



**ST. PAUL EVANGELICAL LUTHERAN CHURCH
CONTINUING RESOLUTION
ESTABLISHING A CHARTER
FOR THE ST. MARTIN COMMITTEE**

In accordance with the requirements of the Constitution and Bylaws of St. Paul Evangelical Lutheran Church, the Congregation Council does hereby establish the St. Martin Committee, to be organized and to operate as follows:

COMPOSITION: The St. Martin Committee shall consist of the St. Paul Lutheran Church Congregation Vice President and no less than four and no more than six additional members. All members of the St. Martin Standing Committee shall be voting members of St. Paul Lutheran Church. The St. Paul Lutheran Church Congregation Vice President shall chair the St. Martin Committee.

MISSION: St. Martin Committee is established to provide for the management, maintenance and preservation of the building, grounds, and heritage of the Evangelical Lutheran Church St. Martin and Hortontown Cemetery

RESPONSIBILITIES OF THE CHAIR: The Chair of the St. Martin Committee shall be responsible for the following :

1. Ensure minutes are taken at every meeting of the St. Martin Committee where there is a quorum.
2. Ensure Conflict of Interest statements are completed annually by each Committee member and submitted to the Congregation President or the Church Administrator annually as required by Section C12.05.01 of the Bylaws.

RESPONSIBILITIES OF THE MINISTRY MEMBERS:

The St. Martin Committee is responsible for the care and management of the Evangelical Lutheran Church of St. Martin and Hortontown Cemetery.

The St. Martin Committee shall keep and submit historical records relevant to the St. Martin property. The Committee shall be responsible for periodically reviewing the financial records related to the St. Martin property with the St. Paul Lutheran Church Finance Office and/or the Church Administrator for accuracy and completeness. A permanent record shall also be kept of all minutes of regular meetings and special meetings and filed with the St. Paul Lutheran Church Administrator.

The St. Martin Committee shall make and publish rules and regulations regarding the use of the St. Martin property and shall keep a permanent record of all rules and regulations regarding the church and cemetery.

The St. Martin Committee shall keep an accurate plat of the cemetery showing the location and description of all gravesites which have been heretofore or shall be hereafter sold. The Committee shall also keep a record, so far as possible, of the names and addresses of the purchasers of gravesites. In case of death of any such owner, the Committee shall keep a record, so far as possible, of the heirs of such owner or of the person who has control of the gravesite after the death of the owner thereof.

BRYAN BAESE
Congregation President

CYNTHIA RIFFE
Congregation Secretary