

Bylaws of

FAITH EVANGELICAL LUTHERAN CHURCH

Article I. Mission Statement for Faith Evangelical Lutheran Church.

The Mission of Faith Evangelical Lutheran Church is “To Learn, Serve, and Share the Gospel of Jesus Christ!”:

It is our intention to accomplish this by:

- 1) Providing worship opportunities which honor the Lutheran tradition and may take alternative spiritual life for all ages.
- 2) Providing opportunities to strengthen Biblical and theological understanding and deepen spiritual life for all ages.
- 3) Continuing to see involvement by individuals in the life and ministry of our congregation.
- 4) Continuing to remain active in community needs and being committed to ecumenical efforts.
- 5) Providing a continued emphasis on ministries needed in our society and mission needed throughout the world.

Article II. Standing Ministries

Section A. At its first meeting following the election of new council members, the Council shall appoint as many standing ministries as the local and wider concerns of this congregation shall require. Each ministry shall be composed of a pastor and/or administrative staff member and members of the active roll of the congregation. Although appointed by and responsible to the Church Council, these ministries shall be recognized as representatives of the interests of, and performing essential services for, this congregation as a whole.

Section B. Except as stipulated in the following paragraphs, the duties of all ministries 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 ministries shall be subject to review by the Council, and minutes from ministry meetings will be provided to the Council in a timely manner.

Section C.

1) There shall be a Faith Formation Ministry.

This ministry shall oversee the conduct and promotion of the educational activities of all organizations within the congregation. And, together with other Ministries, it shall encourage and promote the extension of members' faith formation outside the congregation through participation in events and activities including, but not limited to, mission trips, retreats, service opportunities, and fellowship events. It shall encourage the use of teaching and worship materials published or approved by the Evangelical Lutheran Church in America, and seek to introduce the church's periodicals and books of devotion into the congregation. One of the primary aims of the Faith Formation Ministry shall be to bring the call to ministry of the Gospel and to other full-time church vocations to the attention of members of the congregations.

2) There shall be a Property Ministry.

This ministry shall see to the proper maintenance and protection of all property of the congregation, and shall take care that the same be kept in good repair.

Working committees and organizations within the jurisdiction of this ministry include:

1. Cemetery Committee
 - a. The Cemetery Committee and the Cemetery perpetual Care and Improvement Fund operate under the separate By-Law of the Cemetery Perpetual Care and Improvement Fund.
2. Others to be determined as appropriate

The Treasurer and Stewardship Ministry shall have the authority to evaluate and review the financial records of the Cemetery Perpetual Care and Improvement Fund.

3) There shall be a Connections Ministry.

This ministry shall encourage members of the congregation in continuous efforts to involve all members in Christ's church, and to reach others who are as yet uncertain with the Gospel and involve them in Christ's church. To this end, the ministry shall devote itself to deepening spiritual life and offering fellowship opportunities.

Working committees and organizations within the jurisdiction of this ministry include:

1. Visitor welcome and follow-up
2. New Member Committee
3. Stephen Ministries
4. WELCA
5. Hospitality
6. Others to be determined as appropriate
- 7.

4) There shall be a Stewardship Ministry.

This ministry shall have the treasurer as an ex officio member. The function of this ministry shall be to evoke and promote the expression of Christian faith in daily living; to identify skills and gifts for areas of use in ministry (time and talents); to teach the Christian use of money; to diffuse knowledge of the congregations local, national, and world-wide ministries; and to lead all its members to higher levels of proportionate giving to the work of Christ's church.

In carrying out its function, this ministry shall

1. Be responsible for the annual and continuous congregational efforts which lead to informed and grateful giving
2. Provide for annual review of the accounts of the treasurer's and financial secretary, if there is one, as well as the accounts of all the organizations within the congregation.

Working committees and organizations within the jurisdiction of this ministry include:

1. Endowment Fund Committee
 - a. The Endowment Fund Committee and the Endowment Fund operate under the separate By-Laws of the Endowment Fund
2. Others to be determined as appropriate

The Treasurer shall have the authority to evaluate and review the financial records of the Endowment Fund.

5) There shall be a Social Outreach Ministry.

The Social Outreach Ministry coordinates Faith's outreach activities at the local, national and international level. It considers outreach interests and requests of Church members and its leadership, and integrates new outreach opportunities into the ministry and church when appropriate.

The ministry encourages church members to give financially through monthly mission offerings, special programs and fundraising activities. The ministry's goal is to engage church members in outreach activities by volunteering their time and talents. The ministry provides opportunities to "Serve God by Serving Others".

Ministry leadership manages the ministry's component of the church's budget is committee to tithing as a congregation.

6) There shall be a Worship Ministry.

This ministry shall assist the pastor(s) and Church Council in seeing that the worship opportunities of this congregation are conducted regularly and in accordance with the liturgy of the Evangelical Lutheran Church in America that competent ushers are recruited and trained, and that worship materials are provided and cared for properly. This ministry shall supervise, and strive to advance the welfare and effective service of the music including choirs of this congregation. It shall arrange for the care of the paraments, vestments, musical instruments, and, in coordination with the pastor(s)/professionals staff, the worship accompanist and the choir directors, it shall furnish music supplies appropriate for use in the worship of the congregations of the Evangelical Lutheran Church in America.

Working committees and organizations within the jurisdiction of this ministry include:

1. The Altar and Sacrament Committee
2. Others to be determined as appropriate

7) There shall be an Information Technology and Communication Ministry.

The ministry will support the utilization of Information Technology to support the mission of Faith Lutheran Church. This Ministry will investigate and support efforts to utilize forms of communication that enhance connectivity with in the congregation. Examples of technologies include E-mail, social media, and internet sites along with the technology examples utilized during services and education such as sound, lights and projection. In addition the Information Technology and Communication Ministry will investigate hardware, software and networking opportunities to support the staff of the congregation. This ministry area will also align with growth aspirations of the congregation.

- 8) **Various committees** may need to be created at times to accomplish certain tasks and may be identified as working efforts within the jurisdiction of a broader umbrella ministry or the Council itself. The Council will make such determinations as necessary.

Article III. Duties of Officers

Section A. All officers shall be confirmed members on the active roll of the congregation. If any of them ceases to be such the office shall at once be declared vacant by the Church Council, which shall fill the vacancy for the unexpired term.

Section B. The **PRESIDENT** shall serve as presiding officer at the meetings of the congregation and the Church Council. The president shall prepare the agendas for each council meeting and provide the agenda to each council member prior to said meeting. The president shall have the power to delegate unspecified responsibilities to each ministry. The president shall see to it that appropriate reports are prepared prior to the congregational meetings.

Section C. The **VICE PRESIDENT** shall serve as presiding officer in the absence of the president. The vice president shall serve as the primary liaison between the senior pastor and the Executive Committee for personnel matters.

Section D. The **SECRETARY** shall keep accurate minutes of all meetings of this congregation and of the council in a volume provided by the congregation. Corrected copy of the minutes of council meetings and congregational meetings shall be preserved in a permanent record. The secretary will also provide council members with a copy of the current FELC Constitution and By-Law on an annual basis.

Section F. The **TREASURER** shall be responsible for the books of accounts of the congregation. This officer shall have primary signatory responsibility with regard to the various checking and/or savings accounts of the congregation. The treasurer shall disburse funds in proper order, making monthly remittance of benevolence receipts to the treasurer of the synod. The treasurer shall provide monthly written reports of all transactions to the Church Council. The treasurer shall provide an annual written report of all funds to that date at the congregational meeting that is designated by the Church Council to approve the annual budget.

In carrying out its function, the position shall be responsible for:

1. Prepare a draft budget/spending plan for the succeeding year, including this congregation's full indicated share in support of the wider ministry being carried on its behalf by the Evangelical Lutheran Church in America and the Synod, and shall submit such draft budget/spending plan to the Church Council for its action and later presentation to a congregational meeting.
2. Exercise oversight of all the financial affairs of the congregation to make sure that they 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.
3. Subject to the approval of the Church Council, be responsible for the congregation's investments and total insurance program.

Section H. The **Executive Committee** shall consist of the President, Vice-President, Secretary, and Treasurer. The Executive Committee shall:

- 1) Facilitate the work of the Church Council;
- 2) Advise and assist the pastors;
- 3) Be authorized to approve non-budgeted expenditures up to the current insurance deductible on behalf of the Council, any such authorization must be reported to the Church Council at its next meeting;
- 4) Make recommendations to the Church Council for any appointments requiring Council approval, including appointments to the non-council Endowment, Cemetery, Long-Range Planning, and Nominating Committees, as well as any other Church Council appointment requirements, and
- 5) Serve as Personnel Committee, along with the senior pastor.

Article IV. Election Procedures

Section A. The Church Council shall secure at least as many nominees as there are vacancies.

Section B. Nominations shall be made open to the floor.

Section C. Congregational members shall vote for no more than the same number of nominees as there are council vacancies.

Section D. Those nominees receiving the largest number of votes shall be elected to the Church Council.

Section E. In the case of a tie, there shall follow an immediate re-voting with only the names involved in the tie being placed on the ballot. The nominee receiving the largest number of votes shall be elected.

Article V. Dates and Responsibilities of Congregational Meetings

Section A. This congregation shall hold three (3) regularly scheduled Congregational Meetings in January, May and November each year, with the exact dates and times to be determined by the Church Council.

Section B. The primary responsibilities of each of these meetings shall be:

- 1) January
 - a. Presentation and approval of a budget/spending plan for the fiscal year
 - b. Other business as deemed necessary
- 2) May
 - a. The elections of new members to the Church Council
 - b. Opportunity of written or verbal ministry reports
 - c. Other business as deemed necessary
- 3) November
 - a. Financial report of the year to date
 - b. Written and compiled reports from the Standing Ministries and professional staff
 - c. Other business deemed necessary

Article VI. Membership (relates to Constitution C8.05.e)

Section A. Voting membership is defined as having communed or given a contribution of record within the previous two calendar years. If neither of these criteria are known to have occurred (by pastor or administrative staff), such member will be contacted at their most recent address of record via written correspondence. Such correspondence shall declare that their membership status has been converted to a 'Friend of Faith' status for the next 12 months. This new status will revert back to voting membership if either of the above criteria are met within the next 12 months. As a 'Friend of Faith', one will receive ongoing newsletters, pastoral care, and all services that Faith Lutheran Church provides with the only exception being that of a vote at congregational meetings. The Church Council further recommends placing members into a non-member status if communion or contribution of record has not taken place within the previous three calendar years. The Church Council reserves the right to determine membership status on an individual basis in exceptional situations. This process will be initiated and guided by the pastor(s), with final approval by the Church Council. An annual membership report, reflecting the classification of all members, will be presented to the Church Council in the first quarter of the calendar year.

Article VII. Nonliability and Indemnification

Section A. The nonliability and indemnification provisions contained within this Article VII shall apply to all Congregation council members, officers, and committee members (Indemnified Members).

Section B. Nonliability – The Indemnified Members shall not be personally liable for the debts, liabilities, or any other obligations of this Congregation unless they have separately entered into a written agreement to be liable for such debts, liabilities, and/or other obligations, except, however, an Indemnified Member may be held liable to the Congregation for circumstances arising from his or her personal actions that are demonstrated to be illegal and which result in liability to the Congregation.

Section C. The Indemnified Members shall be indemnified by this Congregation to the fullest extent permissible under the laws of the State of Minnesota, except, however, an Indemnified Member will not be indemnified for circumstances arising from his or her personal actions that are demonstrated to be illegal and which result in liability to the Congregation.

Article VIII. Definitions

Section A. Terms used in the By-Laws shall carry the same definitions as identified in the Constitution.

Section B. A Contribution of Record is defined as any contribution to this Congregation of :

- 1) Cash, investments or other financial benefit,
- 2) Activities,
- 3) Service, and/or,
- 4) Time and Talent

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