

**GUIDELINES
FOR
OFFICERS, BOARDS, AND COMMITTEES
OF
IMMANUEL LUTHERAN CHURCH
LOCKWOOD, MISSOURI**

I - PURPOSE

These Guidelines are based upon the Constitution and By-Laws of the Congregation. They are not intended to replace the By-Laws, but to amplify and to outline the activity of each Officer, Board, and Committee. The underlying purpose is to guide each individual, Board, and Committee in the functioning of their particular task so the Congregation will remain an active, working, and growing Congregation.

These Guidelines may be added to or deleted from or changed by a majority vote of the Voters Assembly.

II - CONGREGATIONAL CHART

The following Congregational Chart defines the relationship of each Officer, Board, and Committee to the Congregation and to the other Officers, Boards, and Committees. It also defines the normal flow of proposals from an individual or group to becoming a part of Immanuel's program, as printed on the last page of these Guidelines.

III - GENERAL GUIDELINES

1. Since the Congregation is supreme, no decision by any one person or group shall become binding upon the Congregation until it has passed the Voters' Assembly. (By-Laws, Article VIII - Supreme Authority of Congregation.) The Annual Meeting of the Congregation shall be held on the last Sunday of October (Articles of Incorporation).
2. Beside the normal function of his Pastoral Office, the Pastor is an ex officio member of the Board of Elders, the School Board, and the Board of Trustees. He is an advisor to all other Congregational Officers and Committees.
3. In addition to conducting the affairs of the Christian Day School and overseeing the staff of the School, the Principal is an ex officio member of the School Board. When so instructed or invited, the Principal is to advise other Boards and Committees.
4. For Voters' Assembly membership and duties see By-Laws, Article II, Section 2 - Voting Members; and Article IV - Duties of Voting Members. For the conducting of Voters' Meetings see By-Laws, Article VI - Meetings.
5. The Church Council -
 - A. For membership and meeting see By-Laws, Article X, Section 2 - Officers.
 - B. Is responsible for the Agenda of Business at the Quarterly Voters Meetings (By-Laws, Article VI - Meetings). The Agenda shall be prepared from the recommendations of various members, Boards, and Committees; and from the Council's own studies. The Agenda shall include a Quarterly Report from the Pastor, Principal, Treasurer, Financial Secretary, Board of Elders, the School Board, Board of Trustees, and other special reports of special committees.
 - C. Shall initiate studies of its own in the interest of the Congregation; and shall consider any matter assigned to it by the Voters' Assembly.
 - D. At the end of the calendar year, shall oversee the preparation of an Annual Report of the Congregation and all its Societies. This report is to include a yearly financial report of all Congregational Funds. This report is to be published and made available to the members of the Congregation by placing copies on a table in the narthex.

- E. When needed, appoint three members to the Future Needs and Planning Committee, to be presented to the Voters' Assembly for ratification. (Cf. Section P of Guidelines.)
- 6. Each Board or Committee is to elect a chairman immediately after the first of January. When necessary, a Secretary and Treasurer shall be elected.
- 7. The **chairman** of the Board or Committee shall have these responsibilities:
 - A. See that the Board or Committee functions according to its guidelines;
 - B. Be responsible for calling meetings of his respective Board or Committee;
 - C. Prepare an agenda for each meeting of the Board or Committee;
 - D. Immediately initiate action upon any matter placed into the hands of the respective Board or Committee by the Voters' Assembly.
- 8. The normal flow of proposals and recommendations shall be according to the Congregational Chart. However, the Congregation does reserve the right to give, under unusual circumstances or in cases of emergency, each individual, Officer, Board, or Committee the right to come with a specific recommendation directly to the Voters' Assembly.
- 9. All Officers, Board and Committee members are to attend a Peacemaker's Seminar to gain Biblical understanding on how the Congregation is to handle conflict.

IV - SPECIFIC GUIDELINES FOR OFFICERS, BOARDS, AND COMMITTEES

A - PRESIDENT

- 1. The President of the Congregation shall preside at all Council Meetings and at all Voters Meetings (By-Laws, Article VI, Section 3 - Meetings; and Article X, Sections 3 and 4 - Officers).
- 2. The President is an ex officio member of all Boards and Committees.
- 3. The President shall see that all Congregational resolutions are carried out.

B - VICE - PRESIDENT

- 1. The Vice-President shall fulfill all the duties of the President when he is unable to fulfill his duties.
- 2. The Vice-President shall be the Chairman of the Future Needs And Planning Committee (Cf. Section P of Guidelines).

C - SECRETARY

- 1. The Secretary (By-Laws, Article X, Sections 3 and 4 - Officers) shall keep accurate Minutes of all business considered and transacted at the Quarterly and Special Voters Meetings. They are to be read and approved at the next Quarterly Meeting.
- 2. The Secretary shall file Minutes of all printed reports presented at these Voters Meetings.
- 3. When the Secretary sends an official communication from the Congregation, the Secretary shall keep a copy on file. These shall be filed with the Minutes to become a part of the official proceedings of the Congregation.
- 4. When a specific resolution or assignment is made, the Secretary shall forward it to the specific Officer, Board, or Committee immediately after the Meeting in which it was adopted. Normally, this information shall be in writing.

D - TREASURER

- 1. The Treasurer (By-Laws, Article X, Sections 3 and 4 - Officers) shall receive a monthly report of income, the division of use to be made of income, and duplicate deposit slips from the Financial Secretary (Cf. Section E of Guidelines).
- 2. The Treasurer shall keep an accurate record of the monthly reports of the Financial Secretary and of all other income the Treasurer receives in the name of the Congregation.

3. The Treasurer shall keep an accurate record of all expenditures from the General Treasury and all Congregational Funds placed into the Treasurer's care. The Treasurer shall write all checks to cover these expenditures as no disbursements are to be made in cash. The Bookkeeper shall be authorized to write checks and work with the Treasurer in the accounting of proper and safe distribution of expenditures.
4. The Treasurer shall receive the Bank Statements of the general treasury and Congregational funds under the Treasurer's care, checking them, and retaining them for the use of an audit as deemed necessary by an appointed Auditing Committee (Cf. Section S of Guidelines). The Bookkeeper shall assist in the balancing of all bank statements as directed by the Treasurer.
5. The Treasurer shall report Quarterly and Yearly the condition of the general treasury and all funds in the Treasurer's care. These reports shall include the beginning balance, income, disbursements, and closing balance. These reports shall be printed for general distribution to the members of the Congregation.
6. The Treasurer has no authority to borrow money, or channel funds from one bank to another to receive higher interest rates unless the Congregation specifically authorizes the Treasurer to do so.
7. The Treasurer is a member of the Budget Committee (Cf. Section W of Guidelines) and of the Endowment Committee. (Cf. Endowment Committee By-Laws, Section IV A. 2)
8. The Treasurer is also the treasurer for the Immanuel Lutheran Church Endowment Fund.

E - FINANCIAL SECRETARY

1. The Financial Secretary (By-Laws, Article X, Sections 3 and 4 - Officers) shall keep an accurate record of all sources of income from the individual members (By-Laws, Article III - Duties Of Members) of the Congregation. The Finance Committee assists the Financial Secretary and the Financial Secretary meets with the Finance Committee monthly (Cf. Section R of Guidelines).
2. The Financial Secretary shall divide the income according to the two areas of financial support (Work at Home, and Work at Large), and monthly report such income and division, along with the duplicate deposit slips to the Treasurer. (Cf. Sections D and R of Guidelines).
3. The Financial Secretary shall report quarterly and yearly the various sources of income of the Congregation and its division into the Work at Home and Work at Large areas. This report is to be printed for general distribution to the members of the Congregation.
4. The division between Work at Home and Work at Large shall be derived as follows:
 - A. Work at Home - prescribed percentage of Weekly Envelopes; all contributions in special envelopes (e.g., New Years Day, Lent, etc.) except those for the Church Extension Fund, Mission Festival, and other mission envelopes decided upon from time to time; all contributions to all Building Funds of the Congregation; all loose monies.
 - B. Work at Large - prescribed percentage of Weekly Envelopes; all contributions for the Church Extension Funds, contributions on Mission Festival, and all other special mission envelopes decided upon from time to time; all memorials, and any special Synodical or District project of collection in which the Congregation participates.
5. The Financial Secretary shall provide each contributing unit, normally each individual communicant, with a packet of envelopes purchased by the Congregation. The names with the packet number shall be listed for use by the Finance Committee (Cf. Section R of Guidelines). These packets for the coming year shall be distributed during the last two weeks of December; and given to each new communicant as the Financial Secretary enters the communicant membership of the Congregation.
6. The Financial Secretary is a member of the Budget Committee (Cf. Section W of Guidelines).

F - BOARD OF ELDERS

1. The Board of Elders shall be concerned with the spiritual needs of the Congregation. They shall assist the Pastor in this area (By-Laws, Article X, Section 3 and 4 - Officers).
2. After admonition by individual members of the Congregation and by the Pastor, the Elders shall visit members who have become delinquent in worship, in receiving the Sacrament of the Altar, and in Christian living. Prayerfully, they shall use the Word of God to admonish and encourage. The aim of such spiritual care and concern shall be to gain the erring brother or sister.
3. When it becomes obvious to the Elders that such delinquency will continue unless more drastic measures

are used, the Elders shall continue the next steps of Church Discipline according to Matthew 18 (Constitution, Article VI - Church Discipline).

4. If those efforts prove fruitless the Elders shall draft a recommendation of excommunication to be presented to the Congregation through the Voters' Assembly. The individual under such a recommendation shall be sent a copy of it by Certified Mail, and shall be given every reasonable opportunity to repent and confess his error. If he fails to do so, he forfeits all rights of membership in the Congregation (Constitution, Article VI - Church Discipline). The Board of Elders shall be concerned with the spiritual growth and soul accounting within the Congregation; and the preaching of the Word to the unchurched. The Mission Committee is to assist in this area (Cf. Section J of Guidelines).
5. The Board of Elders shall strive through spiritual teachings and action to increase the Stewardship of Time, Talents, and Treasures of the membership of the Congregation. The Stewardship Committee is to assist the Elders in this area (Cf. Section K of Guidelines).
6. The Board of Elders shall strive to maintain reverent and orderly worship services. The Usher Committee is to assist the Elders in this area (Cf. Section L of Guidelines).
7. The Board of Elders shall sign all Letters of Transfer to sister Congregations.
8. The Board of Elders shall report quarterly to the Congregation at the Voters Meeting concerning the changes and spiritual condition of the Congregation.
9. The recommendations of the Board of Elders to the Congregation shall be made through the Church Council.
10. A member of the Board of Elders shall be appointed to the Future Needs and Planning Committee when active (Cf. Section P of Guidelines).
11. The Elders are to promote Christian Education throughout the Congregation. The Parish Education Committee is to assist the Elders in this area. (Cf. Section I of Guidelines)
12. A member of the Board of Elders shall be appointed to the Budget Committee (Cf. Section W of Guidelines).

G – THE SCHOOL BOARD

1. The School Board shall be concerned with the educational needs of Immanuel Lutheran School, Immanuel Lutheran Day Care and Nursery School.
2. The School Board shall consist of (5) elected voters and the ex-officio members, the Pastor and Principal.
3. The School Board shall supervise the Parochial School, Day Care and Nursery School. It shall develop the policies and curriculum of the Parochial School and all early childhood programs, provide through an annual grant from the Congregation all the books, study materials, and classroom furniture. It shall consider ways of improving the teaching and effectiveness of the Parochial School and all early childhood programs. (Cf. Section M of Guidelines).
4. The recommendations of the School Board to the Congregation shall be made through the Church Council.
5. A member of the School Board shall be appointed to the Future Needs and Planning Committee when it is active. (Cf. Section P of Guidelines.)
7. A member of the School Board shall be appointed to the Budget Committee. (Cf. Section W of Guidelines.)
8. The School Board and Principal shall follow all National Lutheran School Accreditation Guidelines.

H - BOARD OF TRUSTEES

1. The Board of Trustees shall be concerned with the physical properties of the Congregation (By-Laws, Article X, Sections 3 and 4 - Officers).
2. The Trustees shall periodically inspect all the properties of the Congregation to determine needed repairs or replacements.
3. At the Annual Meeting in October, the Trustees shall present to the Congregation a comprehensive report of the condition of all the properties of the Congregation. This report shall state the most urgent needed repairs or replacement. Then, the Trustees shall recommend the repairs and replacements to be undertaken in the next calendar year, with estimated cost, to the Congregation for action.
4. The Trustees shall be the legal representatives of the Congregation and shall sign all legal documents where the Congregation's signature is required.

5. The Trustees shall have the Congregation's property, real and personal, adequately insured.
6. The recommendations of the Board of Trustees to the Congregation shall be made through the Church Council.
7. A member of the Board of Trustees shall be appointed to the Future Needs and Planning Committee when it is active (Cf. Section P of Guidelines).
8. A member of the Board of Trustees shall be appointed to the Budget Committee (Cf. Section W of Guidelines).
9. The Board of Trustees shall hire the Custodian with Voters' Assembly approval.

I – PARISH EDUCATION COMMITTEE

1. The Parish Education Committee shall be concerned with the educational needs of the Congregation.
2. The Parish Education Committee shall consist of-
 - A. two elected voters.
 - B. the Sunday School Superintendent and the Assistant Superintendent.
 - C. one Sunday School teacher.
 - D. the ex-officio member, the Pastor, and a counselor from the JYF and/or LYF.
3. This Committee shall supervise the Sunday School and Weekday School of Religion. It shall develop ways of improving the training and effectiveness of the Sunday School and Weekday School Teachers. It also shall be concerned with the expansion of Bible Study in the Congregation. The Sunday School Superintendent, the assistant, and Sunday School Staff shall assist in this area. (Cf. Section N of Guidelines.)
4. This Committee shall supervise the youth programs of the Congregation. It shall support youth work by suggesting ways of improvement and aiding in obtaining Counselors for JYF and LYF. Counselors are to be ratified by the Voters' Assembly. The Committee makes recommendation of Counselors to the Elders for approval before this Committee recommends names to Voter's for ratification.
5. The recommendations of the Parish Education Committee to the Congregation shall be made through the Board of Elders. (Cf. Section F of Guidelines)
6. A member of the Parish Education Committee shall be appointed to the Future Needs and Planning Committee.
7. A member of the Parish Education Committee shall be appointed to the Budget Committee.

J – THE MISSION COMMITTEE

1. The Mission Committee shall be concerned with Evangelism.
2. It shall plan methods of good soul accounting and in order that the spiritual level of each member of the Congregation may be increased. The aim should be for continued growth in personal Christian living, in personal Christian witnessing, in personal Christian activity, in personal Christian growth in God's Word and in mission information.
3. It shall endeavor to devise means by which individuals of the Congregation and the Congregation as a whole may contact the unchurched in the surrounding Lockwood community.
4. The recommendations of the Mission Committee to the Congregation shall be made through the Board of Elders (Cf. Section F of Guidelines).

K – STEWARDSHIP COMMITTEE

1. The Stewardship Committee shall be concerned with the Stewardship of Time, Talents, and Treasures the Lord has entrusted to us.
2. It shall endeavor to inform and help the Congregational members to grow in their Stewardship.
2. It shall make all Stewardship studies necessary for the welfare of the Congregation.
3. It shall annually review the salaries of all the Congregational workers.
4. It shall suggest a Mission Goal for the Congregation, to be considered at the Annual Meeting of the Congregation in October.

5. The recommendations of the Stewardship Committee to the Congregation shall be made through the Board of Elders (Cf. Section F of Guidelines).
6. The Stewardship Committee is a member of the Budget Committee. (Cf. Section W of Guidelines).

L – USHER COMMITTEE

1. The Usher Committee shall serve at each Worship Service and Funeral.
2. It shall arrange its time of serving so each member has a similar amount of duty time as the other members.
3. The Ushers on duty shall usher worshippers, particularly visitors, to their seats; shall see that everyone has a hymnal; shall distribute the Church Bulletins and other material to the Congregation; shall arrange for overflow seating; shall receive the offering and bring it to the Altar; shall take a head count; shall dismiss the Congregation orderly; shall collect attendance sheets after each Church service.
4. During Holy Communion, an Usher shall send tables of twelve –fourteen to the Altar reverently and orderly.
5. The recommendations of the Usher Committee to the Congregation shall be made through the Board of Elders (Cf. Section F of Guidelines).

M – PAROCHIAL SCHOOL STAFF

1. The Parochial School Staff, under the chairmanship of the Principal, and/or Pastor, shall meet monthly during the school year to consider those matters important to their teaching, the curriculum of the school, and the Christian conduct of the school. They shall make what regulations are necessary for the Christian functioning of the school.
2. The requests and recommendations of the Parochial School Staff to the Congregation shall be made through the School Board (Cf. Section G of Guidelines.)

N – SUNDAY SCHOOL STAFF

1. The Sunday School and Staff shall be supervised by the Sunday School Superintendent and the Assistant.
2. All the teachers (which includes substitutes) of the Sunday School Staff shall attend the Bi-monthly staff meetings for study and business.
3. The Sunday School Staff shall constantly appraise itself for ways of improving its teaching, its effectiveness, and size of classes.
4. The requests and recommendations of the Sunday School Staff to the Congregation shall be made through the Parish Education Committee (Cf. Section I of Guidelines)

O – SOCIETIES

1. All Societies (AAL, LWML, JYF, LYF) function under the auspices of the Congregation, and thus are to abide by the Congregation's decisions.
2. All Societies shall strive for a unified, planned parish program in cooperation with the School Board, the Parish Education Committee and the Board of Elders.
3. The requests and recommendations of the various Societies to the Congregation shall be made through the School Board and/or the Parish Education Committee (Cf. Section G and I of Guidelines).

P – FUTURE NEEDS AND PLANNING COMMITTEE

1. The Future Needs and Planning Committee shall be composed of the following:
 - A. The Vice-President of the Congregation as chairman (Cf. Article IV Section B of Guidelines);
 - B. A member from the Board of Elders (Cf. Section F of Guidelines);
 - C. A member from the School Board and Parish Education Committee (Cf. Section G and I of Guidelines);
 - D. A member from the Board of Trustees (Cf. Section H of Guidelines);
 - E. 3 members appointed by the Church Council.

2. This Committee shall function only when the Voters assign a particular study to it. It shall be dissolved when the Committee has finished its work.
3. The recommendations of the Future Needs and Planning Committee to the Congregation shall be made through the Board of Trustees (Cf. Section H of Guidelines).

Q – MISSION COUNCIL REPRESENTATIVE

1. The Mission Council Representatives shall represent the Congregation on the Southwest Missouri Circuit Mission Council.
2. They shall report to the Congregation the activities of the Circuit Mission Council and bring the requests and recommendations from the Mission Council to the Congregation through the Mission Committee.

R – FINANCE COMMITTEE

1. The Finance Committee shall assist the Financial Secretary (Cf. Section E of Guidelines) in keeping a contribution record for each contributing unit. This record shall show the occasion or purpose for each contribution and the amount contributed. A form shall be used which will provide a permanent record to be given to the contributing unit, and also one for the Congregation.
2. The Committee shall divide the number of contributing units evenly among them-selves, in groups of consecutive number of packets.
3. After each Service, the Finance Committee shall divide the collection among them-selves according to the packets for which each is responsible (2 above). The contributions shall be entered immediately on the contributing unit's record.
4. In the event the amount contributed is not stated on the envelope, the Committee member shall write it in the space provided on the envelope.
5. These envelopes shall be retained by the committee member or successor for a period of six months after the close of the calendar year for the verification of reported contributions in case an error is claimed. After this period they may be destroyed.
6. The loose monies shall be counted and recorded in a permanent record immediately after each Service by the Finance Committee. It shall be deposited by each Committee member in rotation.
7. All money received and counted by the Committee member shall be deposited immediately in the designated account at the Bank. A duplicate deposit slip shall be signed by the depositing Committee member and turned in to the Bookkeeper in the Church Office. The total monthly deposits must agree with the monthly report of contributions, and they will be given to the Treasurer for the purpose of checking the Bank Statement (Cf. Section D of Guidelines).
8. The Finance Committee shall meet with the Financial Secretary monthly or when deemed necessary to report the totals for the various sources of income recorded by each Committee member.
9. After each Quarter, the Finance Committee shall mail a three month contribution statement to each contributing unit. At the end of the calendar year, this statement should be a yearly record of all contributions. Also at the end of the year a permanent statement of contributions for the year for each contributing unit shall be filed with the Congregation's permanent records.
10. The recommendations of the Finance Committee to the Congregation shall be made through the Stewardship Committee (Cf. Section K of Guidelines).

S – AUDITING COMMITTEE

1. An Auditing Committee may be appointed by the President of the Congregation as deemed necessary to audit the total records of the Finance Committee, based upon the records of total contributions of each contribution unit, the books of the Financial Secretary, and the books of the Treasurer.
2. This audit shall be made as soon as possible after the books are closed for the year.
3. The Auditing Committee shall report its recommendations directly to the Voters' Assembly.

T – CEMETERY COMMITTEE

1. The Cemetery Committee shall keep the Cemeteries presentable and shall administer any funds it receives for the maintenance of the cemeteries.
2. It shall see that the graves are properly located according to plat and are properly dug.
3. The requests and recommendations of the Cemetery Committee to the Congregation shall be made through the Church Council.

U – NOMINATING COMMITTEE

1. The Nominating Committee shall nominate two candidates for each term that has expired. The only exceptions shall be as noted in the Guidelines. (For a summary consult pages 4 and 5.)
2. See By-Laws, Article X – Officers, for regulations of age and voting membership of Officers and Board members who make up the Church Council. Members on all Committees need not be voting members, but must be communicant members of the Congregation and 18 years of age. On Committees, husband/wife teams may be elected. Each husband/wife team shall constitute one candidate.
3. The Nominating Committee must meet early enough so that all who are nominated have been informed at least one month before the Annual Meeting in October.
4. The Nominating Committee shall nominate candidates for additional Officers, Boards, or Committees when the Congregation establishes them.
5. The Nominating Committee presents its slate of candidates to the President of the Congregation for reporting at the Church Council prior to the Annual Meeting in October.

V – CHRISTMAS/EASTER COMMITTEE

1. The one principle duty of the Christmas/Easter Committee is to decorate the Church and grounds as it sees fit for the Christmas Season and Easter season.
2. Within the Budget allotment, they shall provide treats for all the children under Confirmation who attend the Children's Christmas Eve Service, at which time the treats are distributed, and to those of the Congregation who happen to be absent.
3. The requests and recommendations of the Christmas/Easter Committee to the Congregation shall be made through the Board of Elders.

W – BUDGET COMMITTEE

1. The Budget Committee shall consist of –
 - A. the Treasurer (Cf. Section D of Guidelines),
 - B. the Financial Secretary (Cf. Section E of Guidelines),
 - C. a member of the Board of Elders (Cf. Section F of Guidelines),
 - D. a member from the School Board and Parish Education Committee (Cf. Section G and I of Guidelines),
 - E. a member of the Board of Trustees (Cf. Section H of Guidelines),
 - F. and the Stewardship Committee (Cf. Section K of Guidelines).
2. It shall develop the Budget for the coming year in sufficient time to be presented to the Voters' Assembly in October.
3. It shall include all items previously set by the Voters' Assembly, and consider and include as it sees fit all requests made by Boards and Committees.
4. The prepared Budget of proposed expenditures for the coming year shall be presented to the Congregation through the Church Council.

X – DISTRICT/SYNODICAL DELEGATE

1. A Lay Delegate along with the Pastor shall represent the Congregation at each Missouri District Convention.
2. A report shall be made directly to the Congregation the actions taken at the Convention as soon as possible after the Convention.

3. In the event the delegate cannot attend, the Alternate shall take the delegate's place.
4. The Synodical Delegate is elected by the Circuit Mission Council and the Lay or Pastoral delegate may be from Immanuel Lutheran Church to represent the Southwest Circuit.

Y – CHURCH EXTENSION REPRESENTATIVES

1. The Church Extension Representative shall bring information to the Congregation and its members concerning the Church Extension Department of Missouri District.
2. The Church Extension Representative shall assist members in making loans when requested to do so.
3. The Church Extension Representative shall meet with the Circuit Church Extension Department whenever Circuit meetings are held.
4. The Church Extension Representative shall attend to all other duties, which rightfully fall into the department of the Congregation's Church Extension Representative.
5. The requests and recommendations of the Church Extension Representative to the Congregation shall be made through the Church Council.

Z – BOOKKEEPER

1. The Bookkeeper position is a paid position.
2. The Bookkeeper is hired by the Voters' Assembly.
3. The Bookkeeper works under the supervision of the Treasurer.

AA - ENDOWMENT COMMITTEE

1. The Endowment Committee shall follow the "Bylaws for the Congregation's Endowment .
2. The Endowment's purpose shall be to receive, to manage and to distribute funding for scholarships, improvements and cemetery fund.
3. The Endowment Committee Chairman is a member of the Church Council.

FLOW CHART

