

**APOSTLES LUTHERAN CHURCH
BYLAWS**

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1. CHAPTER 1 - CONGREGATION MEMBERSHIP

1.1. Members of this congregation shall be those recognized as members at the time a constitution and bylaws are adopted and those admitted in the future according to the following criteria:

1.1.a. Baptized Members: Those persons who have been received into membership by the Sacrament of Holy Baptism, regardless of age. The baptism of any person shall not imply membership into this congregation for that person's family members.

1.1.a.1. Baptisms shall be performed by an ordained pastor of this congregation unless otherwise designated.

1.1.a.2. Official certification of baptized members of this congregation shall be made by the senior pastor or designee.

1.1.b. Confirmed Members: Those baptized persons who have been received into membership by public confession of faith in Jesus Christ by any of the following means:

1.1.b.1. Children confirmed in this congregation, baptized adults not previously confirmed in a Lutheran congregation, and adults being baptized into this congregation by public affirmation of the Confession of Faith of Christ's church included in our constitution (Article II of the constitution) and completing a course of study determined by the senior pastor or designee.

1.1.b.1.1. Confirmed children shall be considered voting members of this congregation unless a specific action requires that voting members must be 18 years of age or older.

1.1.b.1.2. Official certification of confirmed members of this congregation shall be made by the senior pastor or designee.

1.1.b.2. Adults previously confirmed in a Lutheran congregation by presenting evidence of confirmation in a Lutheran congregation, including but not limited to letter of transfer.

1.2. A voting member of this congregation shall be defined as any person who is a confirmed member of this congregation at the time of any official meeting.

1.3. Minimum responsibilities to maintain membership include the following: Annually covenant to support the mission and ministries of this congregation through regular participation in worship, contributions of financial support, time, and talents as Biblical stewards.

1.4. Membership in this congregation shall be terminated by:

1.4.a. Death

1.4.b. Resignation

1.4.c. Transfer

1.4.d. Disciplinary action (See Chapter 9)

1.4.e. Inactivity as defined by 1.3 above, subject to the compassionate efforts of the pastor and members to re-engage. If efforts are unsuccessful, the church council may take action to terminate membership.

1.5. Accurate membership records of this congregation shall be maintained by the senior pastor or designee.

2. CHAPTER 2 - ANNUAL, SEMIANNUAL, AND SPECIAL MEETINGS

2.1. This congregation shall conduct its official business through legally called meetings of the voting members of this congregation as described in our constitution and these bylaws hereafter designated as the regular semiannual meetings or a special meeting. For purposes of these bylaws, these meetings will be referred to collectively as “official meetings.”

2.2. Official business refers to specific resolutions or official actions of this congregation requiring a vote as prescribed in its constitution and bylaws.

2.3. All official resolutions and actions of this congregation shall be recorded in the meeting minutes as necessary to fulfill legal requirements and maintain a record of congregational actions. The meeting minutes shall be recorded by the church council secretary, reviewed by the church council, and read aloud and approved at the next official meeting.

2.4. Notice of any official meeting of this congregation shall be given in both written and verbal form at all services of worship that take place on the two consecutive Sundays preceding the meeting. Notice will be given by mail to all voting members of this congregation postmarked at least 10 days in advance of a special meeting. All written notices of official meetings should include the following information: date, time, location, and agenda.

2.5. The church council may, at its discretion, schedule open forums or utilize additional means of communication to provide information and opportunities for discussion prior to an official meeting of this congregation.

2.6. The semiannual meetings of this congregation shall be held during the months of June and January. The dates, times, and locations shall be determined by the church council. The agenda shall be determined by the church council, and shall include the following:

- 2.6.a. Call to order
- 2.6.b. Announcement of official meeting quorum
- 2.6.c. Opening prayer
- 2.6.d. Reading aloud and approval of meeting minutes from the previous official meeting
- 2.6.e. Council report on short-term and long-term goals that contribute to fulfilling its vision, mission, and ministry
- 2.6.f. Pastoral, mission, ministry, and staff reports
- 2.6.g. Financial reports by council treasurer or designee
- 2.6.h. Reports from affiliated organizations and outside ministries as denoted in Chapter 8
- 2.6.i. Presentation and approval of the annual mission and ministry budget at the June annual meeting
- 2.6.j. Election of church council members at the January semiannual meeting
- 2.6.k. Election of nominating committee members at the January annual meeting
- 2.6.l. Other official business as announced in advance of the meeting
- 2.6.m. Closing prayer
- 2.6.n. Adjournment.

2.7. A special meeting of this congregation may be called by the senior pastor of this congregation, the church council, or by written petition from 10% of the voting members.

2.7.a. The council must schedule the special meeting to occur within 60 days of receipt of a call for a special meeting.

2.7.b. No other business shall be conducted at a special meeting other than that specified in the purpose for such meeting.

2.8. The council president or council vice-president, in the absence of the council president, shall serve as the chair and preside at any official meeting of this congregation. Official business shall not be conducted in the absence of both the council president and council vice-president regardless of a quorum of members present.

2.9. 20 percent of the voting members of this congregation shall constitute an official meeting quorum.

2.9.a. The number of voting members required for an official meeting quorum shall be determined and announced in advance of the meeting.

2.9.b. The official meeting quorum shall be certified by the church council secretary and communicated to the chair.

2.9.c. No official business shall be conducted at an official meeting until an official meeting quorum has been certified.

2.10. Non-voting members and special guests may attend any official meeting of this congregation, and may have a voice but no vote, at the discretion of the chair.

2.11. All official business of this congregation shall be by majority vote of the voting members present and voting unless otherwise specified in our constitution and these bylaws.

2.12. All voting shall be by voice unless written ballot is requested or required by the constitution or these bylaws. A written ballot may be requested by any voting member of the congregation. For written ballot voting, a counting committee of no less than three voting members shall be appointed by the chair as necessary to count, record, and report official ballot votes of this congregation at an official meeting. Vote totals shall be recorded in the meeting minutes by the church council secretary. Blank or mismarked ballots, as determined by the counting committee, shall not be counted in any official vote.

2.13. Voting members must be present to vote at the time of an official vote of this congregation. Voting members may not cast ballots in absentia or by proxy.

2.14. An official meeting may be continued to a time, place, and location determined by a two-thirds majority vote of members in attendance. A new official meeting quorum of voting members must be established at the continued meeting.

2.15. Robert's Rules of Order, latest edition, shall govern parliamentary procedure of the official meetings of this congregation. A parliamentarian may be appointed by the chair.

2.16. Election process.

2.16.a. The nominating committee formed by this congregation as provided in Chapter 6 of these bylaws shall introduce to the congregation its proposed candidates including a brief statement for each candidate outlining why he or she is qualified to service on church council. The nominating committee may nominate more than one candidate to fill a particular position.

2.16.b. Additional nominations may be made by voting members of the congregation at such meeting whenever a council position is up for election.

2.16.c. When nominations are made from the floor, the proposed nominee must be present and agree to be a nominee and also present a brief statement outlining why he or she feels called to serve on the church council.

2.16.d. In the event that the congregation rejects the candidate or candidates presented, the committee will resume the process to select another candidate. A special congregation meeting will be called to vote on the proposed nominee.

3. CHAPTER 3 - THE PASTORS

“The Holy Spirit institutes the office and calls some to its public exercise and it is to be done in an orderly fashion. ... The authority of the office itself is rooted in the Word its holders are called to proclaim.” (LCMC Bylaws 2.02)

“...pastors recognize that, additionally, they are called upon to set an example of the faith in their lives, and they will guard against anything in their person that would place a stumbling block to the hearing and trusting of anyone in the proclamation of the Gospel.” (LCMC Bylaws 2.03.c)

“Nobody should publicly teach or preach or administer the sacraments in the church without a regular call.” (The Augsburg Confession, Article XIV)

All Christians are called to the ministry of serving God and neighbor, but for the sake of good order in the church certain Christians are specially called to the ordained ministry of Word and Sacrament.

3.1. The Call Process.

3.1.a. This congregation has authority to extend a letter of call to any pastor who affirms the Confession of Faith included in our Constitution. (Article II)

3.1.b. The authority to extend a letter of call to an ordained pastor resides in this congregation by a two-thirds majority written ballot at an official meeting. (Article V)

3.1.c. The process for identifying pastoral candidates shall be determined by the pastoral call committee.

3.1.d. The letter of call shall include duties and compensation as determined by the call committee in consultation with the church council.

3.1.e. When a letter of call is extended to an ordained pastor, it implies a continuing mutual relationship with this congregation as a voting member, unless a specific term of call is agreed upon.

3.1.f. The letter of call of an ordained pastor to this congregation shall be terminated automatically by any of the following:

3.1.f.1. Death of the pastor

3.1.f.2. Mutual agreement

3.1.f.3. Resignation of the pastor which shall become effective, unless otherwise agreed, 30 days after the date of submission

- 3.1.f.4. Merger with another congregation
- 3.1.f.5. Dissolution of this congregation.

3.1.g. The letter of call of an ordained pastor to this congregation may be terminated by this congregation, following an appropriate period of prayer and consultation with church council that may include the use of outside resources. The pastor will be given the opportunity to be heard on these issues and church council will make a recommendation to the congregation. Termination requires a two-thirds majority written ballot at a special meeting called for this purpose. Reasons to terminate the letter of call of an ordained pastor may include the following:

- 3.1.g.1. Physical or mental incapacity
- 3.1.g.2. Disqualification on the basis of false doctrine, immorality, or continued neglect of duty
- 3.1.g.3. A refusal to submit to the authority of this congregation as prescribed in the letter of call, our constitution, and these bylaws
- 3.1.g.4. Local conditions prevent the congregation from providing the necessary resources for the effective conduct of the pastoral office, not reflecting on the competence or the moral and spiritual character of the pastor.

3.1.h. This congregation shall make satisfactory settlement of all financial obligations to a former pastor before calling a successor. A pastor shall make satisfactory settlement of all financial obligations to this congregation.

3.2. All Pastors.

3.2.a. Only an ordained Lutheran pastor may be extended a letter of call by this congregation to positions as determined to best serve the mission and ministry of this congregation.

3.2.a.1. The senior pastor of this congregation shall be an ordained Lutheran minister who has met standards as delineated through our current affiliation for clergy who are recognized and/or licensed as ministers of the Gospel of Jesus Christ.

3.2.a.2. The letter of call shall include duties and compensation as determined by the pastoral call committee in consultation with the church council and shall be consistent with the authority and responsibilities determined in our Constitution and these bylaws.

3.2.a.3. The qualifications of a pastor called by this congregation may include a seminary degree, certification or endorsement by any Lutheran denomination, ministry association or organization with whom this congregation chooses to affiliate, which also affirms the Confession of Faith included in our constitution and bylaws.

3.2.a.4. This congregation shall maintain its authority to install persons prepared for ministry through the “laying on of hands” as prescribed in the Scriptures.

3.2.b. Other ordained pastors, or lay persons, who reflect the theology and practice of the Lutheran church, may be hired by this congregation to positions as determined to best serve the mission and ministry of this congregation.

3.2.c. Every ordained pastor may perform the following:

3.2.c.1. Preach the Word

3.2.c.2. Administer the sacraments (only ordained Lutheran pastors will consecrate the elements for Holy Communion)

3.2.c.3. Conduct public worship

3.2.c.4. Provide pastoral care

3.2.c.5. Speak publicly to the world proclaiming God’s love for the world

3.2.c.6. Offer instruction, marry, visit the sick and distressed, and bury the dead

3.2.c.7. Provide oversight for all schools and organizations of this congregation.

3.2.d. Every pastor shall:

3.2.d.1. Strive to extend the kingdom of God in the community, in the nation, and abroad

3.2.d.2. Seek out and encourage qualified persons to prepare for the ministry of the Gospel

3.2.d.3. Impart knowledge of this church and its wider ministry through distribution of periodicals and other publications

3.2.d.4. Attend congregational meetings, unless mutually agreed upon with the church council in advance of the meeting.

3.2.e. In addition, the duties of the senior pastor shall include the following:

3.2.e.1. Conduct worship, preach the Word, and administer the Sacraments according to the Scriptures and provide for others to fulfill these duties as authorized or when no ordained minister is present or available

3.2.e.2. Serve as a non-voting member of the church council

3.2.e.3. Provide the overall vision for the mission and ministry of this congregation in prayer and consultation with the other ordained pastors, staff, church council, and congregational members

3.2.e.4. Provide oversight and supervision to the other ordained pastors of this congregation and provide for an annual review of their duties and compensation

3.2.e.5. Provide oversight and have access to all official records and documents of this congregation such as membership, financial, and legal, but not to include individual giving records

3.2.e.6. Has the authority to propose to hire and terminate all non-ordained staff of this congregation following appropriate consultation with the church council

3.2.e.7. Install elected members of the church council and other appointed leaders of ministries

3.2.e.8. With the church council, administer church discipline

3.2.e.9. Be subject to an annual review process conducted by the church council

3.2.e.10. By September 30 of each year, conduct annual performance review of paid church employees and make a report to the church council

3.2.e.11. Other duties and responsibilities that have been imposed in the pastoral call.

3.2.f. Additional duties and responsibilities may be outlined in a policy manual and shall be reviewed and updated as part of an annual review.

3.2.g. Any pastor shall have direct access to the church council in order to communicate needs and concerns in the event that conflict arises with the senior pastor.

4. CHAPTER 4 - CHURCH COUNCIL

4.1. Structure.

4.1.a. The elected governing board of this congregation shall be called the church council. The council shall be comprised of voting members of the congregation who are elected according to the procedures outlined in Chapter 2.

4.1.a.1. The church council members also act as the directors referred to in the Articles of Incorporation dated October 11, 2006, but herein referred to as the church council or council.

4.1.a.2. The council members shall be elected by the congregation of the church pursuant to paragraph 8 of the Articles of Incorporation and in accordance with these bylaws.

4.1.b. The council shall be comprised of a minimum of nine members: five or more at-large members, council president, council vice-president, council secretary, and council treasurer. The senior pastor is a non-voting member of council.

4.1.c. With the guidance and assistance of the senior pastor, the members of the council shall organize and direct ministries to achieve the following principles of ministry: worship, fellowship, discipleship, youth, outreach, property, social ministry, stewardship, evangelism, and prayer.

4.1.c.1. Worship: oversees activities in the conduct of worship of this congregation including music activities, altar guild, usher duties, acolytes, lay readers, and greeters.

4.1.c.2. Fellowship: maintains the profound importance of fellowship which brings the people of the congregation into a feeling of family through planning fellowship experiences for the members of this congregation.

4.1.c.3. Discipleship: oversees the Christian education ministry, emphasizing and promoting the importance of life long Christian education in maturing the faith walk of those in this congregation, and those whose lives they touch.

4.1.c.4. Youth: in consultation with the pastoral staff develops, implements, and monitors programs that assist the development of the spiritual and social needs of the youth of our Apostles family.

4.1.c.5. Outreach: keeps before the eyes and hearts of this Apostles family the fundamental mission given to us by our Lord Jesus Christ to share the Gospel with all people by both word and deed; explore regular and systematic opportunities in which our Apostles family can be actively involved in sharing the Good News with the unchurched of our community.

4.1.c.6. Property: maintains and keeps in good repair all facilities and equipment of this congregation, maintains a complete and up-to-date inventory of the property of this congregation.

4.1.c.7. Social Ministry: keeps the importance of social ministry as a part of the Christian calling before this Apostles family by seeking ways in which we can cooperate with other people of faith in meeting the needs of this community.

4.1.c.8. Stewardship: keeps the importance of a faithful life of stewardship before the eyes and hearts of this congregation by continually educating the membership on the meaning of stewardship and conducting efforts to promote stewardship and enlist a commitment of talents, time, work, intellect, service, and money.

4.1.c.9. Evangelism: joyfully sharing the good news of the sovereign love of God, and calling people to repentance, to personal faith in Jesus Christ as Savior and Lord, to active membership in the church, and to obedient service in the world.

4.1.c.10. Prayer: with the guidance of the Holy Spirit keeps before the eyes of the Apostles family the profound importance of prayer in the life of this congregation and its community; explore and implement regular corporate and private prayer opportunities such as prayer vigils, intercessory prayer teams and a formal church prayer line.

4.1.d. The at-large council members and council officers shall be elected by the congregation through a written ballot vote. This election shall occur at the January congregation meeting following the election process outlined in Chapter 2.

4.1.e. The elected term of service for all council members shall be two years.

4.1.e.1. Council members may serve for three successive terms.

4.1.e.2. A council member having served three successive terms may be eligible for re-election to council after not serving for a period of two years.

4.1.e.3. No council member shall concurrently hold more than one office or council position.

4.1.e.4. Even year elections shall consist of the council president, council secretary, and the greater half of the at-large council members.

4.1.e.5. Odd year elections shall consist of the council vice-president, council treasurer, and the remainder of the at-large council members.

4.1.f. The council meetings shall be conducted by the council president or the council vice-president in the absence of the council president.

4.1.g. All decisions shall be made on the basis of prayerful consensus. All votes will be taken orally unless a recorded vote is determined necessary by the entire church council to fulfill a particular responsibility, legal or otherwise.

4.1.h. The council shall normally conduct one meeting per month unless otherwise agreed upon by the council members. The president, vice-president, or the senior pastor may call additional meetings if required.

4.1.i. A quorum of 50% of the council members is required in order to conduct official council business. Official business shall not be conducted in the absence of both the council president and council vice-president, regardless of a quorum of members present.

4.1.j. Church council meetings are open to any member of this congregation. Church council meetings shall include the senior pastor unless otherwise agreed upon. Other ordained pastors may attend church council meetings as requested by the church council or the senior pastor.

4.1.k. No council meetings shall take place unless all the members of the council and the senior pastor have been properly informed in advance of the meeting.

4.1.l. The council secretary shall record council meeting minutes which shall be regularly reviewed, approved, and maintained by the council as a record of official business and be available and accessible to congregational members.

4.2. Duties.

4.2.a. The church council shall see that the provisions of this constitution, its bylaws, and its continuing resolutions are carried out.

4.2.b. The church council shall provide strategic leadership for this congregation that contributes to fulfilling its vision, mission, and ministry.

4.2.c. The church council shall transact the legal and financial business including investments and total insurance program of this congregation unless otherwise specified in our constitution and these bylaws or by vote of this congregation at an official meeting.

4.2.d. Council members shall maintain faithful attendance and be examples individually and corporately of the style of life and ministry expected of all baptized persons while promoting a congregational climate of peace and good will and when differences and conflicts arise, to endeavor to foster mutual understanding.

4.2.d.1. Any council member who has three or more unexcused council meeting absences in a calendar year shall meet with the council president and the senior pastor to discuss their ongoing commitment. Further unexcused absences from council meetings may lead to dismissal from the council upon agreement of the council president and the senior pastor.

4.2.d.2. If the absentee is the council president, the council vice-president shall take the place of the council president.

4.2.e. The council shall provide primary oversight, accountability, partnership, and support for the senior pastor of this congregation which shall include an annual review. Congregational input should be included as part of the annual review process.

4.2.f. The council shall partner with the senior pastor, other ordained pastors, staff, and congregational members to accomplish the mission and ministry of this congregation. This partnership shall include the following activities:

4.2.f.1. Promote the overall vision and mission of this congregation

4.2.f.2. Oversee the administration of this congregation

4.2.f.3. Oversee all organizations and ministries within this congregation

4.2.f.4. Appoint task forces and ministry teams or committees as necessary

4.2.f.5. Appoint delegates as needed to official meetings of denominations, ministry associations, or organizations with whom this congregation is affiliated

4.2.f.6. Promote mission partnerships both locally and globally

4.2.f.7. Encourage the involvement of all members of this congregation in worship, learning, witness, service, and financial support

4.2.f.8. Provide regular opportunities for communication and planning including retreats, open forums, and ministry and financial updates

4.2.f.9. Review and update these bylaws every two years

4.2.f.10. Oversee an annual review process for all pastors and staff including duties and compensation

4.2.f.11. Consult with the senior pastor regarding the hiring or termination of non-ordained staff

4.2.f.12. Council members shall provide oversight to the various ministries under their leadership. Council members should establish appropriate ministry teams to aid in the management of these ministries. Council members are responsible with the ministry teams to establish a budget and ensure budgetary compliance.

4.2.g. The council shall oversee the collection of offerings, finances, and expenditures of this congregation, maintaining integrity and transparency in all of its actions. This oversight may include the following:

4.2.g.1. In addition to the council treasurer, appoint an assistant treasurer and/or financial secretary as needed to help maintain the records of the finances of this congregation.

4.2.g.2. Appoint a financial counting committee chair to oversee a financial counting committee that shall count and record offerings and other income and make bank deposits. Refer to Chapter 6 of these bylaws.

4.2.g.3. Open bank accounts, authorize official signers, and transfer money between accounts.

4.2.g.4. Provide regular communication and reporting to this congregation about offerings and expenditures.

4.2.g.5. Develop the annual mission and ministry budget and present it at an official meeting for congregation approval, monitor the mission and ministry budget throughout the year, and make appropriate adjustments related to offerings and expenditures.

4.2.g.6. Initiate and oversee special funding programs which may include capital campaigns, debt reduction, or special needs outside of the annual mission and ministry budget.

4.2.g.7. Hire consultants as determined helpful or necessary to facilitate the mission and ministry of this congregation.

4.2.g.8. Provide for an annual audit of the financial records of this congregation. Refer to Chapter 6 of these bylaws.

4.2.h. The council shall recommend and this congregation shall approve at its January official meeting a nominating committee as outlined in Chapter 6 of these bylaws.

4.2.i. The council shall approve the financial management software used by the treasurer.

4.3. Powers.

4.3.a. In the event of the dismissal or resignation of a council member from the council, the council shall appoint a replacement until a new council member can be elected at the next official meeting to complete the remainder of the vacated term.

4.3.b. During the vacancy of an ordained pastor, the council shall recommend an interim pastor as well as determine duties and compensation. The congregation will then vote to affirm the council recommendation.

4.3.c. Council decisions are considered continuing resolutions until such time as they are overruled or changed by future councils or official votes of this congregation.

4.3.d. The council may create a policy manual to describe policies regarding the organization and administration of church life, including paid and volunteer staff, ministry activities and the use of facilities. Nothing in this policy manual supersedes these bylaws or the constitution. Amendments to the policy manual may be proposed by the church council for approval of the congregation at the next official meeting.

5. CHAPTER 5 - COUNCIL OFFICERS

5.1. Elected council officers are defined as council president, council vice-president, council secretary, and council treasurer. All these individuals shall meet the following criteria:

5.1.a. Shall be reliable, dedicated, and willing and able to spend the required time to carry out the responsibilities of this position

5.1.b. Shall actively support and promote the mission of this congregation through tithes and time

5.1.c. Shall be an active participant in the life of this congregation.

DUTIES/RESPONSIBILITIES/QUALIFICATIONS

5.2. COUNCIL PRESIDENT.

5.2.a. The council president is the chief administrator for the congregation. The council president presides over all congregational meetings and all church council meetings and is accountable to this congregation.

5.2.b. Oversees the necessary financial controls to ensure the expenditures are properly allocated and within the actual income.

5.2.c. Provides consultation, in partnership with the senior pastor, to other council members in the selection of the appropriate candidates for sub-committee positions.

5.2.d. May sign legal documents on behalf of the congregation or its elected representatives.

5.2.e. Acts as guardian of the constitution, ensuring that all business is conducted in accordance with the constitution and bylaws of this congregation.

5.2.f. Shall have some management experience.

5.2.g. Shall have some understanding of financial statements.

5.2.h. Shall possess some leadership capabilities.

5.2.i. Shall prepare agendas for all council and congregation meetings and make them available one week before the meeting.

5.2.j. Shall be reliable, bondable, and willing and able to carry out the responsibilities of this office.

5.2.k. Shall lead the senior pastor annual review process.

5.3. COUNCIL VICE-PRESIDENT.

5.3.a. In the absence of the council president, the council vice-president becomes the chief administrator for the congregation until such time as a new council president is elected. The council vice-president is accountable to this congregation.

5.3.b. The council vice-president shall be prepared to assume the duties of the council president when necessary. As such, the council vice-president shall meet all qualifications of council president as listed above.

5.3.c. Shall be responsible for maintaining current and accurate membership rolls with the senior pastor. Monitor membership attendance and make contact with members when deemed necessary. The Vice –President may establish a membership committee to aid in this process.

5.3.d. Shall be responsible for determining and announcing the required attendance to obtain a quorum in conjunction with notification of official meeting.

5.3.e. In the absence of the council president, may sign legal documents on behalf of the congregation as authorized by action of the congregation the church council.

5.3.f. Shall chair the nominating committee.

5.4. COUNCIL SECRETARY.

- 5.4.a. Serves as recorder during all congregation meetings and council meetings. The council secretary is accountable to this congregation.
- 5.4.b. Shall keep the minutes of all congregational meetings and council meetings and provide them to this congregation as soon as possible thereafter.
- 5.4.c. Shall maintain and make available a historical record of these minutes.
- 5.4.d. Shall provide timely access to the minutes and supporting documentation.
- 5.4.e. Shall provide the council president with a summary of all unfinished business prior to each meeting.
- 5.4.f. Shall maintain all correspondence originating in the name of the council, to be provided to any person acting in the name of this congregation.
- 5.4.g. Will keep attendance records at all council meetings.
- 5.4.h. Shall generate and distribute notices of upcoming official congregation meetings.

5.5. COUNCIL TREASURER.

- 5.5.a. The council treasurer provides the financial services for this congregation and presides over the finance committee as the director of finance. In addition, the council treasurer assists in the preparation and monitoring of the annual balanced budget. The council treasurer is accountable to this congregation.
- 5.5.b. Shall oversee the receipt of all money for this congregation and ensure its deposit in the name of this congregation in the bank stipulated by the council.
- 5.5.c. Shall disburse all money properly in accordance with authorized financial controls.
- 5.5.d. Shall establish usage controls over any lines of credit authorized by the council and/or congregation.
- 5.5.e. Shall keep accurate financial records; keep permanent books of account and records sufficient to establish the items of gross income, receipts, and disbursements of this congregation.
- 5.5.f. Shall present a statement of account at each regular semi-annual congregational meeting.

5.5.g. Shall submit monthly a financial statement summary for publication to the congregation.

5.5.h. Shall submit the books for annual audit within 60 days of the end of the fiscal year.

5.5.i. Shall coordinate the preparation of the annual balanced budget with the council and the finance committee.

5.5.j. Prepare the annual tax statement and Commonwealth submissions with outside assistance when authorized by council.

5.5.k. Shall be reliable, bondable, and willing and able to carry out the responsibilities of this office.

5.5.l. Shall have some accounting or financial background and working knowledge of approved financial management software.

5.5.m. Shall be willing to undertake a training program to acquire a working knowledge of the financial operating procedures of this congregation.

5.5.n. Shall appoint a financial secretary to serve at the pleasure of the council treasurer in assisting in performance of council treasurer's duties.

5.5.n.1. The financial secretary duties include the following:

5.5.n.1.1. Provide quarterly reports to council comparing overall congregation actual financial giving to amounts budgeted

5.5.n.1.2. Keep weekly records of financial gifts received through offering envelopes

5.5.n.1.3. Maintain confidentiality of individual giving amounts

5.5.n.1.4. Provide annual statements of giving to offering envelope users

5.5.n.1.5. Assist council treasurer in any ways deemed necessary.

6. CHAPTER 6 - COMMITTEES

6.1. Call Committee.

6.1.a. Call committee shall consist of no less than seven and no more than nine voting members of the congregation plus one alternate.

6.1.a.1. The senior pastor and family members shall be precluded from serving as a member of the call committee.

6.1.a.2. Council members shall be precluded from serving as a member of the call committee.

6.1.a.3. Paid staff members shall be precluded from serving as a member of the call committee.

6.1.b. The nominating committee shall nominate call committee members. Council shall submit nominations for approval by the congregation at an official congregational meeting.

6.1.c. Call committee meetings shall be closed meetings unless otherwise announced. Advisors may be invited to attend individual call committee meetings as necessary but shall refrain from exerting undue influence over selection process.

6.1.c.1. The call committee may utilize outside advisors as necessary.

6.1.c.2. The senior pastor may serve as an advisor to the call committee.

6.1.d. The pastoral call committee may interview more than one pastoral candidate during the search process but shall only recommend one candidate for call to this congregation at a time.

6.1.e. The call committee will propose a candidate for call to the council. The council shall interview the candidate, and if affirmed, will recommend the candidate for call to the congregation.

6.1.f. The candidate recommended for call shall be introduced to the congregation in an informal setting of fellowship and conversation in addition to a formal worship setting at an appropriate amount of time prior to the scheduling of a special meeting to vote on the recommendation to extend a letter of call.

6.1.g. The call committee shall make regular reports to congregation regarding progress of call process.

6.1.h. The duties of the call committee shall cease upon the installation of the new pastor and finalization of process review and improvement.

6.2. Nominating Committee.

6.2.a. The council shall recommend two members to be approved by the congregation as members of the nominating committee. This congregational approval will take place at the January congregation meeting.

6.2.b. The council vice-president will serve as a permanent member of the nominating committee.

6.2.c. Committee members will be elected for a two-year term and may serve no more than three successive terms. The election of nominating committee members will coincide with the election of council president.

6.2.d. The nominating committee shall prayerfully identify, interview, and recommend candidates for election to the council by this congregation.

6.2.e. The nominating committee may nominate more than one candidate to fill a particular position.

6.3. Audit Committee.

6.3.a. The audit committee will be comprised of three voting congregation members who are appointed by council. No members involved in congregational finances may serve on audit committee.

6.3.b. Committee members will serve for a term of three years. Members may be reappointed at the discretion of council.

6.3.c. Audit Process.

6.3.c.1. An annual audit or review shall occur within 60 days of the end of the fiscal year.

6.3.c.2. An outside audit or review of congregation financial records shall be conducted during years when council treasurer elections are held. This audit/review shall be external, conducted by a non-church member certified public accountant or auditing service. Audits will be conducted in the years that a new treasurer is elected, and reviews will be conducted in all other years when council treasurer elections are held.

6.3.c.2.1. The outside audit/review services will be solicited by a process of obtaining three bids. This bid process will be conducted by the audit committee.

6.3.c.2.2. The council must approve the selected outside accountant or auditing service.

6.3.c.3. All other years, the audit will be an internal audit conducted by the audit committee.

6.3.c.4. Upon completion, the audit will be presented to council and then to the congregation at the next official congregation meeting.

6.3.c.5. Council members are precluded from serving on the audit committee.

6.4. Other committees and ministry teams. The council may form additional ministry teams or committees to support the work of the council and this congregation.

6.4.a. Council will form ministry teams and committees by continuing resolution defining the purpose, term, duties, reporting requirements, and budgetary responsibilities.

6.4.b. Additional committees may include, but are not limited to: Membership Committee, Finance Committee, Counting Committee, Budget Committee, Pastoral Review Committee, or a Congregational Care Committee to support the Pastor(s).

7. CHAPTER 7 - FINANCIAL CONTROLS

7.1. General Guidelines.

7.1.a. The council treasurer and council president of this congregation shall be bondable.

7.1.b. The signature of the council treasurer or, in his/her absence, the signature of the council president of this congregation, is the only signature required to disburse funds as outlined in this section.

7.1.c. This congregation shall operate within a congregationally approved annual budget. Budgetary compliance shall be the responsibility of the council president, based upon records maintained by the council treasurer.

7.1.d. Changes in amounts of income shall be monitored monthly. Budget revision decisions shall be addressed on a quarterly basis.

7.1.d.1. With changes in income of up to and including 15 percent, the church council may revise the budget as they see fit to carry out the programs of this congregation.

7.1.d.2. Changes in income of greater than 15 percent shall require congregational approval for budget revision.

7.1.e. An analysis of income performance will be used to aid in forecasting the expected incomes during budget preparation.

7.2. Cash disbursements.

7.2.a. All purchases shall be "cash purchases" unless credit has been approved by the church council and/or this congregation.

7.2.b. Unless otherwise approved by the church council and/or this congregation, all purchases shall have prior approval as stipulated below.

7.2.b.1. The council treasurer may issue a check for budgeted items at the request of the appropriate council member.

7.2.b.2. The council treasurer may issue checks for unbudgeted items up to and including a total of 2 percent of the total church budget upon receipt of approval by the church council.

7.2.b.3. The council treasurer may issue checks for unbudgeted items in excess of 2 percent of the total church budget following approval at a congregational meeting.

7.2.c. All congregational salaries and payroll-related expenses shall be disbursed ahead of all other expenses. Disbursement shall be as prescribed by the church council.

7.2.d. Disbursement controls.

7.2.d.1. Persons authorized to make purchases for the church shall be designated in letter format by the council treasurer. These letters shall be maintained by the council treasurer and reissued annually at the annual congregation meeting.

7.2.d.2. Authorized purchasers are permitted to spend \$300 per month at their discretion before obtaining prior authorization from the appropriate council member.

7.2.d.3. Proposed purchases valued at greater than 10% of relevant ministry budget require pre-approval by the council.

7.3. Gifts, Memorials, and Capital Campaigns.

7.3.a. All money received for special gifts, memorials, and capital campaigns shall be placed into an interest-bearing account at a financial institution designated by the congregation council.

7.3.a.1. When sufficient funds have accumulated to pay for a special gift or memorial without the use of money from the general fund, the council treasurer shall remit payment for the item from the gifts and memorials accounts upon direction from the council.

7.3.a.2. If the amount accumulated for the gift is insufficient to pay for the item, the balance may be paid with money from the general account within the limitations set forth in this chapter when 95% of cost of the gift has been accumulated.

7.3.b. A detailed accounting of each designated gift, memorial, or capital campaign fund shall be maintained by the council treasurer and be included as part of the council treasurer's report at official meetings.

7.3.c. Short-term borrowing from the special gifts, memorials, or capital campaign accounts may be used to meet current expenses when the general account has insufficient funds to pay current expenses, with the following restrictions:

7.3.c.1. When the general account has insufficient funds to pay current bills, the council treasurer shall obtain unanimous approval from the church council prior to withdrawing any funds from the gifts and memorials accounts or capital campaign accounts for the payment of current expenses. The congregation shall be immediately notified of disbursement.

7.3.c.2. If money has to be borrowed from the gifts and memorials accounts or capital campaign accounts in six consecutive months, congregational approval shall be required.

7.3.c.3. Six consecutive months of borrowing from the gifts and memorials accounts or capital campaign accounts shall require development of a revised budget including a line item representing repayment to gifts and memorials accounts or capital campaign accounts.

7.3.c.4. Under no circumstances shall the borrowing of money from the gifts and memorials accounts prevent a special or memorial gift from being purchased for which the entire purchase price has been donated.

8. CHAPTER 8 - OVERSIGHT OF AFFILIATED ORGANIZATIONS AND OUTSIDE MINISTRIES

8.1. Any organization may petition the church council to be recognized as an Apostles-affiliated organization. These organizations are expected to meet the criteria outlined in our Constitution. (See Article IV)

8.1.a. Upon approval of organization affiliation, a church member will be assigned as the organization sponsor and shall act as the organization's liaison to council.

8.1.b. The sponsor will make a report to council in May of each year.

8.1.c. The affiliation can be terminated at any time.

9. CHAPTER 9 - CONFLICT RESOLUTION, DISCIPLINE, AND RESTORATION OF CHURCH MEMBERS

9.1. Prior to disciplinary action, reconciliation shall be attempted and encouraged following the successive steps described in Matthew 18:15-17.

9.1.a. Persons who have a grievance with anyone in this congregation shall go to them privately and try to resolve the conflict between them. (Matthew 18:15)

9.1.b. If the discipline of an individual member is required, the first step shall be private counsel and/or admonition by a pastor.

9.1.c. If the conduct that may require disciplinary measures and/or conflict cannot be resolved or if a member persists in the conduct that may require disciplinary measures, a private meeting will be established with the persons involved in the presence of two or three witnesses. This may include a pastor or a pastor with a reconciliation committee appointed by the church council. It may also include outside clergy, counselors and resources considered necessary or helpful in resolving the conflict. (Matthew 18:16)

9.1.d. If the conduct that may require disciplinary measures and/or conflict cannot be resolved or if a member continues to persist in the conduct that may require disciplinary measures after a private meeting, the person(s) involved will be counseled and/or admonished in the presence of the church council. In this case, the member shall have received a written notice specifying the exact charges that have been made against the member at least ten days prior to the meeting. (Matthew 18:17)

9.2. If the conflict or behavior continues to persist, the church council shall then have at its option the following actions:

9.2.a. Censure before the church council

9.2.b. Suspension from membership for a definite period of time

9.2.c. Exclusion from membership in this congregation.

9.2.d. Expulsion from this congregation and all activities of this congregation.

9.3. Disciplinary actions taken in 9.2.b. and 9.2.c. along with actions required for restoring membership shall be delivered to the member in writing.

9.4. Suspension or exclusion from membership terminates membership but does not deny the right to attend the church facilities for worship. As soon as evidence of penitence and a desire to be received into fellowship again has been demonstrated, the member shall be received as quickly as possible by action of the church council.

9.5. Disciplinary actions may be reconsidered and revoked by the church council upon evidence that injustice has been done or on the basis of repentance of an individual or reconciliation of the parties involved.

9.6. If a particular grievance is made by a member of this congregation regarding a pastor or staff member, the church council or its designee may, at its discretion, serve in the capacity of counselor with the goal of bringing reconciliation in the name of Jesus Christ.

10. CHAPTER 10 - AMENDMENT PROCESS

10.1. Amendments may be made to these bylaws as provided in our Constitution (See Article VII) which provides the following:

10.1.a. This congregation may adopt bylaws which are deemed appropriate to further clarify the intent of the constitution and fulfill the mission and ministry of the congregation. No bylaws may conflict with this constitution.

10.1.b. Bylaws may be adopted or amended at any official meeting of this congregation by a simple majority of eligible voting members present. A quorum of eligible voting members must be present.

10.1.c. Recommendations for new bylaws or amendments to existing bylaws may be proposed by any voting member and shall be submitted in writing to the church council at least 60 days in advance of the meeting at which the vote will take place.

10.1.d. The church council retains the authority to amend and/or recommend or deny these submissions for a vote of this congregation. If a recommendation for amendment is “denied”, the council must provide written/electronic notification to the person requesting the amendment stating the reason for denial. A recommendation to deny by the church council may be overridden by written request from 10% of the voting members of this congregation.

10.1.e. This congregation must be notified of any proposed additions or amendments to the bylaws in writing at least 30 days in advance of the meeting at which the vote will take place.

10.1.f. The date of any additions or amendments to these bylaws shall be included next to such additions and amendments in the official copy of these bylaws.

11. CHAPTER 11 - CONTINUING RESOLUTIONS

11.1. The church council may enact continuing resolutions which describe the function of the various committees or organizations of this congregation.

11.2. Continuing resolutions shall be enacted or amended by two-thirds vote of the voting members of the church council.

END OF BYLAWS

Whereas the current constitution and bylaws of Apostles Lutheran Church were last updated in 1996 when this congregation was affiliated with the ELCA, and


Whereas a new constitution and bylaws are before the congregation for approval that account for the congregation’s current affiliation with the LCMC, and

Whereas there are conflicts between the current constitution and the new constitution and bylaws before the congregation for approval which could cause confusion or prevent congregation business from going forward, and

Whereas the bylaws currently before the congregation for approval have been written specifically to support governance under the new constitution currently before the congregation for approval,


Therefore, be it resolved that the congregation of Apostles Lutheran Church agrees to operate under the provisions of the new constitution and bylaws, once approved, for the interim between approval of the new constitution and its ratification at a subsequent congregational meeting.

By order of the Congregation of Apostles Lutheran Church on 28 June 2015.



Anthony Roberts – President

Affirmed by order of the Congregation of Apostles Lutheran Church on 31 January 2016.



Doug Block – President