

**Continuing Resolutions**  
**For the Congregation**  
**St. Paul's**  
**Evangelical Lutheran Church**  
**Lionville, Pennsylvania**

REV 01/12/09



104 South Village Avenue, Exton, PA 19341

# **CONTINUING RESOLUTIONS**

## **For the Congregation of**

### **St. Paul's Lutheran Church of Lionville**

#### **PREAMBLE**

As provided for in the Constitution for St. Paul's Lutheran Church of Lionville, Pennsylvania, we, the baptized members of the Church of Christ, responding in faith to the call of the Holy Spirit through the Gospel, desiring to unite together to preach the Word, administer the sacraments, and carry out God's mission, do hereby adopt these BYLAWS to such constitution and solemnly pledge ourselves to be governed by its provisions. In the name of the Father and of the Son and of the Holy Spirit.

These CONTINUING RESOLUTIONS are to clarify the Constitution and BYLAWS of the congregation of St. Paul's Lutheran Church of Lionville. In the event that there are any direct conflict between these CONTINUING RESOLUTIONS and the Constitution, the provisions of the Constitution shall govern. In the event there are any direct conflict between these CONTINUING RESOLUTIONS and the BYLAWS, the BYLAWS shall govern.

- I. Mission Statement for St. Paul's Evangelical Lutheran Church of Lionville:  
Being Children of God and his faithful servants we are called by him and empowered to:
  - Announce the good news of Jesus Christ
  - Celebrate Christ's gracious gifts
  - Teach and nurture so all may grow in understanding of the gospel
  - Serve and minister to the needs of all people
  
- II. Functional ministries and Committees  
The following congregation committees are formed to support the ministries of this congregation. They will be supervised by the congregation council. Descriptions and duties for these committees and the standing committees authorized by the BYLAWS are provided in the addenda section of these CONTINUING RESOLUTIONS.
  - a. Worship and Music Committee
  - b. Stewardship Committee
  - c. Hospitality Committee
  - d. Membership/Lay Leadership Committee
  - e. Evangelism Committee
  - f. Property Committee
  - g. Social Ministry Committee
  - h. Christian Education Committee
  - i. Communications Committee
  - j. Youth Programs Committee
  - k. Long Range Planning Committee

III. Pastoral activities

- a. The pastor(s) will not perform or bless any same sex unions under the auspices of his/her call to St. Paul's Lutheran Church of Lionville, nor will they use the facilities of St. Paul's for such unions.

IV. This congregation shall develop policies to facilitate standardization of the congregation's activities. Such Policies shall be included in the addendum Section of these CONTINUING RESOLUTIONS. The Policies shall provide instruction on:

- a. Baptism Policy
- b. Funeral Policy
- c. Wedding Policy
- d. Photography/Recording Policy
- e. Cemetery Policy
- f. Policy for Alcohol, Tobacco & Controlled Substances
- g. Salary Policy
- h. Youth Protection Policy

**Addendum Section**  
**Continuing Resolutions**  
**St. Pauls Evangelical Lutheran Church**  
**Of Lionville**

**Committee Duties and Descriptions**

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**Continuing Resolutions**  
**St. Pauls Evangelical Lutheran Church**  
**Of Lionville**

**Policy Statements**

## **BAPTISM POLICY**

Baptisms are celebrated as part of our regular Sunday worship services. It is important that the congregation, which is both the baptizing Church and the receiving community, be present.

As the called and ordained minister of the congregation, the pastor presides at Baptism. The pastor's function is that of acting on behalf of the assembled Church.\*

Sponsors are Christian people who take responsibility for those to be baptized. Their presence emphasizes that the sacrament is closely tied to the community which we call the Church, and that the congregation undertakes a serious responsibility in obedience to its Lord. Sponsors are important, even for adults being baptized.\* Sponsors should be active members of a Christian congregation.

Baptism is not only a beginning; it also suggests the shape of the Christian life to follow. Those who bring infants or young children for Baptism must be prepared to become accountable for their Christian nurture. Though parents and sponsors assume that responsibility directly, the entire congregation shares it. A congregation's program of education is rooted in its practice of Baptism.\*

Pastoral counseling with the parents of the child to be baptized is required prior to the baptism (usually one or two weeks prior). Covered in the counseling: meaning and purpose of baptism, the importance of baptism in the Lutheran church, and the responsibilities of parents and sponsors.

Parents who are non-members and are requesting baptism for their child(ren) are encouraged to first become members or begin preparations for membership. They should be fully aware that as part of the liturgy, they will make promises to God, with the congregation's witness and support, to bring their child(ren) to the services of God's house.

Photos during a baptism are limited to video recording from the narthex. Otherwise, photography is to occur after the service. Please reference "Photography Policy".

Honorariums or gifts are acceptable.

\* "By Water and the Spirit, Preparing for Holy Baptism"  
According to the Rite of the Lutheran Book of Worship

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## FUNERAL POLICY

1. Funeral services for deceased **church members** are encouraged to be held in the church. Funeral services for deceased **non-members** may be held in the church at the discretion of the Pastor.
2. At the discretion of the Pastor, funeral services may be conducted in a funeral home, private home, nursing home, hospice, or other suitable location.
3. The casket may be displayed open in the narthex prior to the service.
4. In the funeral service, the casket is moved in place before the altar and is covered with a pall. The casket is always closed during a service in the church.
5. The funeral service is normally conducted in accordance with the rubrics in the “Lutheran Book of Worship” or the “Occasional Service Book”.
6. Families of the deceased may suggest readings, lessons, or hymns.
7. Music should be coordinated with the Pastor and Music Director, who will assist with selecting musicians for the liturgy. (Please note: this is a non-regular service, and may or may not fit the schedule of the regular musicians).
8. Memorials may be suggested to the family by the Pastor. All gifts are to be acknowledged with cards sent to the donors. A cumulative list of donors and receipts is to be sent to the family.
9. Honorariums or gifts for the services of the Pastor are acceptable.
10. In cases where fraternal or other such organizations (Masonic, etc.) have certain rituals, the Church will have the last word.
11. St. Paul's Lutheran Church has a cemetery, for more information please reference the Cemetery Policy.

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# WEDDING POLICY

## Overview

We believe that human beings are created for community. It is in relationship with others that we discover our humanity and grow in our ability to love, forgive, and trust. When two people make a loving, mutual, and intentional commitment to each other, they are expressing their God-given nature in a special, life-giving way.

A marriage may be formalized in a civil or private ceremony without the rites of the church, but we believe that it is appropriate for Christians to exchange their vows in a place of worship, before a pastor and in the presence of family, friends, and the community of faith. Solemnizing our promises in this context reflects our recognition of God's love for us and our need for God's grace in our lives. In the rite of marriage we ask for God's continuing presence with us and in our relationships, that with God's help we may grow in our covenant relationship and may be empowered by the Gospel to fully realize our individual gifts. We also ask for the prayers, support, and encouragement of the congregation, the faith community of which we are a part.

Weddings are part of the public ministry of the congregation. For this reason we ask those who wish to celebrate a wedding at St. Paul's to meet with the pastor and with the parish administrator well in advance of the requested date, to receive counseling and help with planning.

Weddings are appropriately announced in the bulletin and/or newsletter and are regularly included in the prayers of the church during Sunday morning worship.

We welcome the opportunity to serve couples as they plan their lives together and the wedding that celebrates their commitment. We welcome those individuals and any children nurtured through the years into the life and ministry of this congregation. We trust that they all will be blessed within this community of faith and will, in turn, be a blessing to others.

## Requirements for Consideration

A wedding is best scheduled at least six months in advance and should be scheduled no later than three months in advance so that it can be coordinated with other activities and so that there will be adequate time for the couples' counseling.

Couples requesting marriage at St. Paul's Lutheran Church should:

1. Be part of a worshipping community of faith. In the ceremony, God is asked to bless the relationship, and the community is requested to be witnesses and to support the couple. Such vows are empty if they are not lived out in the faith community. Being involved in a worshipping community is important for the blessing and support of the couple, and allows them to live out their baptismal vocation to be blessings to others. It is preferable, but not necessary, that St. Paul's Lutheran Church be that worshipping community of faith.
2. Undergo couples' counseling. Such counseling is an important step in awareness and intentional work on the relationship. It also helps the couple to be comfortable with outside (church) assistance in their relationship - assistance which may be invaluable in times of stress or division. The tool used at St. Paul's Lutheran Church for couples' counseling is "Prepare/Enrich," which makes use of computer-tabulated forms to provide information for four counseling sessions. If the couple would prefer couples' counseling

from another source, they should discuss this request with the pastor before making outside arrangements.

3. Meet with the pastor and parish administrator to plan the ceremony. This includes selecting readings, hymns, and vows. Any special requests (such as additional or alternative officiants, ecumenical or interfaith services) should be made as soon as possible.

## **GUIDELINES**

DATE AND HOUR: It is recommended that you contact the pastor and church concerning availability before you arrange receptions, etc. As you make your plans, remember to plan the service at a time convenient for relatives and friends and allowing time for travel between the events of the day.

REHEARSAL DATE AND HOUR: No matter what the size of the wedding, a rehearsal is usually essential. All participants and parents should be present. The rehearsal is normally the evening before the wedding at 6-7:00 p.m. The license should be brought at this time.

THE CEREMONY: The wedding service has several options open to the couple. These options will be discussed in conjunction with the first counseling session.

THE MUSIC: The music director should be consulted before any arrangements are made with other musicians. Music in connection with weddings should reflect our understanding of the event. Church musicians can assist in the selection of appropriate pieces. At least two weeks prior to the wedding:

- a. Call the church musician(s) with final music selection.
- b. All music for soloists must be received by musician(s).
- c. Rehearsal for soloist(s) and musician(s) must be scheduled by soloist(s).

PHOTOGRAPHY/VIDEO: Picture taking is allowed before and after the service; available light photography (no flash) is allowed from the rear of the church during the service. At no time may the photographer move about during the service. Reference Photography/Recording Policy. Video taping is allowed, provided it uses no additional lighting and is done from a single, discreet location.

FLOWERS: The types of any floral arrangements are the choice of the couple and must be in their own vases. Please make sure the florist understands clearly that your flowers are to be delivered to St. Paul's Lutheran Church at 104 S. Village Ave. Exton PA 19341 – there are two other St. Paul's churches in the Exton area! Please advise the wedding coordinators if flowers are not being taken with you after the ceremony.

RUNNERS AND SAFETY CONCERNS: . Because of safety concerns and time involved in clean-up, rice, bird seed, confetti, and balloons are not permitted. It is generally recommended that runners not be used in the church. Runners carry over from a time when church floors were dirty. Runners are hard for the ushers to place and can be dangerous to walk on

## Wedding Expenses at St. Paul's

All fees are payable one week before the wedding.

Marriage licenses should be brought one week before the wedding or at the rehearsal.

A general list of expenses and recommended donations/fees follows:

<u>Member</u>	<u>Member</u>	<u>Non-</u>
1. Use of Congregation Sanctuary - <i>Check payable to St. Paul's Lutheran Church</i>	*	\$300.00
2. The Pastor – <i>Cash, or Check payable to the pastor</i>	*	\$300.00
Prepare Enrich Couples' Counseling Materials <i>Check payable to "Life Innovations."</i>	\$ 35.00	\$ 35.00
3. The Musician(s) – selected in consultation with the music director <i>Consultation with couple, music for rehearsal, 15 minute prelude &amp; 15 minute postlude</i>		
One musician (organ, piano, other)	\$200.00	\$200.00
Multiple musicians, team, etc.	TBD	TBD
Rehearsal with soloist ( <i>required</i> ) <i>Two weeks prior to wedding:</i>	\$ 40.00	\$ 40.00
<i>a. Call musician with final music selection</i>		
<i>b. All music for soloists must be <u>received</u> by musician</i>		
<i>c. Rehearsal for soloist and musician must be scheduled by soloist</i>		
4. Wedding Coordinators / Sextons - <i>Required for all weddings. Prepares church, assists Pastor at rehearsal/wedding; assists wedding party and guests on day of wedding, restores church after ceremony.</i>	\$200.00	\$200.00
Optional		
5. Wedding bulletins (per 100, each additional 100 - \$10.00) (includes cost of bulletin, printing, and folding)	\$ 25.00	\$ 25.00

*\* Those leading the wedding and preparations are entitled to be paid for their services. In addition, significant donations to the church help to establish the religious and congregational nature of the celebration as a priority over and against the other expenses and elements of the event. St. Paul's members are entitled to the use of the church facilities and the congregational ministry time of the pastor without charge. However, they are encouraged to consider the recommended donations for non-members as a guide in budgeting in a way that keeps priorities in perspective. Donations to St. Paul's, and/or honorariums to the pastor, are accepted.*

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## PHOTOGRAPHY/RECORDING POLICY

The recording, through photographs and/or video tapes, of special events in an individual's spiritual life is significant. We encourage you to make the event special and we welcome your desire to record these ceremonies.

Because worship is a special community and individual event we have a number of guidelines. These have been developed based on our desire to keep the focus of our gathering on *worship*. Without guidelines *photographers* can become the focus of attention; focus should rather be on the Lord or the persons whom the Lord is blessing.

In the visual recording of an event, it is often the photographer's desire to be close to the action and to view it from an optimum angle. This can become intrusive. An acceptable alternative is to request that the Pastor and worship leaders re-stage the event following the service so that the photographer will have the opportunity to get the desired perspective, lighting, and camera angles.

The rules regarding the actions, movement and position of the photographer are as follows:

1. The photographer(s) will be informed of the position from which the **actual** event may be recorded. (Almost any position may be used during the re-staged event.)
2. The motion of a photographer trying to get that "best shot" can be distracting; such distractions are unacceptable. Standing behind the altar, organ, behind or on the pulpit, or on the altar riser is not allowed.
3. The use of special lighting, i.e. flash or flood lights, is **not** permitted during the actual event. Flash lamps startle and disrupt attention. Flood lights divert attention away from the focus of the ceremony. Therefore, at all times *during the service* (i.e., between the Invocation and Benediction inclusive) special lighting shall not be used. High speed films and/or available-light methods may be employed during the actual event. (Special lighting *may* be employed when the ceremony is re-staged.)

We want everyone to be able to celebrate these special worship events in a meaningful way. We hope you understand the purpose of our photography/recording policy in providing for that.

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## **Alcohol, Tobacco and Controlled Substances Policy**

### St. Paul's Lutheran Church Alcohol Policy

The consumption of alcohol is not permitted in or on the Church premises with the exception of use at Holy Communion conducted at scheduled Church services.

### St. Paul's Lutheran Church Tobacco Policy

The use of tobacco in any form is not permitted in or on the Church premises.

### St. Paul's Lutheran Illegal and Controlled Substances Policy

Illegal substances and the illegal use of controlled substances are not permitted in or on the Church premises.

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## **Salary Policy**

Employee salary details shall be made available to individual congregational members upon request. A line item for budgeted salaries shall reflect the total expenditure in the proposed budget. All inquiries shall be directed to the congregational council in writing.

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**Addendum Section**  
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**CEMETERY BYLAWS**

# CEMETERY BYLAWS

## *Article I*

**Name:** This cemetery shall be known by the name of St. Paul's Lutheran Cemetery, in the Village of Lionville, Chester County, Pennsylvania.

## *Article II*

**Purpose:** The purpose of the cemetery shall be to provide a maintained place for the burial of dead people.

## *Article III*

**Governing Body:** The affairs of the cemetery shall be conducted by the Church Council of the congregation or their designee(s), according to its constitution.

The Church Council or their designee(s), shall have power to lay out and improve the said cemetery, and to erect such buildings thereon as may be necessary, and shall make a report of their doings, and a statement at each annual meeting of the congregation.

## *Article IV*

**Superintendent:** The Church Council shall annually appoint a superintendent of the said cemetery, whose duties shall consist of the following:

1. To keep a record book of the plot plan of the cemetery.
2. To enter into the record book the name of the deed holder of each lot.
3. To record the name of each interment and the position in the burial lot.
4. To have charge of the sale of burial lots.
5. To authorize the opening of a grave for burial.
6. To collect and transmit to the Treasurer of the congregation, all funds collected.
7. To sign and forward all burial certificates to the Registrar of Vital Statistics of the Commonwealth of Pennsylvania, and to file a copy thereof in the congregational archives.
8. To serve without financial remuneration.
9. To turn over to the Church Council all books, records, and funds pertaining to the cemetery at the termination of his/her tenure of office.