

ST. STEPHEN LUTHERAN CHURCH
CONTINUING RESOLUTIONS
AS OF 3/16/99

1. FUNERAL FLOWERS
2. ENDOWMENT FUNDS
3. BUSINESS MILEAGE
4. FUND RAISING
5. BUDGETED BENEVOLENCE
6. (For Future Use)
7. WEDDING FEE SCHEDULE
8. FUNERAL FEE SCHEDULE
9. MINISTRY TEAMS
10. CONFIRMATION SERVICE: Flowers and Bulletins
11. GIFT DONATIONS
12. OFFICIAL HOLIDAYS
13. MEMORIAL FUNDS
- 14.
15. RELEASE OF NAMES\ADDRESSES
16. COMMERCIAL GIFT DONATIONS
17. BEQUESTS
18. ACCESS TO CHURCH RECORDS
19. EXECUTION OF CONTRACTS
20. EMERGENCY REPAIRS
21. COUNCIL CANDIDATE EXPECTATIONS

ST. STEPHEN LUTHERAN CHURCH

CONTINUING RESOLUTION #1

Effective 1973 – revised 1997

Altar (Vases) flowers purchased specifically for a funeral service within the church are acceptable for delivery to shut-ins. Floral arrangements or planter types brought from the funeral home will be permitted for the service but not to be used for delivery to shut-ins or further use in the church.

CONTINUING RESOLUTION # 2

Effective 1982 – revised 1997

In these times when church attendance and contributions are shrinking it is prudent for churches to lay aside funds which will provide income for future programs and needs.

The best instruments to accomplish this are endowments funds. The concept of an endowment is a fund whose *principal* is not to be used except in a dire emergency. The *income* earned by the *principal* is available to be used under the rules of the fund, the fund is therefore self-perpetuating.

The Resolution provides two alternative endowment funds to permit contributors to have greater control over the way their endowment contributions are managed.

Fund #1 – Capital Improvement Endowment

This fund has existed since 1982. The fund was initiated with a \$24,000 principal which came from the proceeds of the sale of a double building lot on Courtney Road. The terms of this fund is that the *principal* be invested in instrument(s) which protect the *principal* while providing a prudent rate of return. The *principal* remains frozen and *income* from the investment shall be used for capital improvement projects.

Fund #2 – Investment Fund

This is a new fund established in 1997. The terms of this fund is that the *principal* is to be prudently invested in instrument(s) which will ensure growth for the *principal* while providing moderate *income*. The *income only* shall be used in the manner determined by the Congregation Council. It is the opinion of this Council of 1997 that future Council members will face situations which we cannot predict. We are confident that they will be persons of integrity and that they will be guided by the Holy Spirit in their financial decisions.

Details of management of the Investment Fund

- 1 . Any funds designated for the Investment Fund from whatever source will be applied to the *principal*.
2. The Finance Committee will select and manage investment opportunities which have a verifiable history of growth coupled with moderate income.
- 3 . Growth in value of the *principal* of the Investment Fund will remain in the fund.
- 4 . The *principal* is to be used only in dire emergencies and then only with approval of the Congregation.

5. *Income* (such as capital gains distributions and dividends) from the investment will be used at the discretion of the Council.
6. Accurate records are to be maintained so that it is clear which part of the investment is *principal* and which part is *income*.

CONTINUING RESOLUTION # 3

Effective 1987 – revised 1997

The pastor shall be reimbursed for business mileage at the prevailing IRS rate. Lay person(s) on official Church business shall be reimbursed at the IRS charitable rate if reimbursement is desired or, if preferred, treated as a financial contribution.

CONTINUING RESOLUTION # 4

Effective 1987 – revised 1998

As the church we are the people of God, called by God, having received the sign of His love in Baptism. In thanks to God for this gift of love, and for all His gifts, especially His Son Jesus Christ, we support the church through our regular offerings and our labors.

In thanks for our many gifts, we should embrace the principles of Christian giving and endeavor to ensure that funds required for the daily operation of the Church and its' programs and our Fair Share Benevolence be met by our regular offering.

It is not the intention of this resolution to suggest that fundraising events become a source of income for the daily operation of the Church.

It is intended that events such as dinners, shows, or carwashes, etc. be used to raise funds for specific enrichment events, such as a national youth gathering or special Sunday School Teacher training event, etc. or for special projects of the Church or to support benevolent causes. It is also intended that events are planned to provide broad participation and fellowship opportunities.

The following rules shall apply:

1. A request for approval of the event shall be forwarded to the Congregation Council in writing. The request must include:
 - a. Full particulars of the event
 - b. And explanation of the need for the funds
 - c. The organization and persons who will be responsible for the event
2. Fundraising events must receive the approval of the Congregation Council before scheduling or advertising the event.
3. Any publicity of the event is to clearly state that it is a fundraising event and the cause which is to benefit for the proceeds.
4. If the fundraiser is not to be contributed to a benevolent cause, 10% of the profits from the event is to be contributed to a benevolent cause which is to be identified in the initial request to the Congregation Council.
5. Seed money for the event can be provided by the congregational council.

6. A written financial report is to be submitted to the Finance Committee at the conclusion of the event.
7. Any proceeds from the event are to be placed in the Church checking account and disbursed by the Church Treasurer.
8. Donations from outside companies shall not be solicited.

CONTINUING RESOLUTION # 5

Effective 1988 – reviewed 1997

The procedure for budgeted benevolence is as follows:

1. If during any calendar year any monies that are received designated for budgeted benevolence through offerings of other means shall be considered as part of the budgeted amount.
2. If during any calendar year the designated offering exceeds the budgeted amount all excess will be sent to the designated recipients.

CONTINUING RESOLUTION # 6

(Held for future use)

CONTINUING RESOLUTION # 7

Effective 1989 – revised 1997, revised 11/13/01, revised 10/17/06

The following fee schedule for weddings is adopted.

Members

1. For members who are regular worship participants or who are actively supporting the ongoing programs of the church, there is no charge for use of the church. For those members who are not regular in their worship attendance, or who do not actively support the ongoing programs of the church, there shall be a \$100 charge for use of the church at the discretion of the pastor.
2. The honorarium for the organist shall be \$125; an extra \$50.00 if practice is required with a soloist.
3. The honorarium for the sexton/custodian shall be \$75.
4. No charge for those who are regular in their attendance for use of the Fellowship Hall, but there shall be a \$50 deposit for clean-up (to be returned if persons using the hall clean up such that custodian has only minimal or normal work.) For those members who are not regular in their worship attendance, there shall be \$100 charge for use of the Fellowship Hall.

Non-members

1. There shall be a charge of \$400 for use of the church.
2. The organist and sexton/custodian fee shall be the same as for members.
3. There shall be a \$250 charge plus a \$50 clean-up deposit for use of the Fellowship Hall, provided there is a connection with a member who is willing to assume responsibility for use of the hall.

CONTINUING RESOLUTION # 8
Effective 1989 – revised 1997, revised 10/17/06

The following fee schedule for funerals is adopted.

The organist will be paid \$75.00. The family will be requested to cover this charge. The Church will cover that part of the fee that the Pastor determines the family cannot.

CONTINUING RESOLUTION # 9
Effective 1990 – revised 1999

The Congregation Council shall establish ministry teams to care for and lead the congregation in its mission to proclaim the good news of Jesus Christ. There shall be standing ministry teams for worship, property, and finance following standing committees are created:

1. The Property Ministry Team shall see to the proper maintenance of all property and shall take care that the same is kept in good repair.
2. The Finance Ministry Team, of which the treasurer shall be a member, shall prepare a draft budget to submit to the Congregation Council for its action and later presentation to a congregation meeting. The team shall exercise oversight of all financial affairs of this congregation. At the direction of the congregation council, the team shall study alternatives and recommend to the council a method of funding expenditures of the congregation. It shall, subject to the approval of the congregation council, be responsible for the congregation's investments and its total insurance program. It shall also provide for annual audits of the treasurer and the treasury of any group in the congregation.
3. The Worship Ministry Team shall assist the Congregation Council in seeing that the services of God's house are conducted regularly and in accordance with Lutheran theology. The team shall ensure that appropriate personnel for worship are recruited and trained and that paraments, vestments, and other worship materials are put to use and cared for.

Other areas for which ministry teams are highly recommended include education, the care of members, and outreach. Teams to address these ministries shall be formed by the Congregation Council as appropriate.

CONTINUING RESOLUTION # 10
Effective 1990 – revised 1997

Bulletins and flowers may be donated by members of the congregation on the day of Confirmation with the following provisions:

1. Neither bulletins, nor flowers, nor chancel baskets may be given in honor of any single confirmand.
2. Neither bulletin, nor flowers, nor chancel baskets may be given in honor of the class of confirmands by a relative of the confirmands.
3. Neither the flowers nor chancel baskets shall be given to the confirmands following the service.

4. If no one has signed up to donate either bulletins or flowers by the time that the date for confirmation is announced, the congregation shall be the donors of any of these items not yet having donors.
5. If flowers and bulletins have been donated, then the Church shall donate a chancel basket in honor of the confirmands.

CONTINUING RESOLUTION # 11

Effective 1190 – reviewed 1997

All gifts received by the Church become the property of St. Stephen Lutheran Church. No plaques will be attached to such gifts (pews, pulpit, lectern, etc.). Names of contributors and of those in whose memory or honor the gifts are given will be inscribed in a special Book of Remembrance.

CONTINUING RESOLUTION # 12

Effective 1990 – reviewed 1997

The church office will be closed on the following holidays:

New Year's Day	Martin Luther King's Birthday
Presidents Day	Good Friday
Memorial Day	Independence Day
Labor Day	Thanksgiving Day
Christmas Day	

CONTINUING RESOLUTION #13

Effective 1990 – revised 1997

Monetary gifts contributed to the church as memorials shall be placed in a Memorial Fund unless otherwise designated by the giver. Money accumulated in this fund shall be used for special purchases not planned for in the budget, but which would enhance the programs of the church. A list of possible special purchases shall be maintained by the Congregational Council. Any purchases shall be subject to constitutional limitations.

CONTINUING RESOLUTION #15

Effective 1991 – revised 1997

Any request for names and addresses of the members of our congregation will be reviewed by the Congregation Council as to its merit and purpose; and if the council recommends the release of the listing, it shall do so only upon written confirmation from the requestor that the data shall be used solely for the designated purpose. Further that the Congregation be advised prior to the release of the

data so that each member has an opportunity to exclude his\her name\address from the listing. Under no circumstances will telephone numbers be released to any agency/organization.

The only exception to this policy will be the release of name\address by family unit for the purpose of providing for the "Lutheran Every Home Plan" since this publication provides each member an educational\informational tool to enlighten our membership of the church-at-large.

The requestor shall be advised the use of any published church membership directory with telephone numbers is not permitted. Said directory is for internal use only of the church membership. Any church organization sponsoring a supper/dinner may have a free will offering or use tickets (as best as possible the cost of the ticket is not to exceed the cost of the dinner). It is understood that the purpose of such event would be strictly social and not to raise funds for supporting the church.

CONTINUING RESOLUTION #16

Effective 1991 – reviewed 1997

"Free gifts" donated to the church which carry any commercial advertising will be referred to the Congregational Council/Executive Committee for their review and the determination as to whether or not the "gift" is appropriate for use in the church. Any "free gift" determined to not be acceptable for use in the church will be given to another charitable organization.

CONTINUING RESOLUTION #17

Effective 1991 – revised 1997

Bequests to St. Stephen Lutheran Church given in response and thanksgiving to God for His gift of life and blessings is to be encouraged. The use of such bequest is to aid the continuance of the ministries of St. Stephen both now and in the future.

A bequest may be of an unrestricted or restricted nature. Although we encourage bequests to be of an unrestricted nature, all bequests will be given serious consideration by the Congregation Council as stewards of the gift so as to honor the desire and wishes of the benefactor.

Unrestricted Bequests

In order to demonstrate the congregation's thanks to God for the generosity of the person giving the bequest, 10% of all bequests will be given to benevolent causes. Half of this money will be given to the Delaware-Maryland Synod and half to one or more to benevolent causes determined by the congregation council. This money will be distributed within 6 months of receiving the bequests. If the bequests is \$10,000 or greater, 10 % will be deposited in the Capital Improvement Fund to be used for capital improvements, and 10 % shall be deposited into the Endowment Fund.

After the allocations in the above paragraph have been made, use of the remainder of the bequest shall be determined by the congregation council. In making this allocation, the congregation council shall take into consideration the total ministry of St. Stephen. This includes such options as:

1. Seed money for new programs
2. Special purchases for enhancing existing programs
3. Staff needs to expand our ministry
4. Additional benevolent causes
5. Capital improvements
6. Additional deposits to the endowment fund

7. Other options which the Holy Spirit makes known to the council

Decision regarding the use of the bequest shall be made known to the congregation.

Bequests With A Recommendation Or Restriction

Should a bequest contain a non-binding recommendation, the Congregation Council will endeavor to honor the recommendation provided the recommendation is within the mission and ministry of the congregation and a need for such a request exists. Otherwise, the bequest will be accepted and honored as an unrestricted gift from the benefactor.

Should the bequest be binding on its use, the Congregation Council will give diligent consideration to the request. If the Congregation Council finds that it cannot honor the request, and the bequest cannot not become non-binding, refusal shall be for one or more of the following reasons:

1. Such use of the bequest is not likely to be undertaken by the congregation
2. Such use of the bequest is not in the best interest of the congregation
3. Such use of the bequest will or may cause significant conflict and/or division within the congregation

CONTINUING RESOLUTION #18

Effective 1993 – revised 1997

1. The Constitution, By-Laws, Annual Reports and any documents filed with a governmental agency that are open to public examination shall be made available to both members and non-members without requiring the approval of the Congregational Council.
2. Committee minutes, regular council minutes, monthly Treasurer's and Financial Secretary's reports to Council and other financial statements of account (excluding the records maintained by the Financial Secretary) shall be made available to all members only for their exclusive use without requiring the approval of the Congregational Council.
3. The records maintained by the Financial Secretary shall be made available only to the person(s) named as the giving unit in the Financial Secretary's records or that unit's legal representative. A legal representative with proof of power of attorney or the executor of the estate has permission to inspect the giving unit's record.
4. The minutes of the Congregational Council while in Executive Session shall be made available to members who make a written request to the Congregational Council. Such request must include the purpose for the inspection of the minutes. The Congregational Council shall act upon the request at its next regularly scheduled meeting. The Congregational Council may deny the request if the stated purpose is deemed to be improper.

CONTINUING RESOLUTION #19

Effective 1993 – reviewed 1997

Upon either Congregational or Congregational Council approval (whichever is required) of the terms of any contract, the Congregational Council shall designate the individual or individuals

authorized to execute said contract. Only said individual(s)'s execution of the contract shall bind the Congregation to the terms set forth therein.

CONTINUING RESOLUTION # 20

Effective 1997

The property Committee is empowered to deal directly with minor repairs to the facility, defined as costs up to and including \$1000.00, and emergency repairs, as defined in their judgment, considering the immediate situation before them, without regard to a bid process. All other proposed projects\expenditures exceeding \$1000.00 require a minimum of three (3) bids from licensed contractors with expertise in the required field unless waived by the Congregation Council.

CONTINUING RESOLUTION #21

Effective 1997

When asked to consider service as a member of the congregation council, the candidate needs to consider that there is much more to this role than merely attendance at monthly council meetings.

The Congregation Council and the officers and leaders selected from their ranks will be responsible for the physical facilities, financial resources, and the programs and conduct of worship of the Congregation.

Candidates for the Congregation Council will be expected to:

1. Exceed minimal requirements of voting* membership of St. Stephen
2. Be regular in their attendance at worship services
3. Be considered to be a person whose lifestyle reflects their Christian faith
4. have a willingness to take a position of leadership on one or more committees to help guide the temporal and spiritual life of the church
5. be regular and punctual in their attendance at Congregation Council and committee meeting and Annual and specifically called Congregation Meetings.

These expectations are meant to augment not replace duties as listed in the Church Constitution.

*voting membership status is generally considered to require that they be a confirmed member who communes and contributes at least once per year.