

BYLAWS
LUTHERAN CHURCH OF THE RESURRECTION
Revised June 2001
Amended 25 September 2011

Section 1. Mission Statement: The Lutheran Church of the Resurrection is a family fellowship, proclaiming God's message of grace, caring for others, and growing in faith.

Section 2. To achieve the stated mission of this congregation, the following standing committees shall be established. Special committees may be established by the church council as needed in order to fulfill the church mission. Each committee shall be composed of one or more members of the church council and, in addition, other voting members of the congregation as approved by the church council. Except as stipulated in these bylaws, the duties of all committees shall be assigned by the church council, along with such instructions as in its judgment are in the best interests of the congregation. All actions of committees shall be subject to review by the council. The pastor shall be *ex officio* member of all committees.

- A. There shall be a Worship Ministry. It shall be the responsibility of this ministry, with the assistance of the pastor, to organize and properly conduct regular worship services, as well as worship services for special occasions. This includes such functions as organizing, training, and supervising worship assistants, nursery care assistants, and altar guild members, selecting liturgies and music, along with musicians, and other functions that are necessary for the conducting of worship services.
- B. There shall be a Youth and Christian Education Ministry. It shall be the responsibility of this ministry to act as a liaison between the Youth and Education director and the council, to oversee the educational and youth activities of the congregation, and to be responsible for proper administration of the Adult Sunday School programs.
- C. There shall be an Evangelism Ministry. It shall be the responsibility of this ministry to enrich and expand the spiritual life of congregation members, to reach out to non-members with the Gospel, and to seek to provide members and non-members with opportunities to participate in the mission of the congregation. Functions shall include visiting prospective members and visitors, shepherding of new members, and deepening the spiritual life of members of the congregation and community.
- D. There shall be a Stewardship and Service Ministry. It is the responsibility of this committee to secure the resources necessary to carry out the mission of the congregation. Functions shall include identifying the individual talents of the members, developing opportunities to employ those talents in the performance of the mission of the congregation, and the raising of the financial resources to perform the mission of the congregation. Functions shall also include studying the social concerns of the community and the organizing and participating in actions to address and alleviate those concerns.
- E. There shall be a Youth Ministry. It shall be the responsibility of this ministry to identify and minister to the needs of the young people of the congregation, that is, those people in middle school through the university. These functions shall include the planning and supervision of the church youth programs and the encouraging of the youth to participate in various appropriate organizations and programs of the congregation and the ELCA.
- F. There shall be a Fellowship Ministry. It shall be the responsibility of this ministry to provide opportunities for Christian fellowship for the congregation. Such opportunities may include providing refreshments before and/or after worship services, and organizing dinners and

various social gatherings in support of the mission activities of the other ministries. Functions shall also include facilitating and assisting various congregational and community groups and activities, e.g., scouting programs, 4-H or FFA programs, women's and men's groups, and other church groups that may from time to time form within the congregation.

- G. There shall be a Property Ministry. This ministry shall see to the proper cleaning, maintenance, and protection of all property of the congregation and shall take care that the same is kept in good repair.

Section 3. Duties of Officers

- A. The president shall: meet with the pastor prior to regular meeting of the church council to assist in developing an agenda; coordinate development of the written comprehensive annual report of the congregation; and preside at church council and congregational meetings. He shall also assist in personnel evaluation and long range planning as related to those respective committees. As leader of the congregation, the president shall also serve as one of the delegates to synodical and area meetings, whenever possible. The president shall appoint a parliamentarian who shall maintain current copies of the constitutions and bylaws of the congregation, the synod, and the Evangelical Lutheran Church America.
- B. The vice president shall: in the absence of the president serve in his stead and shall assume all the duties of the president including presiding at church council and congregational meetings; perform other duties as assigned by the president.
- C. The secretary shall keep accurate minutes of all meetings of the congregation and of the council in a volume provided by the congregation, which shall be preserved permanently in its archives.
- D. The treasurer shall: keep the books of account of the congregation; and shall receive all funds and disburse them on proper orders, making monthly remittance of benevolence receipts to the treasurer of the synod. The treasurer shall make a written report of all financial transactions to the church council monthly and to the congregation, together with a satisfactory audit, at its annual meetings.

Section 4. At the semi-annual meeting of the congregation to be held on the fourth Sunday in November, unless otherwise designated by the church council [sic]. The agenda of the meeting shall include election of council members, presentation of the financial plan for the next year.

Section 5. The annual meeting of the congregation shall be held the fourth Sunday in January, unless otherwise designated by the church council. The agenda of this meeting shall include approval of the budget, presentation of annual reports, and other business as indicated on the proposed agenda posted two weeks prior to the annual meeting.

Section 6. The church fiscal year shall run from January 1 through December 31.

Section 7. The term of office for church council members will be two years beginning on January 1 following the November/December elections. Council members will be limited to serving two consecutive terms. Filling any portion of an unexpired term will not count against this term limit. Upon reaching the limitation on the length of continuous service, the former council member must sit out one year before being eligible again for election to the council.

Section 8. A nominations committee, not to include any current council members, shall be appointed by the council for the purpose of nominating council members. Nominations shall include, if possible, more candidates than the number of vacancies and shall be prepared for inclusion with the notice of the semi annual meeting. (Cf. Article VII, Section 3). Nominations from the floor will be allowed, but only with prior consent of the nominee.

Section 9. A quorum for the transaction of business shall consist of a majority of the members of the church council, including the pastor or vice-pastor, except when such person requests or consents to be absent and has given prior approval to an agenda of routine matters which shall be the only business of the meeting.

Section 10. The church council shall be composed of nine voting members plus the appointed youth representative and treasurer, who are non-voting members, and pastor or pastors.

Section 11. Adoption, suspension, or amendment of bylaws may be made in accordance with Article XIII, Section [sic], and upon written submission to the council and reading at a public service prior to the meeting of the congregation at which they are to be considered.

Section 12. Job Descriptions - Finance

Purpose: To divide the treasurer's function into several smaller jobs so that each position will require a reasonable amount of time.

- A. Treasurer. As the chief financial officer, the treasurer oversees all of the financial activities of the congregation. If his or her subordinates are doing their respective jobs, the major function of the treasurer is making monthly reports to the council, and quarterly reports to the congregation. Presumably, the treasurer will add his or her comments to the data, identifying and interpreting trends, noting our performance versus budget. The reports should be compiled from the computer systems used to enter the data. In addition, the treasurer will review the work of the assistant treasurer and financial secretary. The treasurer will also lead the annual effort to develop the budget.
- B. Assistant Treasurer. The primary function is to pay the church's bills on a weekly basis. As they are received, the bills will be placed in a "to be paid" folder. Once a week, the assistant treasurer will write the checks, mail them, and record the payments in the check book. In addition, the assistant treasurer will record each check in the church's computer system (amount, date, vendor, budget code). On a monthly basis, the assistant treasurer will balance the check book to the bank statement.
- C. Financial Secretary. The primary function is to record the weekly offering (by contributor) in the church's computer system. For each week, the financial secretary will enter the envelope number and amount of each contribution. Monthly, the financial secretary will produce (using the computer system) a report of contributions for that month (broken down by Sunday, but not by contributor). Quarterly, the financial secretary will produce (using the computer system) an individual report for each contributor listing their contributions.
- D. Head Teller (Counter). The primary function is to schedule and supervise the tellers who count the money on Sunday morning, and arrange for the money to be taken to the bank. The head teller will make sure that there will be two counters each Sunday, making substitutions when the scheduled teller is unavailable. The head teller will also be accountable for training new counters.