

BY-LAWS

ARTICLE I. MEMBERSHIP

A. Communicant Membership

1. All those received by the sacred act of confirmation become communicant members.
2. Persons coming with a communicant letter of transfer from a Lutheran congregation, provided they conform in all respects to the requirements of this congregation, shall be received by the Pastor and Spiritual Director.

B. Voting Membership

1. Upon application for communicant membership, reception in the congregation by Confirmation, transfer, or profession of faith, every member, who is at least eighteen (18) years old, becomes a voting member and shall be given a copy of this Constitution and by-laws.
2. Members shall accept nomination for office, committee appointments, etc., if possible, and generally participate in the business activities of the voting membership.

C. Termination of Membership

1. Transfer to other Congregations.
Communicant members desiring to join a Lutheran congregation shall present their request for transfer to the Pastor and Spiritual Director to whom authorization is given to issue such transfers.
2. Joining other Churches.
Communicant members joining congregations outside our fellowship shall, upon recommendation of the Pastor and Spiritual Director, be considered to have terminated their membership. Their names shall be removed from the membership roll.
3. Whereabouts unknown.
Members whose whereabouts are unknown for a period of six months shall be considered terminated. Their names shall be removed from the membership roll.
4. Excommunication and Self-exclusion.
Members who conduct themselves in an unchristian manner shall be admonished according to Matthew 18:15-20. If they refuse to amend their sinful lives after proper admonition, upon recommendation of the Pastor and Spiritual Board, shall be excommunicated. If members refuse to attend the membership meeting to discuss their case, they have thereby excluded themselves. (A three-fourths (3/4) vote of voting members present shall be required for every resolution by the membership for self-exclusion or for excommunication.)

5. Status.

Members whose membership has been terminated forfeit all the rights of a member of this congregation and all claims upon the property of the congregation as such, or upon any part thereof, so long as they are not reinstated.

ARTICLE II. CALLING OF PASTORS

- A. In the event of a vacancy in the Pastoral office the Spiritual Director shall immediately arrange for a special meeting of the membership with the Circuit Counselor present to select a vacancy pastor.
- B. At any meeting of the membership, properly convened, the list of candidates, having been received from the District President and presented for the office of Pastor, shall be submitted by the Nominating Committee. Members may make additional nominations from the floor.
- C. The election of a pastor from the list of candidates shall be by ballot. The candidate receiving the majority of all votes cast shall be considered elected. The election shall, if possible, be made unanimous, and the Call shall be sent to the Pastor elected.

ARTICLE III. MEETINGS

- A. The voting membership of this congregation shall hold an annual meeting each November.
- B. The Pastor or the President of the congregation may call special meetings of the membership.
- C. Meetings of the voting membership shall be publicly announced by word and in the bulletin at a Sunday Service immediately prior to it. A meeting thus announced shall be considered properly convened.
- D. Members present constitute a quorum.
- E. Meetings shall be governed by Robert's Rules of Order in all cases in which they are applicable and in which they are not inconsistent with this Constitution and By-Laws.

ARTICLE IV. ELECTION OF OFFICERS

- A. The Nominating Committee shall be appointed by the President and approved by the Council at the July meeting. The committee shall consist of at least three voting members.
- B. The Nominating Committee shall present a slate of candidates at the September meeting. The slate shall consist of at least one name for each office. The slate shall be published in the church bulletin at least two weeks prior to the annual meeting of the membership.
- C. Additional nominations may be made from the floor with permission from the person being nominated.
- D. Election shall be held at the annual meeting of the membership. A majority of votes cast shall constitute election.
- E. Vacancy in the office of President shall be filled by the Vice President with the Council appointing a new Vice President for the remainder of the term. Vacancies in other offices shall be filled by the Council for the unexpired term.

ARTICLE V. OFFICERS

- A. The elected officers shall be President, Vice President, Secretary, and Treasurer. Elected Councilmen shall be a Spiritual Director, Properties Director, Christian Growth Director, Stewardship Director, Community Relations Director, Community Outreach Director, and a Youth Director.
- B. Officers shall be voting members of the Congregation.
- C. Officers assume duties the first day of January following election.
- D. The term of office shall be one year. An officer may hold an office for no more than two successive terms.
- E. Except for Spiritual Director, Officers may not serve on the Spiritual Board while holding an elected office.

ARTICLE VI. LEGAL REPRESENTATION

The President and Secretary shall sign legal documents and represent the congregation before the courts. The Secretary shall carefully preserve all deeds and important documents

of the Church and place them in the designated depository.

ARTICLE VII. COUNCIL

- A. The Council shall be composed of all elected officers, the Financial Secretary, and chairman of all auxiliary organizations. The Pastor shall be an ex officio member of the Council.
- B. The Council meetings shall be announced in the bulletin at the Sunday Service at least one week prior to it as well as in the newsletter calendar.
- C. Two officers and five elected councilmen, or their representatives shall constitute a quorum.
- D. Special meetings may be called by the President, Pastor, or any three Council members. Notice of a special meeting must be given to each member of the Council at least three days prior thereto.
- E. The President of the congregation shall chair the Council meetings. An anticipated meeting agenda shall be published in the Sunday bulletin at least one week prior to each meeting.
- F. All voting members of the congregation are voting members of the Council and shall be notified of monthly meeting dates, and encouraged to attend.
- G. The Council, under authority received from the congregation, will administer the affairs of the congregation; review all procedures, problems and progress in connection therewith, and give direction to its individual members. The Council shall be specifically concerned with the administration of the budget as approved by the voting membership. Each individual member of the Council shall have the authority to make all decisions necessary to discharge the responsibilities of his position; however, the Council as a group shall retain the right to exercise, as it may deem necessary, final authority over all matters with which it is empowered.
- H. The Council shall:
 - 1. Approve the annual budget prepared and submitted by Stewardship Director;
 - 2. Approve report of the Audit Committee;
 - 3. Approve appointment of Nominating Committee
 - 4. Fill vacancies in elective offices for unexpired terms, with the exception of the office of President;
 - 5. Appoint a Financial Secretary;
 - 6. Meet monthly
 - 7. Approve committee appointments.
 - 8. Appoint a Church Archivist.

- I. Each individual member of the Council is responsible and accountable for the duties prescribed to the position. In the performance of their duties, individual members may enlist the help and advice of other members of the congregation by forming temporary or standing committees. Members shall, at all times, disburse the congregational budgeted moneys with the utmost prudence. They shall keep the Council informed of their progress and bring special problems before the Council.

ARTICLE VIII. DUTIES OF OFFICERS AND DIRECTORS

A. The President shall:

1. Perform the duties generally required of an executive officer.
2. Assist the pastor in assuring the general spiritual welfare of the congregation, in the general administration of the church and its offices, and in difficult problems of the ministry.
3. See that all committees are functioning properly, admonishing members of the Church Council who are neglecting the duties of their position; and attend meetings of the committees whenever necessary or advisable.
4. Preside at all general and special meetings of the congregation and Church Council.
5. Prepare and publish an agenda for each meeting of the Church Council in the Sunday bulletin at least one week prior to meeting.
6. Execute, on behalf of the congregation, any legal instruments authorized by the Congregation.
7. Sign checks in the absence of the Treasurer abiding by Section 1 of the Treasurer's duties.
8. Appoint committees or delegates as needed for administration, unless otherwise provided for in these By-laws.
9. Appoint annually a committee of two or more members to audit the financial books and records of the church, and report their findings to the Church Council at the earliest possible date after the close of the fiscal year.

B. The Vice President shall:

1. Perform the duties of the President in the event of the President's absence or disability, or at the request of the President.
2. Assist Pastor in general administration of church, in general spiritual welfare of congregation and in difficult problems in ministry.
3. Succeed to the Presidency in the case of the death, resignation or expulsion of the President.
4. Assist the President in such duties as the President may assign to him.

C. The Secretary shall:

1. Keep an accurate and permanent record of all congregational and Church Council meetings.
2. Assist Pastor in general administration of the church, spiritual welfare of

congregation, and in difficult problems of ministry.

3. Maintain a list of all committees and council members.
4. Register all persons attending the congregational and Church Council meetings.
5. Record all amendments to the Constitution and By-laws that are adopted by the congregation on a master copy of the Constitution and By-laws.
6. Submit for publication the Minutes of all congregational and Church Council meetings.
7. Be responsible for all titles, policies and other official papers in the custody of the congregation and place in designated depository.

D. The Treasurer shall:

1. Disburse the funds of the congregation in accordance with the budget of the congregation, but only after each non-regular invoice has been signed by the director or officer responsible for the expenditure. Pay bills promptly to take advantage of discounts.
2. Assist Pastor in assuring the general spiritual welfare of the congregation, in the general administration of the church and its offices, and in difficult problems of the ministry.
3. Maintain a set of permanent, accurate records and submit such records together with all receipts and other papers pertaining to the office for auditing at the close of the fiscal year.
4. Submit a written report at regular congregational and Church Council meetings. Such report shall show actual receipts and disbursements compared with budget amounts by budget categories.
5. Deposit all congregational receipts in designated depository.

E. The Financial Secretary shall:

1. Keep a permanent, week-by-week record of the offerings of the individual giving units.
2. Assist Pastor in assuring the general spiritual welfare of the congregation, in the general administration of the church and its officers, and in difficult problems of the ministry.
3. Distribute quarterly statements to each member showing their gifts of the past quarter and of the year to date.
4. Be responsible for the counting of the offering moneys and convey to the Treasurer who deposits all congregational receipts in the congregation's designated depository.
5. Provide the Director of Stewardship with a list of members who have become excessively delinquent in their contributions.
6. Order and distribute offering envelopes to all communicant members.
7. Report all receipts to the Treasurer at weekly internals.

F. The Spiritual Director shall:

1. Appoint a Spiritual Board of sufficient number to properly execute the responsibilities of the office.

2. Assist the pastor in assuring the general spiritual welfare of the congregation, and in difficult problems of the ministry.
3. Prepare an annual budget request and related work program and submit to the Stewardship Director.
4. Report monthly to the Council.
5. Direct and supervise the regular visitation of all members and make every effort to bring them into the life and work of the congregation.
6. Ascertain that regular worship services are held and that all functions connected with worship are performed in an orderly and decent manner.
 - a. Direct and supervise ushering.
 - b. Be concerned with comfort of people attending services.
7. Cordially receive all visitors attending services.
8. Transfer members out; receive applications for membership.
9. Assist Pastor in admonishing those delinquent in attendance and/or communion.
10. Make recommendations for proper provisions for financial support and well being of Pastor and his family.
11. Supervise the music for all services and cooperate with the organist, the choir director, and choir members to maintain the highest standards for all services.
12. Maintain a manual outlining protocol on weddings and receptions, funerals, rallies, institutes, and seminars.
13. Enforce congregational rulings regarding smoking and use of alcohol within the church properties.
14. In the event of a pastoral vacancy, Spiritual Director shall assume administrative responsibilities of the congregation.

G. The Properties Director shall:

1. Appoint a committee of sufficient number to properly execute the responsibilities of the office.
2. Assist Pastor in supervising care and repairs of church properties.
3. Prepare an annual budget request and related work program and submit to the Stewardship Director.
4. Be responsible for the entire plant and property, including the church grounds, and see that the buildings and properties are kept in physical functioning order. Personal examination of buildings and properties will be made at three-month intervals. If repairs or maintenance are necessary but in excess of budgeted allowance, a work program of estimated costs shall be submitted at the next immediate Council meeting.
5. Supervise congregational work projects. Provide tools and materials for these projects.
6. Outline major physical projects as necessary and submit to the congregation for implementation.
7. Keep janitorial supplies well stocked.
8. Purchase necessary equipment for efficient maintenance.
9. Supervise property of congregation to prevent abuse, harm, and/or destruction.

10. Report monthly to the Council.
11. Be responsible for employed custodian or custodial service and/or lawn service.
12. Supervise outside groups who make use of the church facilities.

H. The Community Outreach Director shall:

1. Appoint a committee of sufficient number to properly execute the responsibilities of the office.
2. Assist Pastor in the mission program and activities of the church.
3. Prepare an annual budget request and related work program and submit to the Stewardship Director.
4. Supervise the organization and activity of mission work.
5. Maintain a current list of prospects in the church office.
6. Provide for a systematic and continuous program of lay visitation of prospects for active membership in the congregation.
7. Promote the work of world missions within the congregation.
8. Assist the Pastor with organization and maintenance of regular instruction classes.
9. Report monthly to Council.

I. The Christian Growth Director shall:

1. Appoint a committee of sufficient number to properly execute the responsibilities of the office.
2. Assist Pastor in promoting activities for spiritual growth of congregation.
3. Prepare an annual budget request and related work program and submit to the Stewardship Director.
4. Supervise and direct the congregation's educational program through a Midweek School, Sunday School, Bible Classes, Vacation Bible School, and Christian organized study programs of any kind for all ages.
5. Encourage the dissemination and use of Christian literature so as to strengthen the Christian home and help equip both parents and children for Christian living.
6. Report monthly to Council.

J. The Community Relations Director shall:

1. Appoint a committee of sufficient number to properly execute the responsibilities of the office.
2. Assist Pastor in promoting the community relations of the church.
3. Prepare an annual budget request and related work program and submit to the Stewardship Director.
4. Ascertain that the congregation is represented in community activities.
5. Be concerned with the church's role in the community and develop useful means of becoming a better service to the community.
6. Work with neighborhood churches to improve the unified Christian image to the community and to implement the church's mission.

7. Be responsible for all congregational publicity.
8. Report monthly to the Council.

K. The Stewardship Director shall:

1. Appoint a committee of sufficient number to properly execute the responsibilities of the office.
2. Assist the Pastor in promoting the stewardship of the members of the church.
3. Prepare an annual budget request and work related program to be included in the annual budget
4. Inform all members of the congregation's programs and instruct them in the grace of proportionate giving of time, talent, and treasure to God's work.
5. Supervise the raising of all funds within the congregation.
6. Call on active members who are negligent in meeting stewardship responsibilities.
7. Be responsible for the preparation and presentation to the Church Council of an annual budget. Collect budget requests from all directors and auxiliary organizations.
8. Present the Council approved budget to the congregation for approval.
9. Report monthly to Council.

L. The Youth Director shall:

1. Be responsible for the youth organizations of the congregation.
2. Assist Pastor in promoting the youth activities of the church.
3. Appoint a committee of sufficient number to properly execute the responsibilities of the office.
4. Prepare an annual budget request and work related program and submit to the Stewardship Director.
5. Assist youth groups in selection of sponsors.
6. Be responsible for the development of youth in the congregation and their participation in congregational activities.
7. Report monthly to Council.

M. The Archivist shall:

1. Keep a complete history of the congregation, written and pictorial.
2. Request archival information from Pastor, Officers and other elected officials.
3. Prepare an annual budget request and work related program to be included in the annual budget.
4. Solicit help in collecting, organizing and archiving historical information about the congregation.
5. Collect annually basic membership statistics, names of professional workers, church staff, officers and committee chairs and document activities, special events and projects.

N. A Scholarship Committee consisting of the Pastor, President, Spiritual Director, and Treasurer will administer the Church Worker Scholarship Endowment Fund and

shall:

1. Oversee the investments of the fund.
2. Receive scholarship applications.
3. Determine the number of scholarships to be given each year.
4. Determine the amount and duration of each scholarship.
5. Verify that applicants have met all eligibility requirements.
6. Select scholarship recipients.
7. Notify recipients of their awards.
8. The Treasurer shall disburse the scholarship funds in the name of the recipient to the designated educational institution according to a payment schedule specified by the institution.

ARTICLE IX. AUXILIARY ORGANIZATIONS

- A. The congregation entrusts to its Pastor and Spiritual Director the organization and supervision of all societies approved by the Church Council, in order that the character of the congregation might be safeguarded.
- B. Society Chairmen shall prepare an annual budget request and related work program and submit to the Stewardship Director.
- C. Societies shall assist the Pastor and the congregation in promoting the stated goals and ministry set forth by the congregation.
- D. Societies not acting in accord with the stated ministry of the congregation may be disbanded by a majority vote of the voting membership in assembly.

ARTICLE X. AMENDMENTS

These By-laws may be amended by a two-thirds (2/3) vote of members present in a properly convened meeting of the membership. Proposed amendments must be published two weeks prior to voting.

STANDING RULES

- A. The Stewardship Committee shall maintain a current talent file.
- B. Annual congregational meeting shall be held no later than the third Sunday in November.
- C. Church Council meetings shall be held on the Sunday of the month designated by the Council.

- D. The secretary stationed in the Church office is responsible only to the Pastor, and during vacancies to the Spiritual Director.