

Bylaws

I. Membership (cf. Constitution, Chapter 8)

A. Care of Members

1. The congregation will issue a letter or certificate of transfer to another Lutheran congregation on a member's request. Should a member, having moved to a distant community, fail to request a transfer, a Lutheran congregation in or near that community shall be notified.
2. A member who has elected not to fulfill the provisions of membership as described in C8.04 of this constitution for one year shall be contacted by the pastor(s) and/or representatives of the congregation towards restoring active membership. If, during the second year, the member does not respond, that member's name shall be removed from the active membership roster but retained on a responsibility list as a person for concern for another year.

II. Congregation Meetings (cf. Constitution, Chapter 10)

A. The annual meeting of this congregation will be held between January 1st and February 28th. An additional congregational

meeting will be held in November.

B. The official roster of voting members will be available at each meeting of the congregation. Only voting members present at the meeting may vote.

C. Each organization of the congregation shall furnish a report to the secretary thirty (30) days before the annual meeting. The report will include the year's activities, finances, and goals for the coming year. Members will receive a consolidated written annual report at the annual meeting which shall include:

1. Pastor(s) Report
2. Program Staff Report
3. Financial Report
4. Audit Committee Report
5. Auxiliary's Report
6. Standing Committees' Report
7. President's Report (a "State of the Congregation" Report, especially concerning accomplishments and plans towards purpose and mission) cf. Constitution, Chapter 4

III. Officers (cf. Constitution, Chapter 11)

A. The President shall:

1. Preside at all meetings of the congregation and the Congregation Council, ~~and executive committee~~
2. Supervise the Pastor in carrying out the will of the congregation as ordered by this constitution, bylaws, and resolutions of the congregation.
3. Deliver an annual report to the congregation.
4. Execute letters of call on behalf of the congregation.

B. The Vice President shall:

1. Perform the duties of the president in the president's absence, incapacity, or at the president's request.
2. Act as parliamentarian at congregational and Congregation Council meetings.
3. Chair the nominating committee ~~and notify the committee of all offices to be filled ninety (90) days prior to the annual meeting where elections are to take place.~~

C. The Secretary shall:

1. Record proceedings of the congregation and Congregation Council; distribute copies to members.
2. Retain and codify secretarial records ~~to be filed permanently in the church office.~~
3. Keep attendance record of each council meeting; advise president of absentees and their reason for absence; notify members having two unexcused absences.
4. Select council member to lead liturgy (devotions) for each council meeting.

5. Announce all congregational and council meetings and arrange for meeting places.
6. Assist president on agenda items, calling to attention matters deferred or referred to committees for further study and recommendations.
7. Notify the nominating committee of all offices to be filled ninety (90) days prior to the annual meeting where elections are to take place.

IV. Business Manager/Church Administrator

- A. Supervise financial procedures, property maintenance and staff based on the current job description.
- B. Render a monthly statement of income and expense compared to budget to the Congregation Council.
- C. Sign all checks.
- D. Deliver an annual financial report to the congregation.
- E. Be a member of the budget and/or finance committee.
- F. Recommend written financial policies and procedures for cash management, e.g., annual budgeting, fund accounting, and annual audit to the Congregation Council.
- G. Direct the counting, depositing, and receiving of all contributions, fees collected, gifts, and bequests received.
- H. Reconcile each deposit to contributors' records.
- I. Issue semi annual statements to contributors.
- J. Keep individual giving records confidential.
- K. Prepare annual report to the congregation.

V. Congregation Council (cf. Constitution, Chapter 12)

A. Elections to the Congregation Council shall take place at the November meeting of the congregation.

B. Persons elected to the Congregation Council shall also be liaison to a specific area of committee responsibility for the length of his/her term unless a special circumstance arises.

C. Congregation Council is to be made up of a President, Vice President, Secretary, and four other members of the congregation.

D. Unless otherwise provided herein, supervise support of the pastor(s) and business manager.

E. Prepare the agenda for the regular and special congregational meetings and Congregation Council meetings.

F. Act as personnel committee in the absence of a separate committee for that purpose.

G. Act as budget and planning committee in the absence of separate committees for those purposes.

H. Interpret and publicize the work of the congregation to the community and its leaders; listen to the report community needs for Christian service to the congregation.

VI. Congregational Committees (cf. Constitution, Chapter 13)

A. The Nominating Committee shall:

1. Be convened by the Vice President as a chairperson who will call and preside at subsequent meetings.
2. Nominate one or more candidates for each office to be filled.
3. Ask candidates to serve the full term of office if elected.
4. Accept nominations from the floor providing that the nominee is present at the meeting to deliver both qualifications and consent to serve.
5. Provide nominations for:
 - i. Church officers: President, Vice President, Secretary.
 - ii. Congregation Council members,
 - iii. Audit committee
 - iv. Nominating committee members,
 - v. Mission Endowment Fund committee members,
 - vi. Other offices which may be specified in these bylaws as revised.
 - vii. Delegates for synod conference and other assemblies as required.

B. The Audit Committee shall:

1. Audit the financial books and procedures of records prior to the annual meeting.
2. Follow written audit procedures for both income-expense and balance sheet transactions; inspect all insurance policies for adequacy of coverage.
3. Report their findings to the congregation in writing and include them, with the annual report, signed and dated by each member of the committee.

C. The Mutual Ministry (cf C13.04) Committee shall:

1. Meet at least quarterly or on notice of the convener designated by the president ~~or pastor~~.
2. Elect a chairperson and secretary; with reports or minutes being maintained.
3. Provide support for pastor(s) (and staff members) as specified in the letter of call, including such matters as housing, health, continuing education, pensions, salaries, communications, etc.
4. Recommend and advocate needed changes in staff support to the Congregation Council or executive committee.
5. Meet with staff both individually or in groups, as required; meet at least once each year with entire staff in attendance. May also take part in staff annual reviews.
6. Listen to concerns of members regarding leadership and performance of staff and add to agenda of subsequent meetings.

D. The Call Committee/~~Transition Team~~ shall:

1. Follow the procedures established by the Synod for the call process and coordinate activities with the Bishop and the Bishop's staff.

2. Evaluate pastoral candidates by interview and other means; furnish information about the congregation and its mission to each candidate.
3. Recommend one candidate to the congregation at a special meeting called for that purpose.

E. The Worship Committee shall:

1. Provide for an active and meaningful worship life for every member of the congregation, giving special attention to the liturgical year.
2. Includes at a minimum the pastor(s), all musical staff, an Alter Guild representative, a youth/young adult and a Congregational Council representative.

F. The Evangelism/Community Outreach Committee shall:

1. The committee on evangelism shall plan and lead the community outreach of the congregation, a high priority for the congregation.

G. The Finance Committee shall:

1. Meet quarterly and be made up of the Business Manager, a Congregational Council representative, and designated members
2. Supervise the budget process of the congregation and analyze patterns of giving.
3. Advise and determine the distribution of investments and financial decisions.

H. The Stewardship Committee shall:

1. Lead the congregation to be biblical stewards through proportionate giving of time, abilities, and money as they have been given.
2. Includes the pastor(s) and members of the congregation.

I. The Social Concerns Committee shall:

1. Plan and lead the social outreach of the congregation with needs assessment, education, service, and direct or indirect action programs.

J. The Mission Endowment Fund Committee shall:

1. Support and extend the vision and mission of the Church by periodically (no less than annually) distributing the net earnings of the fund, as per the guidelines approved by the congregation.

K. Each committee shall elect its own chairperson and secretary from its membership for a term of one year.

L. Committee secretaries ~~through the church office~~ will furnish written minutes and resolutions ~~for action proposed~~ to the Congregation Council Secretary prior to the regular council meeting.

VII. Holy Communion

A. The sacrament of Holy Communion will be offered at least once each month during regular worship services.

B. All baptized Christians or professing Christians are invited to participate in the sacrament of Holy Communion

C. Preparation for Holy Communion will be provided for baptized members who have completed the proper education.

D. A record of participation in Holy Communion shall be maintained for all members.

VIII. Fellowship

- A. The congregation will cooperate with the other organizations whose purposes are compatible with this constitution (cf. Constitution, Chapter 4).
- B. The use of the building and facilities of this congregation shall be limited to this congregation's activities and those of outside groups, approved by ~~the staff~~ Congregation Council, who meet the provisions of Article 8, VIII, Fellowship A.
- C. Ceremonies of lodges or any organizations which do not confess the triune God and Jesus Christ as Lord and Savior shall not be permitted in the buildings or on the premises of this congregation.

IX. Congregational Records

- A. The records of the congregation shall be the property of the congregation and shall not be removed or used for commercial purposes. The records are:
 - 1. The roster of baptized, confirmed, associate, and voting members;
 - 2. The ministerial acts performed by the pastor(s);
 - 3. The minutes and reports of the conference, synod and national church;
 - 4. The minutes of the meetings of the congregation and Congregation Council;
 - 5. The financial records of the congregation; all official and legal documents including this constitution and bylaws, deeds, mortgages, contracts, etc.

B. The pastor(s) shall be responsible for the maintenance and security of the records, except as provided herein.

C. The pastor(s), **Business Manager**, and Congregation Council (or executive committee) shall furnish an annual congregational report to the secretary of the ELCA, and a report of ministerial acts performed shall be made to the congregation.

D. In the event of dissolution or cessation of ministry, the official records of the congregation shall be deposited in the archives of the ELCA or its successor.