of age and is a communicant member of Zion Lutheran Church. There are no membership dues. Supports of the local club and national LLL programs are all freewill offerings. Zion Men's Club meets the second Wednesday of each month September through May in the church lounge. The officers are president, vice president, and Secretary/Treasurer, who are elected at the May meeting. These officers serve as the Executive Board in planning the Club activities. The monthly programs vary from LLL prepared films, local films, speakers for pertinent issues confronting the Christian community, and Synod programs for congregational stewardship and evangelism. All meetings consist of a Bible study led by the pastor or layman with material supplied by the national LLL office in St. Louis or other appropriate material. Special activities are a pancake sausage supper to finance local expenses and send delegates to district conventions, and "Ladies Night Out" when all spouses and other guests are invited to participate in a night out with a short program. A Bible study breakfast is held with sister congregations in the Bismarck Mandan area. The Bible study is held the first Saturday of each month and location rotates between the Bismarck Mandan churches.

Membership in the National Lutheran Laymen's League is available to anyone who desires to assist in the worldwide ministry of "Bringing Christ to the Nations." There are no membership dues. The many programs are supported by free-will contributions. When you contribute to any of the programs, your name is placed on the mailing list. Each month you receive a copy of The Lutheran Laymen, a feature packed publication that keeps you abreast of the latest developments, plans for the future and articles of important issues confronting society today.

The Lutheran Hour broadcasts a weekly worship program aired over 1,300 stations in many languages and countries.

ACTIVE SENIORS

The Active Seniors are under the Board of Fellowship for administrative purposes, coordination, program development, and leadership appointment with Active Senior member's input.

The Active Seniors provide fellowship for elderly Zion members and friends. They usually meet in Zion's basement on the second Monday of every month with the exception of June through September and provide various programs and activities that include special Christian presentations, topics of community interest, field trips to local points of interest and picnics. Refreshments add to the fellowship.