

## **BYLAWS**

### **I. COMMUNION PARTICIPATION (Chapter C4.03a)**

- A. “At the table of our Lord Jesus Christ, God nourishes faith, forgives sin, and calls us to be witnesses to the Gospel.”<sup>1</sup>

“Admission to the Sacrament is by invitation of the Lord, presented through the church to those who are baptized.”<sup>2</sup>

This congregation “...practices eucharistic hospitality.”<sup>3</sup> All who believe that Jesus is present in the bread and the wine and has the power to forgive are welcome to commune.

- B. Before children of pre-confirmation age are communed, the children, with their parents or guardians, are to receive instruction for Holy Communion.

### **II. CONFLICTING LOYALTIES (Chapter C5.03h)**

- A. While the buildings of this congregation shall be open to all people to share in its worship, instruction, pastoral care, and fellowship, this congregation rejects all fellowship with organizations “such as a lodge or fraternal order which claims to possess in its teachings and ceremonies that which the Lord has given solely to the Church.”<sup>4</sup>

- B. Ceremonies of lodges or other fraternal orders shall not be permitted in the buildings or premises of this congregation.

Further, any secular organization whose social statement directly opposes the social values of the majority of our members shall not be permitted to use the buildings or premises of this congregation.

### **III. CONGREGATION MEETING (C10.01)**

The Annual Meeting of this congregation shall be held in the month of January on a date to be determined by the Congregation council. Elections, adoption of a budget, committee reports, and any other business will be transacted at this meeting.

---

<sup>1</sup> Evangelical Lutheran Church in America, *The Use of the Means of Grace*, (Minneapolis: Augsburg Fortress, 1997) Principle 31, 36.

<sup>2</sup> Evangelical Lutheran Church in America, *The Use of the Means of Grace*, (Minneapolis: Augsburg Fortress, 1997) Principle 37, 41.

<sup>3</sup> Evangelical Lutheran Church in America, *The Use of the Means of Grace*, (Minneapolis: Augsburg Fortress, 1997) Principle 49, 52.

<sup>4</sup> Constitution of The Evangelical Lutheran Church in America, 7.31.11 (Churchwide)

#### **IV. VOTING MEMBERS (Chapter C8.02c)**

- A.** Voting Members are confirmed members who have attained the age of 18 years and who have signed this or any prior constitution of this congregation. Such confirmed members shall have communed and made a contribution of record during the current or preceding year.
- B.** Voting members of this congregation may be dropped from the voting membership if they miss four consecutive annual meetings of this congregation. The secretary of this congregation shall notify those who have been released from voting membership. Members who have been dropped from the voting membership roster may be reinstated by signing the constitution.

#### **V. INACTIVITY OF MEMBERS (Chapter C8.02.b and C8.05e)**

A confirmed member who does not, for a period of one year, partake of Holy Communion, support the church with offerings, and does not appear to desire to participate in the life and worship of this congregation shall be visited by the pastor and a member of the Congregational Ministry Committee or the Executive Committee and encouraged by them to active membership.

If, during the second year, the confirmed member does not actively participate, that member may be notified that his/her apparent desire to withdraw from the fellowship of this congregation has been granted. That action when taken by the Congregation Council, shall be made known to the released member.

The released member's name shall be removed from the membership roster of this congregation and shall remain persons for whom the church has a continuing pastoral concern.

#### **VI. DUTIES OF OFFICERS (Chapter C11.01a)**

- A.** The president shall preside over meetings of the Congregation Council and of this congregation.
- B.** The vice president shall preside in the absence of the president.
- C.** The secretary shall keep the minutes of the Congregation Council and of this congregation and shall preserve its archives.
- D.** The treasurer shall be custodian of all funds of this congregation and shall disburse all such funds in accordance with the decision of this congregation or the Congregation Council. The treasurer shall present a

duly audited report at the annual congregation meeting and such other reports to the Congregation Council as may be required by the Congregation Council or this congregation.

E. The position of congregation bookkeeper may be appointed or hired to perform the following:

1. Make payments of the congregation either by check, use of on-line banking, or wire transfers, etc.,
2. Maintain documentation of invoices and receipts,
3. Reconcile all bank accounts and other ledger accounts on a monthly basis,
4. Prepare monthly financial reports for presentation at monthly Congregation Council meetings and an annual statement to be included in the annual report,
5. Assist in preparation of the annual budget,
6. Communicate and coordinate with the elected church treasurer, other Congregation Council members, and the pastor on all matters of a financial nature.
7. Has voice but no vote on council, and may leave the meeting following the financial report and discussion.

## VI. DUTIES OF COMMITTEES (Chapters C4.04 and C13.07)

A. Members of committees of this congregation shall, with their approval, be appointed by the Congregation Council. Each committee shall select a chairperson, make an annual report to this congregation and develop a yearly outline concerning activities, goals and future objectives. The recommendations of the congregational committees shall be approved by the Congregation Council. Congregational committees shall consist of the following:

1. (Chapter C04.02b and C4.03c) The **Evangelism Committee** shall consist of six voting members of this congregation, one of whom shall be a member of the Congregation Council. The five non-council members shall each be appointed for a term of three years with no more than one-third of the terms expiring annually. The committee shall work closely with the pastor to encourage new membership, develop an atmosphere of harmony and cooperation throughout this congregation, educate members of this congregation on ways in which they can witness our faith in Jesus

Christ and encourage participation in the evangelistic opportunities offered by both the synod and the churchwide organization.

2. (Chapter C4.02a and C4.03a) The **Worship Committee** shall consist of five voting members of this congregation, one of whom shall be a member of the Congregation Council. The four non-council members shall each be appointed for a term of two years with one-half of the terms expiring annually. The committee may also include the organist, pianist, choir director, and Altar Guild representative as members. The Worship Committee, with the pastor, shall plan each of the worship services and educate this congregation in the means of giving thanks and praise to God.
3. (Chapter C4.02f and C4.03g) The **Budget/Stewardship Committee** shall consist of the treasurer, financial secretary, bookkeeper, and three voting members, who shall be appointed for a term of three years with one-third of the terms expiring annually. This committee shall have the responsibility with the pastor for the education and development of scriptural principals of stewardship (i.e. contributions of time and talent and the raising of funds). This Committee shall prepare the annual budget and submit it to the Congregation Council for approval and then to this congregation for adoption. This Committee shall encourage participation in stewardship programs recommended by the synod and the churchwide organization.
4. (Chapter C4.02e and C4.03d) The **Parish Education Committee** shall consist of six voting members of this congregation, one of whom shall be a member of the Congregation Council. The five non-council members shall each be appointed for a term of three years with no more than one-third of the terms expiring annually. This committee shall have responsibility, with the pastor, for the Sunday School, Vacation Bible School, other learning experiences as needed, and to encourage participation in education programs recommended by the synod and the churchwide organization.
5. (Chapter C4.02d) The **Social Ministry Task Force** shall be made up of volunteers. The purpose of the task force shall be to promote study and vision of the gospel call, advocate dignity, work for peace for all people, and stand with the poor and powerless.

6. (Chapter C4.02d, C4.03b and C4.03f) The **Congregational Ministry Committee** shall consist of one member for each twenty-five households of this congregation, one of whom shall be a member of the Congregation Council. The term of responsibility shall last no more than five years. The committee shall communicate with all members of this congregation: working to encourage participation of inactive members, helping the pastor provide care and healing, and continuing to help members of this congregation in their relationship with God.
7. (Chapter C12.05a) The **Property Management Committee** shall consist of five voting members of this congregation, two of whom shall be members of the Congregation Council. The three non-council members shall be appointed for a term of three years with one-third of the terms expiring annually. This committee is responsible for the care and maintenance of the property of this congregation.

- B. The **Cemetery Trustees Committee** shall consist of three voting members of this congregation and shall be elected by this congregation for a term of three years with one-third of the terms expiring annually. The duties and responsibilities of this committee shall be those specified in the Declaration of Trust dated December 27, 1957.

#### **VIII . MISSION STATEMENT (Chapter C4.05)**

An ad hoc committee shall be appointed by the Congregation Council every five years or during the interim between pastors to evaluate the mission of this congregation. The committee shall prepare a mission statement and submit it to the Congregation Council for approval and then to this congregation for adoption.

#### **IX. LITTLE BLESSINGS PRESCHOOL AND DAYCARE (Chapter C4.02d)**

Little Blessings Preschool and Daycare is a ministry of this congregation. Little Blessings serves the community by providing much needed preschool and daycare for children ages six weeks through five years. In this safe environment, the children receive not only nurturing care, but also the development of social and kindergarten readiness skills.

The preschool and daycare shall be governed by a board of directors appointed by the Congregation Council. The board will oversee the operation of the preschool and daycare, hiring both a preschool teacher and a daycare director. The director

shall be responsible for the day-to-day functioning of the daycare, such as the hiring of daycare staff, etc.

The board will prepare and submit a written report to include the status and progress of the preschool and daycare over the past year for the annual congregation meeting.