

**BYLAWS
AMERICAN LUTHERAN CHURCH**

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2022 Congregation Meeting Draft Additions

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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 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.

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 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 Congregation Council.

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 no later than 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 Congregation 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 or electronic means to all members at least 10 days in advance of the date of the meeting.

B2.04. Voting members present in person or online via teleconferencing 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 required by the Congregation 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), seven (7) voting members of the congregation, and may also include one (1) additional member who is a 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.

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. This may be waived in the event of an emergency (e.g. HVAC system failure)
- 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 not accumulate a year to date deficit of expenses in excess of revenue of more than 5% of the approved annual operating budget excluding mortgage payments without 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 non-rostered staff of this congregation. Rostered Leaders are called according to Chapter 9 of the constitution of this congregation.
- b. To provide an annual written review for and with the pastor(s) and non-rostered staff of the congregation. The Congregational Council, in its entirety or through its designated subcommittee, shall conduct the review with the pastor(s). The Congregational Council may delegate the annual review of other non-rostered staff to a subcommittee of the Congregational Council, to a separate personnel committee, or to the non-rostered staff 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.

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) may serve as the Executive Committee. Officers are not required to meet separately as an executive committee. The Executive Committee may act on behalf of the Congregation Council between regularly scheduled meetings with the approval of the Congregation council.

B4.02. The Council shall elect officers from its own membership.

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 their 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.
- c. Ensure copies of congregationally approved changes to the Constitution and/or Bylaws are forwarded to the Synod office.

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.

B5.02. Whenever an individual takes on an officer position, the previous council will ensure that the new officer has a copy of the following documents:

- A copy of the Congregational Constitution
- A copy of the Congregational Bylaws

The following officers will receive additional documents necessary to their position:

- The treasurer will receive a copy of all budgets and all financial reports.
- The secretary will receive a copy of all minutes.

Chapter 6.

CONGREGATION COMMITTEES AND DUTIES

B6.01. A **Pastoral Support Committee** shall be comprised of three voting members of this congregation with members of the Staff Support Committee being ineligible. The committee will be established with members serving a term of three years, with one member being selected each year in January. (Members of the committee can be eligible for reappointment.) Replacement members will be selected by the current pastor(s), the committee members remaining on the committee, and the President of the Congregation Council. The committee shall report to the council each December indicating that they are active.

B6.02. Duties: The Pastoral Support Committee shall serve to support the ministry of the pastor(s) with the goal of enhancing the mission of the church. This committee shall support the ministry of the Pastor(s) by attending to the health of the Pastor(s) relationships with the congregation and with individual members of it, as well as supporting the health of the Pastor(s) themselves. The Pastoral Support Committee shall regard information and discussions as confidential unless there is an agreement to share specific concerns and/or information.

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 vacancies on the Congregation Council prior to the December council meeting for approval by the Congregation Council.

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 one 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 to ten voting members shall be elected by the Congregation Council. The Call Committee may include one (1) member who is a confirmed youth member of the congregation under the age of 21. 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. Each ministry will function as a working committee of the congregation and will be responsible to the Congregation Council. Pastors and Congregation Council liaisons will serve as ex-officio members of the Ministries.

- a. Each Ministry shall elect officers, review its goals and projects, and conduct other business necessary in carrying out its work.
- c. In March a designated representative of each ministry will attend a retreat with the Congregation Council.

B7.02. Meetings: The Ministries shall hold regular meetings as determined by the Ministry.

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 in accordance with the Constitution and Bylaws of the congregation.

- a. 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 October 1st of each year.
- b. By January 1st a designated representative 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. **Faith Formation Ministries** are responsible for ministries with children, youth and adults who are constantly growing, living and sharing faith in their daily lives. The Ministries may

include Nurture Ministry, Nursery, Early Life Ministry, Confirmation Ministry, Middle School and High School Youth, and Bible Study/Christian Education for Adults.

- b. Worship & Music Ministries** are responsible for providing opportunities for participating in the worship life of our church. The ministries may include Worship and Music Planning, Contemporary Worship Team, Altar Guild, ALC Choir, Liturgical Arts Ministry and Puppet Ministry.
- c. Connection Ministries** are responsible for growing, living and sharing faith through our connections with one another. The ministries may include Outreach Ministry, Men's Ministry, OWLS Senior Ministry, Quilting Ministry, Women's Ministry and Just.4.Fun Fellowship.
- d. Missional Outreach Ministries** are responsible for reaching out and beyond our church walls to serve and support local and global missions. The ministries may include Church in Society Ministry, Emergency Shelter Project (ESP), Quilting Ministry, and Global Outreach.
- e. Congregational Care Ministries** are responsible for growing, living and sharing faith through our care for one another. The ministries may include Funeral Support, Cook and Share Pantry, Memorial and Honorary Giving Ministry, Prayer Chain and Prayers of the Congregation, Fiber Ministry, Friendly Visitors, Eucharist Ministers and Stephen Ministers.
- f. Administrative and Financial Ministries** are responsible for supporting the ongoing business activities of the church, working closely with bookkeeping staff and office volunteers. The ministries may include Finance Ministry, Endowment Fund Committee, and Stewardship Ministry.
- g. Property Management Ministry** is responsible for the maintenance, repair and cleaning of the church buildings and grounds.

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 amended according to guidelines adopted in the Model Constitution for Congregations of the Evangelical Lutheran Church in America as most recently amended by the Churchwide Assembly.