

**BYLAWS**  
of the  
**CONSTITUTION**  
of the  
**CONGREGATION**

**RESURRECTION LUTHERAN CHURCH**

6170 Plank Road  
Fredericksburg, VA 22407

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### **Section I. Statement of Purpose**

*We reflect the love of Christ by reaching up to God in prayer; by reaching into our hearts for love and compassion; by reaching out to those in need; by reaching across the divides of prejudice that separate us; and by reaching through the darkness of despair, pain, grief, loneliness, and fear so that we may reflect the light and love of Christ.*

*We reflect the love of Christ by loving God and loving our neighbors; those in our congregation, our communities, and our world.*

*We reflect the love of Christ by caring for all people, especially those in need; by caring for our church, the Body of Christ; and by caring for this earth and all of God's creation.*

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### **Section II. Parish Records**

- A. The Secretary of the Congregation Council will assist the Pastor and staff in the maintenance of all parish records.
- B. At the time of a pastoral vacancy, the Vice-President of this Congregation shall be responsible to oversee the maintenance of the parish register and letters of transfer.

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### **Section III. Congregational Meeting**

- A. The annual Congregational Meeting shall be held during the month of June. The purpose of the Meeting is to adopt a Ministry Plan for the current fiscal year, accept the annual report, and elect members of the Congregation Council and Trustees as needed. The date of the annual Congregational Meeting shall be established by the Congregation Council, and notification to members shall be in compliance with the Constitution of the Congregation.
- B. An annual report shall be prepared by the Congregation Council for presentation at the annual Congregational Meeting. It shall include a Pastor's report, reports from appropriate staff members, a Treasurer's report, a Financial Secretary's report, a Vice-President's report, minutes of the previous year's Congregational Meetings, reports from all committees and organizations of this Congregation, and a Ministry Plan for the current year.
- C. The annual report should be available to the members of this Congregation no later than seven days prior to the annual Congregational Meeting.

- D. In addition to the annual Congregational Meeting in June, the Congregation Council shall call a Congregational Meeting each year during the month of January. The purpose for this meeting will be to elect members of the Endowment Board, update the Congregation on budget matters, and bring before the congregation any other business that is appropriate.

#### **Section IV. Congregational Year**

The term Congregational Year, as used in the Constitution of the Congregation and in these Bylaws, shall be defined as the fiscal year beginning July 1st and concluding June 30th

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#### **Section V. Officers**

- A. The President shall preside at meetings of the Congregation Council. In the event of the President's inability to serve, the Vice-President shall preside. In such an event, the Vice-President shall convene a meeting of the Congregation Council only after consulting with the office of the Bishop of the Virginia Synod.
  - B. The Secretary shall keep accurate minutes of all meetings of this Congregation and of the Congregation Council in a volume provided by this Congregation, which shall be preserved annually in the archives.
  - C. The Financial Secretary shall receive and keep records of all income from all sources.
  - D. The Treasurer, who may be assisted by an Assistant Treasurer, shall keep the books of account of this Congregation and shall receive from the Financial Secretary all funds and disburse them appropriately, making monthly remittance of benevolence receipts to the Treasurer of the Virginia Synod.
  - E. The Treasurer and Financial Secretary shall make monthly written reports of all financial transactions to the Congregation Council and make reports to this Congregation, with a satisfactory audit, at the annual Congregational Meeting.
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#### **Section VI. Congregation Council**

- A. Nominations for Congregation Council membership shall be made by a Nominating Committee. The Nominating Committee shall present nominations at least equal to the number of vacancies for consideration by all voting members of this Congregation.
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- B. A vehicle shall be established and provided whereby all voting members of this Congregation have the opportunity to express interest in serving on the Congregation Council. Additional nominations may be made from the floor during the Congregational Meeting at which the nominations are announced and elections conducted.
- C. All elections of members of the Congregation Council shall be by written ballot and the results recorded in full by the Secretary. All candidates shall be listed on one ballot and each voting member shall cast a vote for as many candidates as there are vacancies to be filled. The votes shall be tabulated and those members receiving a majority will be considered elected. If necessary, subsequent ballots may be taken to fill remaining vacancies. All members elected must receive a majority vote.
- D. The Congregation Council, in consultation with the Pastor and Financial Secretary, shall review annually this Congregation's membership rolls and make any appropriate adjustments.

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**Section VII. Congregational Committees**

- A. In addition to those committees designated in the Constitution, this Congregation shall have additional standing committees that support the mission, purpose, and business functions of RLC. Those committees currently established are described in subsequent paragraphs and sections of these bylaws. In addition, the Congregation Council may establish other *ad hoc* committees as may be necessary to fulfill specific missions (e.g., a Building Committee).
- B. The Congregation Council in conjunction with the appropriate committee or board shall determine and may vary the membership of the standing and *ad hoc* committees from the current membership rolls. All committee members shall have voice and vote unless otherwise specified in the Constitution of the Congregation or in these Bylaws.
- C. The term of membership on the standing committees shall be the Congregational Year or as specified in the respective committee bylaw. If the term is not specified, a member may be reappointed for successive years. The term of membership on an *ad hoc* committee will be for the duration of the project or reason for creation of the committee.
- D. To the maximum extent practicable, at least one member of the Congregation Council, other than the Pastor, shall be appointed as liaison to each standing and *ad hoc* committee.
- E. Routine meeting dates shall be established by the Congregation Council for each committee in conjunction with the committee and entered onto the church calendar by the administrative secretary.

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F. All committees shall:

1. Elect a chairperson and a secretary.
2. Provide a monthly report to the Congregation Council and an annual written plan and report to this Congregation.
3. Fulfill the tasks and carry on the business in regard to their specific function.
4. Bring any unresolved business to the attention of the Congregation Council.
5. Spend their allocated monies with the approval of the Congregation Council and be responsible for submitting an annual Ministry Plan to the Congregation Council.

G. The Worship and Music Committee shall:

1. Ensure that worship services are conducted regularly in God's house.
2. Ensure that all worship services are conducted in accordance with the practices of the Evangelical Lutheran Church in America.
3. Ensure that competent ushers, acolytes, and other required personnel are recruited and trained.
4. Ensure that hymnals and other devotional material are provided and properly safeguarded.
5. Supervise and enhance the welfare and effectiveness of the Church Choir, in consultation with the Choir Director.
6. Arrange for the care of paraments, altar appointments, communion ware, and other supplies. In consultation with the Pastor and Choir Director, the committee shall furnish music supplies appropriate for worship.

H. The Outreach Committee shall:

1. Stimulate and lead the members of this Congregation in continuous and concentrated endeavors to reach the unchurched with the Gospel of Jesus Christ and encourage them to be active in the life of this Church.
2. Be active in the deepening of spiritual life of all members.

3. Study the outreach of this Congregation in light of the surrounding community as it changes.
  4. Assist the Pastor in outreach and follow-up of prospective members.
- I. The Faith in Action Committee shall:
1. Proclaim the Good News of the love of Christ in word and deed at all times and in all places by reaching, loving, and caring.
  2. Encourage members of the Resurrection family to reach out to their neighbors, the community and the world by putting their faith into action as individuals and as teams through Resurrection's programs.
- J. The Christian Education Committee shall:
1. Encourage the nurturing of the Christian faith through concentrated study of God's Word, Christian doctrine, and the Lutheran Confessions. Ensure that all age groups are involved in learning about the Gospel of Jesus Christ.
  2. In association with the Pastor(s), oversee and promote educational programs in this Congregation
  3. Encourage the use of educational materials published or approved by the Evangelical Lutheran Church in America.
  4. Seek to introduce the Church's periodicals and books of family devotion into the homes of the members of this Congregation.
  5. Broaden the religious experience and interest of the youth of this Congregation
- K. The Stewardship Committee shall:
1. Provide an ongoing, year-round program of stewardship education.
  2. Invite all members to participate according to their means in the financial support of Resurrection Lutheran Church and the Evangelical Lutheran Church in America.
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3. Encourage and facilitate planned giving through close cooperation with the Mission Endowment Fund Board.
4. Challenge all members to bear witness and service in support of the work of the church.

L. Finance Team shall:

1. Plan, direct, and coordinate the financial activities of RLC.
  - a. Prepare and recommend to the Church Council an annual budget, which is to be adopted by the congregation before the beginning of each fiscal year.
  - b. Administer (supervise) the budget in consultation and coordination with the RLC Church Council.
  - c. Recommend and administer the financial policies of the church.
  - d. Prepare a financial report for presentation to the Church Council on a monthly basis.
  - e. Conduct a mid-year review of current budget year performance and recommend necessary budget adjustments to the Church Council.
  - f. Facilitate the Annual Audit as directed by the Church Council.
2. The Finance Team will be composed of 5 to 9 members and the RLC treasurer will serve as team leader. Other members of the team will include the pastor(s), and persons who have a broad knowledge of our church and general business practices.
3. The Finance Team will meet at least monthly to consider all church financial issues. Other meetings may be called as deemed necessary by the team. Team internal guidelines and processes will be developed by the team.
4. The Finance team, in conjunction with the Church Council, may develop and refine various policies to achieve clarity in fiscal matters such as: emergency expenditures, fund disbursement, church credit card use, treatment of designated funds, benevolence funds, operating reserve, memorial gifts, treatment of financial records and special offerings, etc.

M. The Vision Youth Committee shall:

1. Operate under the leadership of the Director of Youth Ministries, who will provide personal leadership in developing and conducting the whole youth program as evidenced by:
  - a. Worship in which the transforming power of God is experienced and opportunity is available for youth to respond with praise, thanksgiving, confession and dedication;



- b. Fellowship occasions, both regular meetings and special events which are spiritually uplifting, fun and provide opportunity to know and be known by others;
  - c. Exposure to and participation in mission and service ministry beyond the local church;
  - d. Leadership development: disciple and mentor teens for ministry and leadership (including participatory leadership of youth activities and organizations) and raise up effective mentors for youth committee and youth council.
2. Consist of the Director of Youth Ministries, Vision Adult Support Team and Vision Youth Council Members. The Vision Adult Support Team shall have general oversight and approval with the Director of Youth Ministries focused on the life, growth, outreach and activities of the youth of this congregation, and in particular it's worship life, and ministry to the end that everything be done in accordance with the Word of God and the faith and practice of Resurrection Lutheran Church Constitution chapter 2 (Confession of Faith).
3. The Vision Adult Support Team duties include:
  - a. Leading the youth in stating its mission and assisting the director with long range planning, to set goals and priorities, and to evaluate its activities in light of it's mission and goals.
  - b. Maintaining supportive relationships with the pastor's and staff and helping them to annually evaluate the fulfillment of goals and to be examples individually and corporately of the style of life and ministry expected of all baptized saints within Resurrection Lutheran Church.
  - c. Arranging for continuing youth ministries operations during the sickness or absence of the Director of Youth Ministries.
4. The Vision Youth Council shall be made up of teen leaders with duties to assist other youth and adult leadership by providing input about needs and activities that meet the interest of teens in the church. Each teen is to serve as ambassadors for Christ in school and their community as well as church.

#### **Section VIII. Mission Endowment Fund Board**

- A. The Mission Endowment Fund Board shall manage the activities of the Mission Endowment Fund in accordance with this Bylaw and Policies approved by the Congregation Council.
- B. A Mission Endowment Fund Board of seven voting members shall be selected in the following manner:

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1. Five members shall be elected at the January Congregation meeting.
  2. Nominations for the Mission Endowment Board shall be made by the same Nominating Committee that nominates candidates for the Congregation Council. The Nominating Committee shall present nominations at least equal to the number of vacancies for consideration by all voting member of this Congregation.
  3. The term of office for these elected members shall be three years with the first slate of members serving staggered terms, two for a term of three years, two for a term of two years and one for a term of one year. Members shall be eligible for only two consecutive terms.
  4. The Congregation Council shall yearly, at its January meeting, appoint one of its members to serve on the Mission Endowment Fund Board.
  5. In addition to the elected members and the member appointed by the Congregation Council, a pastor of the congregation shall be an ex-officio member of the Mission Endowment Fund Board, with voice and vote.
  6. The Treasurer of the Congregation shall maintain the account of the Mission Endowment Fund and serve as an ex-officio member of the Mission Endowment Fund Board, without voice or vote.
- C. The duties of the Mission Endowment Fund Board shall include the following:
1. Determine how the Mission Endowment Fund assets will be invested, including the asset allocation. The investment objective will be to provide long term growth so the annual distribution will keep pace with inflation. In any event, all investments shall be invested by outside professional investors such as the ELCA Endowment Fund Pooled Trust and/or ELCA Mission Investment Fund once the Mission Endowment Fund assets reach \$25,000. No Mission Endowment Fund Board member shall invest the assets in a way that would bring private inurement to that individual. The Mission Endowment Fund Board shall report at least quarterly to the Congregation Council on any and all activity within the Fund. Current balance, additions, distributions and any other activity shall be included with the report. Annual accounting and a report of ministries supported through the Fund shall be distributed to the Congregation at its annual meeting.
  2. Begin making annual distributions from the Mission Endowment Fund once it reaches a threshold of \$50,000. Annual distributions will be a percentage of the annual value of the Fund balance utilizing the ELCA Endowment Fund Pooled Trust spending rate. When the

- fund exceeds \$500,000 in value on the year end valuation date, the next year's distribution may include an additional distribution. If at any time the Fund falls below the threshold of \$50,000, no further distributions shall be made until it reaches that amount.
3. Provide annual distributions to ministries as stated below:
    - a. Minimum of twenty percent (20%) for outreach into the local community as the Board determines;
    - b. Minimum of twenty percent (20%) for ELCA Church wide ministries as the Board determines;
    - c. Minimum of twenty percent (20%) for extraordinary programs/capital improvement or other ministry initiatives within this Congregation;
    - d. The remaining forty percent (40%) shall be distributed through any of the above categories.
  4. Encourage gifts to the Mission Endowment Fund through education and promotion of the Fund. The Mission Endowment Fund Board may use the services of the ELCA Foundation Regional Gift Planner in assisting potential contributors to the Fund in determining the best way to include the Fund in their current giving and estate plans. At the discretion of the donor, an amount of up to ten percent (10%) of each such gift may be distributed immediately using the guidelines set forth in Section 2 above. The remaining portion will be added to the Mission Endowment Fund.
  5. Decline acceptance of a gift if deemed to be in the best interest of the fund and the Congregation.
  6. Receive and celebrate gifts given for ministry through the Mission Endowment Fund and maintain a permanent book of remembrance of donors to the Fund.
  7. Respond to a request from the Congregation Council, under an unforeseen emergency situation, to use principal of the Mission Endowment Fund to help the Congregation rectify an economically devastating situation.
  8. Accept gifts specifically designated for the Mission Endowment Fund. The Board may also accept gifts to the Congregation that are not specifically designated for the Fund by the donor, if directed by the Congregation Council. Examples of undesignated gifts received by this Congregation are, but not limited to, memorials, bequests, life insurance proceeds and remainders from life income agreements.
- D. Should Resurrection Lutheran Church (or this congregation) cease to be a legal, singular entity, the distribution of funds, described in Section C, paragraph 3, shall be administered by its successor body in accordance with Chapter 7 of the Constitution.
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E. Any member of the Mission Endowment Fund Board shall be indemnified for any loss which that member may incur by reason of the fact that such member is or was a member of the Mission Endowment Board and is or was a party to any threatened, pending or completed civil, criminal, administrative, arbitration or investigative procedure, except to the extent such loss has been caused by the bad faith or gross negligence of the member.

### **Section VIII Resurrection Lutheran Church School**

#### **A. Preamble: School Governance**

1. The Constitution of Resurrection Lutheran Church, as provided for by the Evangelical Lutheran Church in America, affirms that *“all power in the Church belongs to our Lord Jesus Christ, its head...(and) all actions of this Congregation are to be carried out under his rule and authority.”* Within that context, the Constitution acknowledges that *“the powers of this Congregation are vested (in its members and voiced) in the Congregation Meeting”*.
2. While the overarching authority resides with the Congregation, specific authority and responsibility is conferred in and assigned to the Congregation Council and to the Pastor(s). In general, the Council *“shall have general oversight of the life and activities of this Congregation....to set goals and priorities.... to evaluate its activities in light of its mission and goals... (and) to oversee and provide for the administration of this Congregation”*. Further, the Council *“shall be responsible for the financial and property matters.... (and) for employment and supervision of the salaried lay workers of this Congregation.*
3. For Pastors, their paramount responsibility and authority is to provide for the spiritual leadership in the life of the Congregation. In addition to participating on the Council in the general oversight of the Congregation, they also are charged with *“supervise(ing) all schools and organizations of this Congregation”*.
4. Consistent with the Constitution, the Resurrection Lutheran Church School is considered to be one of the ministries of RLC and exists to support the mission and vision of the Congregation as part of an integrated ministry plan. Accordingly, it is accountable to the Congregation through the Council, and under the overall supervision of the Pastor(s).
5. To support the Pastor(s) and the Congregation Council, and to further the overall mission of the church, various committees are established to provide advice, information and, as required,

administration or administrative support. They, too, are accountable to the Congregation through the Council and/or the Pastors.

6. Within this committee framework, the School Board is established. Its specific focus is to oversee and support, on behalf of the Pastor and the Council, the activities and functioning of the school so that it achieves its stated purposes and mission.

#### B. GENERAL

1. The Resurrection Lutheran Church School is an organization of RLC whose purpose is to carry out a Christian education ministry as part of the total ministry plan of the Church. As such, it is accountable to the congregation, and functions under the overall direction of the Congregation Council and the supervision of the Pastor(s). Operational direction and guidance is provided by the School Board.
2. As a matter of operational philosophy, the school is intended to be financially self-supporting to the maximum extent possible. Nevertheless, since the school is integral to the overall ministry plan of the Church, this does not preclude managing the total resources of the Church in a manner that best meets the Church's overarching mission.

#### C. SCHOOL MISSION STATEMENT

The mission of the RLC School is to serve the congregation and community through a Christ-centered program, nurturing the total child spiritually, academically, emotionally, and physically in a safe learning environment.

#### D. SCHOOL ADMISSION POLICY

Resurrection Lutheran Church School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and other school-administered programs.

#### E. RESURRECTION LUTHERAN CHURCH SCHOOL COMMITTEE

1. The School Board is one of the ministry committees of RLC that provide advice, information, and, as required, administration or administrative support in one of the designated ministry

areas of the congregation. In that regard, the Board is accountable to the congregation through the Council and/or the Pastor(s).

2. The focus for the School Board is education programs and related activities for young children that are not otherwise within the purview of the Education Committee and the Director of Family Life Ministry. The School Board provides operational oversight and management of the school, through a Lead Teacher/School Director, and under the general direction of the Congregation Council and supervision of the Pastor(s). The Council and the Pastor(s) maintain overall responsibility for all aspects of the school.
3. School Board Functions:
  - a. Prepare and propose a mission and/or purpose statement consistent with mission and vision of the Congregation.
  - b. Develop and propose to the Council and Pastor(s) for approval an educational program, including curriculum and administrative policies, that fulfills that mission and/or purpose, while meeting any requirements of the state of Virginia, as well as the ELCA's requirements for certification.
  - c. Prepare and annually review the position descriptions for the Lead Teacher/School Director, faculty, and staff including recommending annual compensation and benefits levels, as appropriate within the framework of the RLC Personnel Policies Manual.
  - d. Advise on the recruiting and filling of school positions, including the Lead Teacher/School Director, faculty and staff.
  - e. Develop a proposed annual budget for all school operations to be submitted to the Congregation Council at such time as directed by the Council.
  - f. Develop and propose policies to guide and direct the school.
  - g. Work with, advise, and support the Lead Teacher/School Director who is responsible for the daily management of all aspects of the school's operations.
  - h. Provide for the financial management of the school, in concert with the Finance Committee.
  - i. Periodically, but no less than annually, formally evaluate the overall operations of the school to ensure that it is fulfilling its mission and purpose, that the educational program conforms to the approved curriculum, and that approved policies and processes are applied and adhered to. Report the results of that evaluation to the Pastor(s) and the Council, with any recommendations for changes.
  - j. Prepare and present regular reports and plans to the Pastor(s) and Council, and, as required, to the Congregation.
  - k. Provide for the promotion of the school, consistent with the overall needs, priorities, and interests of the Congregation's total ministry plan.
  - l. Provide for the overall administration of a possible future extended-care program as an adjunct to the school.

- m. Establish and oversee any subordinate committees or groups (e.g., parental advisory group) as necessary to carry out the overall responsibilities of the School Board.

4. School Board Membership:

- a. The School Board shall be composed of a minimum of five voting members, including a Chair, Vice Chair and Secretary, as Committee officers; and a Council Liaison. In addition, the Pastor(s), Lead Teacher/School Director, and others deemed necessary and appropriate by the Council serve as non-voting ex-officio members.
- b. Board members are appointed by the Congregation Council for a term of 2 years. There are no limitations in the number of consecutive terms a member may serve. The Council may extend any member's term up to one year to ensure that there is appropriate overlap and continuity. All Board members shall be members of RLC, active in the life of the Congregation, and a positive role model.
- c. Board officers are nominated by the Board and appointed by the Council for a one year term. Officers may be re-appointed to consecutive terms.
- d. Board members serve at the discretion of the Congregation Council, and may be removed for cause, including failure to attend two consecutive Board meetings without prior approval of the Chair; a pattern of absences from Board meetings; or inactivity in the life of RLC, including non-regular attendance at worship services.

5. The School Board Meetings:

- a. The School Board shall schedule regular business meetings. As a minimum, such meetings will be monthly, and are open to members of RLC. Parents of school students or other interested parties may attend at the invitation of the Chair. The Board may elect to meet in closed session before, during or following the regular business meeting to discuss matters requiring confidentiality.
- b. Special meetings of the Board may be called by the Chair, at the request of the Council, or at the request of three or more of the Board's voting members. Members must be informed of the reason for the meeting. Only those issues about which members have been notified shall be discussed. Notice of special meetings shall be given at least three days prior to the date of the meeting except:
  - 1) when an emergency is declared by the Chair, or in the absence of the Chair, by the Vice Chair; or
  - 2) when three or more voting members waive such notice after a meeting has been called by the chair.
- c. All meetings shall require a simple majority of voting members to constitute a quorum.

- d. In the absence of the Chair, the Vice Chair shall preside at all Board meetings and shall have the usual powers of the presiding officer.

#### F. THE PASTOR(S)

The Constitution of RLC outlines the responsibilities of the Pastor(s) and clearly establishes the spiritual leadership role in the life of the congregation. This role is extended to the school as well. This is consistent with the specific constitutional responsibility to “supervise all schools and organizations of this Congregation”.

##### 1. Responsibilities:

- a. Interpret and visibly promote the childhood ministry to the Congregation and the community.
- b. Schedule and conduct regular (e.g., weekly) devotional and/or instructional activities for students consistent with the Christ-centered educational purpose of the school.
- c. Participate in special school program activities and events whenever possible and as appropriate.
- d. Promote among faculty and staff a climate of ministering to students and their families and include the Lead Teacher/School Director as a member of the full RLC staff ministry team.
- e. Demonstrate commitment to the mission and goals of the school by maintaining appropriate visibility and involvement with respect to parents/guardians of school students. Display a caring attitude toward families to promote parental trust in the Pastor(s) with concerns, needs or problems.
- f. Serve as ex-officio member(s) of the School Board.
- g. In the constitutional role as supervisor of the school, provide general guidance and direction to the Lead Teacher/School Director and the School Board as they carry out their responsibilities in the operational management of the school.

#### G. THE LEAD TEACHER/SCHOOL DIRECTOR

The Lead Teacher/Director is responsible for the overall administration of the school, including the supervision of faculty and staff.

##### 1. Hiring of the Lead Teacher/School Director:

- a. The School Board shall be responsible for recruiting, interviewing, and recommending the selection of the Lead Teacher/School Director (as well as any additional faculty and staff) to the
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Congregation Council. This includes open and fair competition for the position; interviewing any, all or none of the candidates; and making merit-based selection recommendations. The Council will consider the recommendations and confirm or reject them.

- b. The contract for the Lead Teacher/School Director-select (as well as any additional faculty and staff) will be negotiated by the School Board Chair, based on financial and benefits parameters established by the Council upon advice of the Finance and Personnel Resources Committees. The contract is ratified and signed by the Council.
2. Supervision of the Lead Teacher/School Director:
  - a. The Lead Teacher/School Director shall receive general direction and supervision from the Pastor(s) consistent with policies, goals, and priorities established by the Congregation Council and shall be considered a member of the RLC staff ministry team.
  - b. Direct supervision of the school operations and of its Lead Teacher/School Director shall be provided by the School Board, and shall:
    - 1) reflect the RLC mission and vision,
    - 2) conform to policies and priorities established by the Council, and
    - 3) be consistent with the overall direction of the Pastor(s).
3. Responsibilities of the Lead Teacher/School Director:

The Director is responsible for the overall operation and administration of the school, consistent with policies established by the Council, and under the direction and guidance of the Pastor(s) and the School Board. This includes:

- a. Plan for, implement, and administer the approved education program and curriculum while complying with all Council policies and priorities, and within budgetary parameters.
- b. Establish and maintain a system of records necessary to administer school operations, and meet fiduciary and evaluation responsibilities.
- c. Recommend to the School Board requirements for hiring faculty and staff, including competencies and credentials required and/or desired. Participate, as directed by the School Board, in the recruiting, interviewing and hiring process for faculty and staff.
- d. Provide the full range of direct supervision of faculty and staff. As requested by the Board, the Lead Teacher/School Director shall make recommendations relative to annual compensation, benefits, or other changes to the conditions of employment within the framework of the RLC Personnel Policies Manual.
- e. Develop and, with approval of the School Board, implement a process to soliciting applications for school enrollment consistent with policies of full inclusion. Make recommendations to the

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School Board for enrollment decisions, (including recommendations for subsequent student removal). Inform applicant families of enrollment decisions.

- f. Plan for, seek approval for, procure, and manage all equipment, supplies, and other physical assets required by and for the school within budgetary parameters and direction provided.
- g. Participate, as directed by the School Board, in the development of a proposed annual budget for the overall operation of the school.
- h. Provide ongoing oversight and evaluation of all school operations to ensure that they are in full compliance with the:
  - 1) intent of the school mission statement,
  - 2) approved educational program and curriculum,
  - 3) guidance and direction from the Pastor(s) and Board, and
  - 4) policies established by the Congregation Council.

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**Adopted: September 24, 1989 A.D.**

**Amended: January 1992 A.D.**

**Amended: June 2008 A.D.**

**Amended: June 2009 A.D.**

**Amended: November 2012 A.D.**