

The Bylaws of St. Andrew's Evangelical Lutheran Church

(Amended January 2019)

Article I. Mission Statement

God calls us to become connected to Christ, connected to each other, connected to community.

Article II. Membership

B2.01 Membership in this congregation shall be according to the provision of Chapter 8 of this Constitution.

1. The congregation is commissioned to administer the Sacrament of Holy Baptism for membership into the body of Christ.
2. The rite of confirmation (affirmation of baptism) will be made available to baptized members after satisfactory completion of courses of study and acknowledgement by the Church Council. Confirmation is a pastoral and educational ministry of the church.
3. The roster of associate members shall be reviewed annually.
4. The roster of voting members shall be reviewed annually.
5. The roster of seasonal members shall be reviewed annually.

B2.02 Persons may be declared inactive by the Congregation Council and removed from the roll only through the following actions:

1. A voting member who has not communed and made a contribution of record at any time during the current or preceding year shall be declared not in good standing.
2. The Pastor and/or members of Council shall meet with persons declared not in good standing and encourage their renewed participation in the gifts of God's Grace and the life of the church.
3. If, after a period of one year, such persons have not returned to the Lord's table and made a contribution of record, the Congregation Council shall declare them inactive. Such declaration must be made in writing to the person(s) removed.
4. After 30 days, persons declared to be inactive shall be removed from the rolls. Such persons who have been removed from the rolls shall remain persons for whom the church has a continuing pastoral concern.

Article III. The Pastor

B3.01 After the congregation has voted to call a pastor, it shall issue a letter of call to the pastor-elect in a form approved by the synod. The letter of call shall be signed by the President and Secretary of the congregation and shall be attested by the synodical Bishop. Specific duties, compensation and all other matters pertaining to the service of the pastor shall be determined by the congregation and included in the letter of call.

B3.02 A pastor shall be duly installed in office by the Regional Bishop or his/her appointee when beginning work in this congregation.

B3.03 If after thirty days there is no response to a letter of call it shall become invalid. If a nominee fails of election or declines the call, the Congregation Council shall make another nomination at a subsequent meeting.

B3.04 In order that a pastor may be devoted fully to the duties of the office, an adequate salary and benefit program shall be provided, paid in semi-monthly or monthly installments.

B3.05 When a pastor receives a letter of call to another ministry and desires to terminate this ministry a letter of resignation shall be submitted to the Congregation Council. See C9.05a2.

- B3.06 The call to a pastor shall normally be for an indefinite time. A call to an associate pastor may be for a definite time.
- B3.07 The pastor shall serve as the local authority in all matters pertaining to the theology, doctrine, creeds, catechism, sacraments and rubrics of the Lutheran Church.
- B3.08 The pastor serves as an ex-officio member on all committees of this congregation.

Article IV. Congregational Meetings and Reports

- B4.01 The Annual Congregational Meeting will be held in January. Special meetings may be called in accordance with C10 and other applicable sections of the Constitution and Bylaws.
- B4.03 The official roster of voting members will be available at each meeting of the congregation. Only voting members present at the meeting may vote.
- B4.04 A written Annual Report shall be prepared by the Secretary. Each organization of the congregation shall furnish a written report to the Secretary. The report will include the year's activities and finances. A copy of the Annual Report and unaudited financial results for the year ended December 31, will be made available to the membership at least two weeks prior to the Annual Congregational Meeting. The Annual Report will include the following, at a minimum:
1. Pastor Report(s)
 2. Program Staff Reports
 3. Treasurer's Report
 4. Financial Secretary's Report
 5. Audit Committee Report
 6. Standing Ministry Team Reports
 7. President's Report
- B4.05 The agenda for the Annual Meeting shall be prepared by the Executive Committee. Ten members may petition the President in writing to propose an agenda item. The agenda shall be posted 30 days prior to the meeting and closed 10 days prior to the meeting. The agenda will include:
1. Opening Prayer
 2. Secretary's Report (minutes and membership statistics)
 3. Pastor's Report
 4. Treasurer's Report
 5. Financial Secretary's Report
 6. Election of Officers, congregation council and nominating committee members
 7. Adoption of the budget
 8. President's Report
 9. Resolutions (Old and new business, including the acceptance of all reports)
 10. Benediction

Article V. Officers

- B5.01 The President shall:
1. Serve as President of the Congregation and Congregation Council and do everything in his/her power to uphold the provisions of the Constitution.
 2. Preside at all Congregational and Congregation Council meetings.
 3. Prepare the agenda for the Congregation Council meetings in consultation with the executive committee and the Pastor.
 4. Sign all official documents negotiated and approved by the Congregation Council and the Congregation.

5. Coordinate the work of the committees and be an ex-officio member without vote.
 6. Make committee appointments in consultation with the council as designated by the Constitution.
 7. Appoint persons to fill vacancies for unexpired terms on the Congregation Council in consultation with the Congregation Council.
- B5.02 The Vice President shall:
1. Assume the duties of the President in his/her absence.
 2. Succeed to the office of the President for the remainder of the term in the event of a vacancy.
- B5.03 The Secretary shall:
1. Record the minutes of both the Congregational and Congregation Council Meetings.
 2. Distribute copies of the minutes to all Congregation Council members.
 3. Post copies of the minutes of both Congregational and Congregation Council meeting in a designated area of the narthex.
 4. Retain and codify secretarial records to be filed permanently in the church office; keep a duplicate set of records which shall be turned over to a successor.
 5. Keep attendance records for all Congregational and Congregation Council meetings.
 6. Maintain membership records; make a roster of voting members available for each Congregational meeting; prepare a directory of Church Council and committee members.
 7. Announce all Congregational and Congregation Council meetings.
 8. Be responsible for the safekeeping of all official congregational documents (deeds, mortgages, articles of incorporation, constitution, and by-laws, etc.).
 9. Assist in the compilation and distribution of the Annual Report of the congregation.
- B5.04 The Treasurer shall:
1. Supervise the financial procedures, records and investments of the congregation.
 2. Reconcile all notices of deposits in the bank and advise the Financial Secretary of discrepancies.
 3. Render a monthly written statement of income and expense compared to budget to the Congregation Council.
 4. Deliver an annual written financial report to the congregation.
 5. Pay all properly authorized salaries, bills, and indebtedness of the congregation.
 6. Remit all offerings for missions and church agencies.
 7. Accurately record all congregational income and disbursements.
 8. Prepare an annual budget in consultation with the Stewardship Ministry Team, Finance Committee, and the Congregation Council.
- B5.05 The Financial Secretary shall:
1. Be responsible for the accurate counting, recording and depositing of all funds received (offerings, contributions, gifts, bequests, fees, etc.).
 2. Reconcile deposits to contributors' records and issue quarterly statements.
 3. Keep individual giving records confidential.
 4. Present a written report at each meeting of the Congregation Council as well as the Congregational Meeting.
 5. Inform the Treasurer of the amount of each deposit.
 6. Assist the Treasurer in the preparation of the annual budget.
 7. Be responsible for ordering the offering envelopes.

Article VI. The Congregation Council

- B6.01 The Congregation Council shall consist of the Pastor, the five elected officers, and seven Ministry Leaders.

1. Each Ministry Leader shall be elected to serve in one of the following ministries:
 - a. Christian Education Ministry Team;
 - b. Evangelism and Outreach Ministry Team;
 - c. Property Ministry Team;
 - d. Social Concerns Ministry Team;
 - e. Stewardship Ministry Team;
 - f. Worship & Music Ministry Team;
 - g. Youth and Young Adults Ministry Team.
 2. A portion of the Congregation Council members shall be elected each year for a term of two years each.
- B6.02 Council members shall, through the power of the Gospel, lead the congregation in its stated purpose and mission by their personal worship, witness, learning, service, and stewardship. Council members shall represent the people and programs of this congregation.
- B6.03 Congregational Membership—The Congregation Council shall:
1. Review the rosters of baptized, confirmed, associate and voting members.
 2. Provide procedures for the reception of new members and the departure of members of the congregation.
 3. Motivate all members of the congregation to participate in the ministries of worship, learning, witness, service, hospitality, fellowship, and support.
 4. Support the inactive member through prayer, visitation and caring ministries.
 5. Recognize the service of members to congregational and community ministry.
- B6.04 Personnel—The Congregation Council shall:
1. Secure necessary staff other than the pastor as determined by the Council and congregation
 2. Consult with the Executive committee regarding the annual review of salaries for the pastor and all staff.
 3. Maintain written descriptions of all staff positions.
 4. Provide procedures for staff support and performance evaluation.
 5. Adopt policies for the church office and staff (e.g., office hours, vacations, records retention, etc.)
- B6.05 Finance—The Congregation Council shall:
1. Prescribe a process for developing the annual budget and recommend the budget to the congregation.
 2. Encourage the congregation to adopt the biblical formula for stewardship. .
 3. Determine the congregation's proportion of income to be committed to the ELCA mission support and benevolence.
 4. Adopt a written audit procedure.
 5. Inspect all insurance policies for adequacy of coverage.
 6. Adjust allocation of funds should income fall short of expectations or expenses exceed budgeted amounts.
 7. Adopt a capital budget for improvements or major repairs.
 8. Approve all depositories of congregational funds; consolidate all funds of the congregation and its organization into a unified budget.
- B6.06 Property Management—The Congregation Council shall:
1. Serve as the legal Board of Trustees.
 2. Act as managing authority, except as limited by the Constitution, and may make contracts proper to the purpose of the organization.
 3. Review recommendations from the Property Committee regarding the proper maintenance of the church buildings, parsonage, furnishings and equipment.
 4. Approve or reject the use of congregational facilities by outside groups according to

the adopted policies.

5. Observe fire and safety regulations as established by the community and prescribe a policy for building security.

B6.07 Administration—The Congregation Council shall:

1. Coordinate all ministries and committees of the congregation
2. Recruit members and other volunteers to carry out the work of the congregation's ministries.
3. Adopt and implement policy on child protection and policy on sexual harassment and misconduct.
4. Ensure that standing ministry team members are confirmed members of this congregation and normally serve on only one standing ministry team.
5. Hold each elected Ministry Leader accountable for his/her standing ministry team.
6. Ensure that standing ministry teams convene as needed and minutes are recorded for all meetings.
7. Support the Pastor according to the letter of call.
8. Render annual and special reports to the congregation.
9. Provide for internal and external communications of the congregation.
10. Encourage and promote fellowship and hospitality activities and provide for their existence in the congregation.
11. Invite committees and auxiliary organizations to attend and present at specified meetings of the council.
12. Preserve historical archives and appoint a congregational historian.
13. Require each organization of the congregation to be accountable to the Mission Statement of the congregation.

B6.08 Spiritual Care—The Congregation Council shall:

1. Exercise general oversight of the spiritual life, mission, and ministry of the congregation that all may be done in accordance with the Word of God and this Constitution.
2. Acknowledge candidates for the rite of confirmation (Affirmation of Baptism) as submitted by the Pastor.
3. Acknowledge and approve applications for membership into the congregation by transfer of letter or affirmation of faith as submitted by the Pastor.
4. Provide for the spiritual care of this congregation and its members.

B6.9 Stephen Ministry

The Congregation Council shall provide continued support for the Stephen Ministry Program in this congregation in accordance with the 1983 agreement enacted by the Congregation Council.

B6.10 Standing Committees (Ministry Teams) of the Congregation Council shall be as follows:

1. Christian Education Ministry Team;
2. Evangelism and Outreach Ministry Team;
3. Property Ministry Team;
4. Social Concerns Ministry Team;
5. Stewardship Ministry Team;
6. Worship & Music Ministry Team;
7. Youth and Young Adults Ministry Team.

The duties of these Ministry Teams shall be defined by continuing resolutions of the congregation and Congregation Council.

Article VII. Congregational Committees

B7.01 Nominating Committee

1. Shall elect a chairperson at its first meeting.
2. Shall nominate one or more Candidates for each office to be filled.
3. Shall post the slate of nominees at least two weeks prior to the meeting at which elections are to be held.
4. Shall accept nominations from the floor providing the nominee is present at the meeting to deliver both qualifications and consent to serve.

B7.02 Audit Committee

1. Shall audit the financial books and procedures of records prior to the annual meeting.
2. Shall report findings to the congregation in writing and include them in the Annual Report, signed and dated by each member of the committee.

B7.03 Mutual Ministry Committee

1. Shall maintain as its primary objective affirming and strengthening the mission of the congregation and the ministry of the staff. Praying, caring, listening, sharing, communicating, clarifying expectations, reflecting and reviewing are all components of the mutual ministry aspect of this committee.
2. Shall meet quarterly and shall maintain no official minutes or reports and must have all members present for each meeting.
3. Shall support the Pastor and other staff members according to the letter of call and in accordance with any agreed upon job descriptions.
4. Shall create an arena in which staff members can discuss and share professional and personal matters.
5. Shall listen to concerns of members regarding leadership and performance of staff and include these on the agenda of subsequent meetings.
6. Shall recognize the need for continuing education for the Pastor and staff and recommend such to the Congregation Council.
7. Shall recommend and advocate needed changes in staff support to the Congregation Council.

B7.04 Executive Committee

1. Shall meet as necessary to review material prior to Congregation Council meetings.
2. Shall meet to prepare the agenda for the annual meeting.
3. Shall work with the Pastor in interpreting and publicizing the work of the congregation to the Community.
4. Shall coordinate personnel matters:
 - a. Shall work to establish clearly stated goals and objectives with each staff member and in consultation with the Congregation Council.
 - b. Shall meet with the Pastor and other rostered or professional staff members in order to provide an annual review based on stated goals and expectations along with opportunity for discussing compensation, housing, benefits, working conditions and goals for the coming year.
 - c. Shall provide an annual evaluation and review for the church support staff, which will include performance and salary.

B7.05 Call Committee

1. Shall notify the synodical Bishop when a pastoral vacancy occurs. He/She will assist in providing interim pastoral care and the call process.
2. Shall create a congregation profile to be used in the call process in accordance with synodical guidelines.
3. Shall evaluate pastoral candidates by resumes, interviews, site visits and other contacts. Furnish all candidates with a copy of the congregation profile.
4. Shall recommend candidates in accordance with synodical guidelines.

Article VIII. Appointed Committees and Voting Members

B8.01 Constitution Committee

1. Shall consist of three or more confirmed members of the congregation, appointed by the President and subject to Congregation Council approval.
2. Shall review all changes in the Constitution and Bylaws of this congregation and report its recommendations to the Congregation Council.

B8.02 Memorials Committee:

1. Shall consist of at least two members appointed by the President.
2. Shall record and acknowledge memorial gifts in accordance with procedures established by the Congregation Council.
3. Shall submit to the Congregation Council, through the appropriate ministry team(s) or committee(s), approval for the use of all memorial gifts.

B 8.03 Other *ad hoc* committees shall be appointed by the President, subject to each committee's approval by the Congregation Council.

B8.04 Voting members may be appointed by a Pastor or the President to represent the congregation at conventions, meeting or assemblies, except as elsewhere provided in these Constitution and Bylaws. Such voting members shall exercise only the powers vested in them by the Congregation Council or appointing authority.

Article IX. Congregational Records

B9.01 The following list shall constitute the official documents and records of this congregation:

1. The roster of baptized, confirmed, associate, seasonal, and voting members.
2. The ministerial acts performed by the Pastor.
3. The minutes and reports of all Congregation, Congregation Council, Conference and Synod meetings.
4. The financial records of the congregation including all official documents, this Constitution and Bylaws, deeds, mortgages, contracts, etc..

B9.02 The Pastor and the Congregation Council shall be responsible for the maintenance and security of all records.

B9.03 The Pastor and Congregation Council shall furnish an Annual Congregation Report to the general secretary of the ELCA and a report of ministerial acts performed shall be made to the congregation.

B9.04 In the event of dissolution or cessation of ministry, the official records of the congregation shall be deposited in the archives of the ELCA or its successor.

Article X. Fiscal Year

B10.01 The fiscal year shall be from January 1 through December 31.

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