

BYLAWS – Updated 2018

SECTION I

Duties of the Congregation Council Officers

1. President

It shall be the responsibility of the president to:

- a) Be the “executive director” of the congregation’s total program, responsible that all elected and appointed officers, and committees are carrying out their respective responsibilities;
- b) Preside at all meetings of the congregation and the congregation council and/or appoint an acting chairperson in their absence, and be an ex officio member of all committees of the congregation;
- c) Uphold the constitution and bylaws and see to it that they are duly observed, and that the actions of the congregation in conformity therewith are effected;
- d) See that meetings are conducted in accordance with the good rules of order and be fair towards all motions and discussions;
- e) Encourage officers and directors to make concise written reports and recommendations;
- f) Appoint any special committees as may be needed;
- g) Execute on behalf of the congregation any deeds, mortgages, bonds, notes, contracts, or other instruments which the congregation shall have authorized or deferred to the pastor;
- h) Meet regularly with the pastor to analyze past progress and plan future efforts and programs.

2. Secretary

It shall be the responsibility of the secretary to :

- a) Record all transactions of all meetings of the congregation in General Assembly and of the congregation council, and be responsible for the printing and distribution of such minutes to the members of the council in a timely fashion.
- b) Keep all permanent minutes, past and present of the congregation;
- c) Record all amendments that are adopted by the congregation on a master of this constitution;
- d) Keep and maintain an accurate list of voting members and their attendance at congregational and council meetings;
- e) Submit monthly for publication to the congregation the major discussions of the council.

3. Treasurer

It shall be the responsibility of the treasurer to:

- a) Expedite the safe deposit and keeping of all funds, together with the financial secretary;
- b) Disburse the funds of the congregation in accordance with the budget of the congregation, under the direction of the church council;
- c) Keep an accurate record of all receipts and disbursements according to the accounting procedures adopted by the council;
- d) Submit the books and other papers pertaining to the office for auditing at the close of the year and assist in making a complete audit of said books and papers.

4. Financial Secretary

It shall be the responsibility of the financial secretary to:

- a) Keep accurate records of contributions by giving units in the congregation;
- b) Expedite the safe deposit and keeping of all funds together with the treasurer;
- c) Prepare and submit to the council a financial statement of the preceding month, and render at each regular meeting of the congregation a report of the receipts of the congregation for the current fiscal year to date.
- d) Issue financial statements to members showing their offerings to date;
- e) Prepare reports of congregational giving patterns for analysis by the appropriate personnel;
- f) Submit the books together with all receipts and other papers pertaining to the office for auditing at the close of the year and assist in making a complete audit of said books and papers;
- g) Provide offering envelopes.

5. Director of Church Properties

It shall be the responsibility of the director of church properties to:

- a) Supervise, maintain and improve the church properties;
- b) Carry out all resolutions of the congregation and council on purchases, repairs, replacement, etc. of church property and equipment;
- c) Make and bring up to date annually an inventory of church equipment, including acquisition date and approximate value of each item;
- d) Determine and engage, with congregational approval, adequate custodial help. Meet periodically with custodian to discuss care of buildings, needs and problems in custodial services, etc.;
- e) Negotiate service contracts where needed;
- f) Determine and establish, with congregation council approval, regulations governing use of church property and equipment;
- g) Check annually all property for fire hazards;

- h) Enlist work crews for special repair, improvement, cleaning, painting, decorating, landscaping and other projects.

6. Director of Community Life

It shall be the responsibility of the director of community life to:

- a) Plan and coordinate fellowship activities for the members and member families of the congregation.
- b) Encourage the growth of friendship and closeness among members of the congregation.

7. Director of Evangelism

It shall be the responsibility of the director of evangelism to:

- a) Foster a Climate within the congregation that encourages members to share the Good News of Jesus Christ with one another, as well as the unchurched;
- b) Through periodic canvasses, study the surrounding community to seek ways by which the congregation may effectively witness to it;
- c) See that a current list of prospects is maintained in the church office;
- d) Enlist and assist with the training of lay visitors.

8. Director of Worship

It shall be the responsibility of the director of faith and worship to:

- a) Be concerned about the faith and worship life of the congregation members, individually and corporately;
- b) Analyze at least once each year the time, number and meaningfulness of regular and special worship services of the congregation.
- c) Insure that all worship services are conducted in accordance with the liturgical materials authorized for use by the ELCA, and other such materials which are not in conflict with them, or with the Confessions of Faith of the congregation;
- d) See to the provision of hymnals, liturgical books, devotionals, and other worship aids, and insure their maintenance;
- e) Work with the organist/choir director to oversee the quality of music provided for the public worship of the congregation;
- f) Arrange for the care of paraments, vestments, communion ware, and other worship implements;
- g) Recruit, equip, and support members of the congregation for leadership roles in the public worship of the congregation;
- h) Arrange for pastoral services in the absence of the pastor;
- i) Head a search committee for organist/choir director as needed.

9. Director of Music

- a) Plan and provide a tentative music worship program for committee review.
- b) Provide leadership in the singing of hymns and liturgy in our worship services. This could be from the organ or piano, but not exclusively from either.
- c) Provide service music (i.e. preservice music, voluntaries, and postludes) that edify our worship.
- d) Plan and/or direct appropriate choral music for our worship services by choir(s) and/or soloists. Recruit soloists and choir members.
- e) Recruit and direct instrumentalists in the embellishment of our worship.
- f) Take a leadership role with the pastor in the creation of special services, including joint worship opportunities with other congregations, subject to committee review.
- g) Encourage and arrange for the participation of any other organization that would edify our worship (i.e. Chimers, Praise Dancers, etc.)
- h) Publicize and promote the concerts and appearances of other musical organizations, especially those that contribute to spiritual growth.
- i) Oversee the maintenance of the church's musical instruments, including—but not limited to—the church's organ, piano, and hand-chimes.
- j) Review and promote new hymns and liturgies as they revitalize our worship.

10. Director of Missions

It shall be the responsibility of the director of missions to:

- a) Foster a climate within the congregation that encourages members to share the Good News with one another, as well as those outside our Christian community, through visible acts of Christian concern and compassion;
- b) Study the trends and changing social, economic, and political conditions in the local community to advise the congregation council on appropriate congregational responses to them;
- c) Coordinate the congregation's social ministry; including ministry to special need groups (aged, retarded, sick, etc.) in coordination with appropriate agencies of the church and community;
- d) Keep the congregation informed on matters pertaining to world-wide needs that the church can respond to in Christian Love and concern in word and deed.

11. Director of Discipleship

It shall be the responsibility of the director of parish discipleship to:

- a) Be concerned for the Christian education of children, youth, and adults in the congregation and through them, in the larger community;
- b) Make annual analyses, by age groups, to determine degree of participation of total membership of congregation in its total education programs;
- c) Enlist, train, place, and continue to train lay teachers;
- d) Consider provision of special education opportunities for the exceptional or handicapped person.

- e) Encourage the use of teaching materials published or approved by the ELCA, and disallow the use of materials which teach doctrines at variance with Confessions of Faith of the congregation;
- f) Seek to introduce the Church's periodical and books of family devotions into the homes of the congregation.

SECTION 2

The Deacons

Omitted see Resolution 1992

SECTION 3

Removal from Membership

A person shall be considered inactive and subject to removal from membership in this congregation when there is no record of their having either received Holy Communion or made a contribution of record during the previous two consecutive calendar years.

Transfers of Membership: The pastor shall issue letters of transfer or release to any baptized, communicant or confirmed member desiring the same. Such transfer or release shall be reported at a subsequent meeting of the Council or Congregation.

When a member, in spite of counsel and Christian admonition, ceases to fulfill the responsibilities of membership as defined in Chapter 8 of this constitution, the Congregation, upon recommendation of the pastor and the council, may remove such a person from membership in the congregation. With this action the Congregation withdraws such persons from all rights of membership and all claims on property of the congregation.

SECTION 4

Meeting of the Congregation

Regular Meetings of the congregation are held annually at the beginning of the year, and will include the election of officers and directors, and the adoption of the annual budget.

Special Meetings of the congregation may be called by the pastor, the Congregation Council, or the president of this congregation and 10 percent of the active members. The call for each special meeting shall specify the purpose for which it is to be held and no other business shall be transacted.

The Quorum of the Council or any Committee shall be a majority of its constituted membership. For congregational meetings, the quorum shall be 20 voting members.

SECTION 5

Continuing Resolutions

89:01 Finance Committee

The finance committee shall be composed of the : Treasurer, Financial Secretary, President, and Pastor. The chair of this committee will be chosen annually by the committee members.

The finance committee will meet as necessary.

It is the responsibility of the finance committee to:

- a) Monitor the finances of the congregation.
- b) Oversee any other special capital fund drives/program.
- c) Present with the congregation council approval an annual budget.
- d) Exercise responsibility by direction of the congregation council for the congregation's investments and banking procedures.
- e) Recommend to the congregation council salaries and benefits together with personnel policies for the pastor(s) and lay employees.

Amended December 9, 1990 as follows:

In cooperation with the head deacon, shall recommend to the Congregation Council salaries and benefits, together with personnel policies for the pastor(s) and lay employees. The pastor(s) and any lay employees serving on the Finance Committee may be excused from this recommendation process.

Chapter 18.

CONTINUING RESOLUTIONS

C18.01. The Congregation Council may enact continuing resolutions which describe the function of the various committees organizations of this congregation.

18.02. Continuing resolutions shall be enacted or amended by a two-thirds vote of all voting members of the Congregation Council.

RESOLVED:

That the "BY LAWS" of this congregation's Constitution, specifically Section 4, "Meeting of the Congregation," be amended to read: Regular Meetings of the congregation are held once yearly in January, and will include the election of officers and directors, and the adoption of the annual budget. An information Mailing will be sent to the congregation in mid-year containing financial and director reports.

ADOPTED: Congregation Council, November 17, 1993

ADOPTED: Meeting of the Congregation, January 30, 1994

RESOLVED:

That the responsibility of Head Deacon be removed as a sub-position of the Director of Faith and Worship:

That the position of Director of Faith be made and officer of the Congregation Council:

That the "BY LAWS" of the congregation's Constitution, specifically Section 1, item 8 "Duties of the Congregation Council Officers; Director of Faith and Worship," be amended to show this change; and that Section 2, "Head Deacon and Director of Worship," be incorporated into Section 1 and amended to show its changes.

ADOPTED: Congregation Council, October 20, 1993

ADOPTED: Meeting of the Congregation, January 30, 1994

RESOLVED:

That Section 2, "The Deacons," of the "BY LAWS" be deleted from this congregation's Constitution;

That the position of Head Deacon be deleted from the Congregation Council.

ADOPTED: Congregation Council, January 21, 1996

ADOPTED: Meeting of the Congregation, January 28, 1996