

BYLAWS AMERICAN LUTHERAN CHURCH

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MISSION STATEMENT

Grow, Live and Share Faith

Chapter 1.

MEMBERSHIP

B1.01. Criteria: Members of the Congregation are expected to participate in the life of the congregation. Each January the Executive Committee of the Congregation Council and the Stewardship Ministry Chairperson shall review the membership list using the following criteria for voting member as described in congregation's constitution, chapter 8, section 02: An active member partakes of Holy Communion at least once during the previous year and supports the congregation with an offering of record as a biblical steward.

B1.02. Inactive Member: A member who for a period of one year has not fulfilled these criteria shall be informed in writing by the Executive Committee of the Congregation Council of the congregation's concern and of the possibility of being placed on the inactive membership list. Follow-up contacts will be made by the appropriate Ministry.

An inactive member who resumes participation or provides a satisfactory explanation for the inactivity will be kept on the active membership list.

If an inactive member continues to be inactive for the subsequent year without a satisfactory reason, the member shall be notified in writing and a pastoral call will be made. If the member does not resume participation in the congregation, she/he will be removed from the membership list by the Executive Committee.

B1.03. Responsibility: Responsibility for inactive members shall rest upon every member of this congregation. The Congregation Council and the pastor (s) shall actively encourage inactive members to renew participation in the congregation.

Chapter 2.

CONGREGATION MEETINGS

B2.01. There will be at least two Congregational meetings each year.

- a. A budget meeting will be held on the third Sunday in November.
- b. The annual business meeting will be held in the last half of January at a day and time to be determined by the Church Council.

B2.02. A Special Congregation Meeting may be called by the pastor(s), the Congregation Council, or the president of this congregation, and shall be called by the president of the congregation upon the written request of 25 percent of the voting 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.

B2.03. Notice of all meetings of this congregation shall be given at the services of worship on the preceding two consecutive Sundays and by mail to all members at least 10 days in advance of the date of the meeting. The posting of such notice in the regular mail, with the regular postage affixed or paid, sent to the last known address of such members shall be sufficient.

B2.04. Voting members present shall constitute a quorum.

B2.05. Voting by proxy or by absentee ballot shall not be permitted.

B2.06. All actions by the congregation shall be by majority vote except as otherwise provided in this constitution.

B2.07. Robert's Rules of Order, latest edition, shall govern parliamentary procedure of all meetings of this congregation.

Chapter 3.

CONGREGATION COUNCIL

B3.01. Membership: The voting membership of the Congregation Council shall consist of the pastor(s), ten (10) voting members of the congregation which includes one (1) confirmed youth member of the congregation under the age of 21. Any voting member of the congregation may be elected, providing he/she has been a member of the congregation for one year, and is subject to the limitation on the length of continuous service permitted in that office. A member's place on the Congregation Council shall be declared vacant if the member:

- a. ceases to be a voting member of this congregation or
- b. is absent from two successive regular meetings of the Congregation Council without cause.

B3.02. Election/Terms: The members of the Congregation Council except the pastor(s) shall be elected by written ballot to serve for two (2) years or until their successors are elected. The youth member of the Council shall be elected by written ballot to serve for one (1) year. Such members shall be eligible to serve no more than three (3) full terms consecutively. Their terms shall begin at the close of the Annual Business Meeting at which they are elected. Newly elected Congregation Council members shall be installed at worship the Sunday after their election.

B3.03. Vacancy: Should a member's place on the Congregation Council be declared vacant, the Congregation Council shall elect, by majority vote, a successor until the next Annual Meeting. If a vacancy occurs as a result of a member of the Congregation Council being elected as an officer of the congregation, the congregation shall fill the vacancy at the Annual Meeting.

B3.04. Duties: The Congregation Council shall have general oversight of the life and activities of this congregation, and in particular its worship life, to the end that everything be done in accordance with the Word of God and the faith and practice of the Evangelical Lutheran Church in America. The duties of the Congregation Council shall include the following:

a. The Congregational Council and the chairs of each Ministry shall have a yearly retreat in March to state the Congregation's mission, to do long-range planning, to set goals and priorities, and to evaluate its activities in light of its mission and goals.

b. To seek to involve all members of this congregation in worship, learning, witness, service and support.

c. To oversee and provide for the administration of this congregation to enable it to fulfill its function and perform its mission.

d. To ensure the effective functioning of the Congregation Ministries by appointing Congregation Council Liaisons to each Ministry and by appointing members to fill Ministry vacancies.

e. To maintain supportive relationships with the pastor(s) and staff.

f. To be examples individually and corporately of the style of life and ministry expected of all baptized persons.

g. To promote a congregational climate of peace and goodwill, and, as differences and conflicts arise, to endeavor to foster mutual understanding.

h. To arrange for pastoral service during the sickness or absence of the pastor.

i. To emphasize partnership with the synod and churchwide units of the Evangelical Lutheran Church in America as well as cooperation with other congregations, both Lutheran and non-Lutheran, subject to established policies of the synod and the Evangelical Lutheran Church in America.

j. To recommend and encourage the use of program resources produced or approved by the Evangelical Lutheran Church in America.

k. To seek out and encourage qualified persons to prepare for the ministry of the Gospel.

B3.05. Financial Duties: The Congregation Council shall be responsible for the financial and property matters of this congregation.

a. The Congregation Council shall be the board of trustees of this congregation, and as such, shall be responsible for maintaining and protecting its property and the management of its business and fiscal affairs. It shall have the powers and be subject to the obligations that pertain to such boards under the laws of the State of Colorado, except as otherwise provided herein.

b. The Congregation Council shall not have the authority to buy, sell or encumber real property unless specifically authorized to do so by a meeting of the congregation.

c. The Congregation Council may enter into contracts of up to \$5,000.00 for items not included in the budget.

d. The Congregation Council shall approve an annual budget for adoption by this congregation at the Annual Meeting, shall supervise the expenditure of funds in accordance therewith following its adoption, and may incur obligations of more than \$2,500.00 in excess of the anticipated receipts only after approval by a Congregation Meeting. The budget shall include this congregation's full indicated share in support of the wider ministry being carried on in partnership with the synod and churchwide organization.

e. The Congregation Council shall ascertain that the financial affairs of this congregation are being conducted efficiently, giving particular attention to the prompt payment of all obligations and to the regular forwarding of benevolence monies to the synodical treasurer.

f. The Congregation Council shall be responsible for this congregation's investments and its total insurance program.

B3.06. Other Duties: The Congregation Council shall see that the provisions of this constitution and its bylaws are carried out.

a. The Congregation Council shall be responsible for the employment and supervision of the salaried lay workers of this congregation.

b. To provide an annual written review for and with the pastors and salaried workers of the congregation. The Congregational Council, in its entirety or through its designated subcommittee, shall conduct the review with the pastors. The Congregational Council may delegate the annual review of other salaried lay workers to a subcommittee of the Congregational Council, to a separate personnel committee or to the lay worker supervisor. Reviews shall be completed by November 1 for the previous year.

c. The Congregation Council shall submit a comprehensive report to this congregation at the Annual Meeting.

B3.07. Meetings: The Congregation Council shall normally meet once a month. Special meetings may be called by the pastor(s) or the president, and shall be called by the president at the request of at least one-half of its members. Notice of each special meeting shall be given to all who are entitled to be present.

B3.08. Quorum: A quorum for the transaction of business shall consist of a majority of the members of the Congregation Council, including the pastor(s) or interim pastor(s).

Chapter 4.

OFFICERS/EXECUTIVE COMMITTEE

B4.01. The officers of this congregation shall be a President, Vice President, Secretary and Treasurer. These officers and the pastor(s) shall constitute the Executive Committee.

a. The officers shall be voting members of the congregation.

b. Officers of this congregation shall serve similar offices of the Congregation Council and shall be voting members of the Congregation Council.

c. The Executive Committee shall act on behalf of the Congregation Council between regularly scheduled meetings.

d. The Executive Committee shall receive the annual written reviews of the staff from the Congregational Council.

B4.02. The Council shall elect from its own membership a president, vice president, secretary, and treasurer.

B4.03. No officer shall hold more than one office at a time. No elected officer shall be eligible to serve more than two consecutive terms in the same office.

Chapter 5.

DUTIES OF OFFICERS

B5.01. The specific duties of the officers shall include those listed below and other responsibilities the Congregation Council determines necessary in implementing the life and mission of the congregation.

The President shall:

- a. Notify the congregation and the Congregation Council of all meetings.
- b. Prepare the agenda for all meetings of the congregation and the Congregation Council in consultation with the pastor(s) and the Vice President.
- c. Preside at all meetings of the congregation and the Congregation Council.
- d. Prepare a report of the work of the Congregation Council for the Annual Report.
- e. Receive suggestions and recommendations from members, Ministries and auxiliaries.
- f. Consult with Congregation Council members who have been absent two consecutive meetings without a valid excuse. The President may recommend that the position be declared vacant.

The Vice President shall:

- a. Assume the duties of the President in his/her absence.
- b. Help to prepare the agenda for all meetings of the congregation and the Congregation Council in consultation with the pastor(s) and the President.

The Secretary shall:

- a. Keep accurate minutes of all official proceedings of the congregation and Congregation Council.
- b. Serve as correspondent for official business of the congregation and the Congregation Council.

The Treasurer shall:

- a. Ensure that all bookkeeping is done according to acceptable accounting procedures.
- b. Report monthly to the Congregation Council.
- c. Ensure that a yearly budget is completed and presented to the Congregation Council for approval in October. Input from the congregation regarding the budget shall be held by the second Sunday in October.
- d. Present budget to the Congregation at Budget Meeting in November.
- e. Report yearly to the congregation in the Annual Report.
- f. Ensure that a yearly financial review of all bookkeeping is completed by the Financial Review Committee.

Chapter 6.

CONGREGATION COMMITTEES AND DUTIES

B6.01. A **Mutual Ministry Committee** of three voting members of this congregation shall be appointed by the Congregation Council in September for a term of three years, with one member appointed each year. Members of the Mutual Ministry Committee shall be eligible for reappointment.

B6.02. Duties: The Mutual Ministry Committee shall serve as a liaison between the congregation and the pastors and other professional staff of the congregation. The Mutual Ministry Committee shall provide support and guidance for professional members of the church staff with the goal of helping the professional staff improve their ministry. The Mutual Ministry Committee shall regard information and discussions as confidential unless there is an agreement to share specific concerns and information. The Mutual Ministry committee shall report to the Congregational Council at its December meeting summarizing the activities of the Mutual Ministry Committee. The report would not be a performance review nor would the Mutual Ministry Committee set salaries or other employment terms.

B6.03. A Nominating Committee of three voting members of this congregation, one of whom, if possible, shall be an outgoing member of the Congregation Council and one, if possible, shall be the Past President of the Congregation Council, shall be appointed by the Congregation Council in September for a term of one year. Members of the Nominating Committee are eligible for reappointment.

B6.04. Duties: The Nominating Committee shall provide candidates for officers of the congregation, vacancies on the Congregation Council, and the Congregation Ministries by the first of January.

B6.05. A Financial Review Committee of three voting members of this congregation shall be appointed by the Congregation Council in September. Financial Review Committee members shall not be members of the Congregation Council. The term of office shall be three years, with one member elected each year. Members shall be eligible for reappointment.

B6.06. Duties: The Financial Review Committee shall provide for a yearly review of all financial procedures and documents. They shall report to the congregation Council at their January meeting.

B6.07. When a pastoral vacancy occurs, a **Call Committee** of six voting members shall be elected by the Congregation Council. Term of office will terminate upon installation of the newly called pastor.

B6.08. A Personnel Committee of three voting members of this congregation shall be appointed by the Congregation Council for a term of three years, with one member appointed each year. Members of the Personnel Committee shall be eligible for reappointment.

B6.09 Duties: The Personnel Committee shall act in an advisory capacity to the Congregational Council concerning personnel matters of the paid staff of the church.

B6.10. Endowment Fund Committee - see attachment: The American Lutheran Church Endowment Fund Resolution dated January 2002

B6.11. Other Committees of this congregation may be formed, as the need arises, by decision of the Congregation Council.

Chapter 7.

CONGREGATION MINISTRIES

B7.01. At its Annual Business Meeting the congregation shall elect members of the Ministries that shall have six or more members, each as working committees responsible to the Congregation Council. The term of each member shall be two years with approximately half of

the terms expiring annually. A member shall be eligible for reelection. Pastors and Congregation Council liaisons will serve as ex-officio members of the Ministries.

a. The immediate past chairperson or secretary shall convene the initial meeting of each Ministry at its regularly scheduled time or as soon as possible after the Annual Meeting.

b. By February 28 each Ministry shall elect officers, review its goals and projects, and conduct other business necessary in carrying out its work.

c. In March the President of each ministry will attend a retreat with the Congregation Council.

B7.02. Meetings: The Ministries shall hold regular monthly meetings.

a. Special meetings may be called by the chairperson or by a pastor as necessary to accomplish the work of a Ministry.

b. A member of the Ministry who is absent from two consecutive regular meetings shall be consulted by the chairperson of the Ministry. If the member is absent from three consecutive meetings without valid excuse, the Ministry may declare the office vacant.

c. A vacancy which occurs during the year shall be filled by the Ministry with the consent of the nominee and the approval of the Congregation Council.

B7.03. Flexibility shall exist in the number, nature, and responsibility of the Ministries consistent with the emerging needs and changes of the congregation and of the Congregation Council and in accordance with the Constitution and Bylaws of the congregation.

a. Should the need arise, the Congregation Council may recommend that at the Annual Meeting, new Ministries may be created, combined or discontinued.

b. The authority of each Ministry to expend funds shall be limited to expenditures designated by the adopted budget of the congregation unless otherwise approved by the Congregation Council. Budget requests should be submitted to the Congregation Council by November 1st of each year.

c. By January 1st the chairperson of each Ministry shall be responsible for submitting a concise report covering its accomplishments for inclusion in the Annual Report of the congregation.

B7.04. Seeking to utilize their talents and to involve members in servanthood, as well as to be a "we" rather than a "they" congregation, the American Lutheran Church works through the following Ministries which are responsible to the Congregation Council:

a. **Church in Society Ministry** seeks out needs in the community through which the congregation can share in Christian support.

b. **Congregational Care and Outreach Ministry** is responsible for Sunday morning hospitality, the Stephen Ministry program and everyday ministry to the sick and elderly of the congregation.

c. **Congregational Fellowship Ministry** strengthens life in the congregation as a family of believers through the planning and administering of various social events throughout the year.

d. **Education Ministry** provides supervision for the Sunday School program and makes provisions for the special events associated with the education of children.

e. **Memorial Ministry** is responsible for acknowledgement of memorials and the planning and purchase of memorial gifts.

f. **Property Management Ministry** is responsible for the maintenance, repair and cleaning of the church buildings and parking lot.

g. **Finance Ministry** is responsible for preparing the annual budget for review and is concerned with the ongoing financial needs of the church.

h. **Youth Ministry** is responsible for the activities of the youth of the congregation by assisting the youth minister and helping with the planning and participating in the implementation of the activities for the youth.

i. **Worship and Music Ministry** serves as an advisory committee to the pastor(s) in matters of liturgy and liturgical practices.

j. **Stewardship Ministry** is responsible for developing responsible stewardship within the church and congregation. The Ministry will encourage the members to support the work of this congregation, the synod, and the churchwide organization of the Evangelical Lutheran Church in America through contributions of their time, abilities, and financial support as biblical stewards.

Chapter 8.

ORGANIZATIONS WITHIN THE CONGREGATION

B8.01. All organizations within this congregation shall exist to aid it in ministering to the members of this congregation and to all persons who can be reached with the gospel of Christ. As outgrowths and expressions of this congregation's life, the organizations are subject to its oversight and direction. This congregation at its meeting may determine their policies, guide their activities, and receive reports concerning their membership work, and finances.

B8.02. Special interest groups, other than those of the official organizations of the Evangelical Lutheran Church in America, shall be organized only after authorization has been given by the Congregation Council.

Chapter 9.

AMENDING BYLAWS

B9.01. No bylaw may conflict with the constitution of American Lutheran Church.

B9.02. Bylaws may be adopted or amended at any legally called meeting of this congregation with a quorum present by a majority vote of those voting members present and voting.

B9.03. Changes to the bylaws may be proposed by any voting member provided, however, that such additions or amendments be submitted in writing to the Congregation Council at least 60 days before a regular or special Congregation meeting called for that purpose and that the Congregation Council notify the members of the proposal with its recommendations at least 30 days in advance of the Congregation Meeting.

B9.04. Approved changes to the bylaws shall be sent by the secretary of this congregation to the synod.