

BYLAWS OF THE CONSTITUTION

FOR

**Christ Lutheran Church
Wyoming, MI**

November 6, 2016

I. MEMEBERSHIP (Ref. Chapter 8 of the Constitution)

- A. Membership standing will be reviewed once a year prior to the annual meeting and communicated to the congregation;
- B. Names of members who have not contributed and communed in the past year will be given to the Evangelism Committee for follow-up;
- C. Members who have not contributed and communed in the past three years, and have not indicated otherwise, will be automatically reassigned as Associate Members. Upon record of contribution or communion they will be reinstated immediately;
- D. Members who move away shall be encouraged to transfer their membership. A confirmed member in good standing desiring to change his/her membership to another Lutheran congregation shall, upon request, receive a letter of transfer; and
- E. Contributions made by one member of a household will be recognized as contributions from all confirmed communing members of that household.

II. CONGREGATIONAL MEETINGS (Ref. Chapter 10 of the Constitution)

- A. Announcement of the time and place of any meeting of the congregation shall be made at two public services immediately preceding the meeting, said services to be at least a week apart, and in such publications as the congregation or the pastor(s) may periodically issue; and by written notice to the voting members by mail or electronic means, as permitted by state law, at least ten days in advance of the meeting;
- B. The current roster of voting, confirmed and baptized members shall be reviewed prior to the annual congregational meeting;
- C. The order of business at the annual congregation meeting shall be:
 1. Opening devotion
 2. Approval of the minutes of the previous congregational meeting(s)
 3. Reports of the pastor(s), Congregation Council (herein Council), Treasurer, committees and others (written or oral)
 4. Elections
 5. Approval of the budget
 6. Unfinished business
 7. New business
 8. Installation of Council
 9. Closing prayer
- D. In the following cases, voting shall be by written ballot:
 1. To elect members of Council
 2. To adopt or amend the articles of incorporation, constitution, or bylaws of the congregation
 3. To call a pastor or to request his/her resignation
 4. To excommunicate a member of the congregation or to remove a member from the congregation or to remove a member from office in the congregation
 5. To sever membership in the Evangelical Lutheran Church in America
 6. To dispose of, encumber or purchase real property
 7. When requested by ten or more voting members present
- E. Except as otherwise provided in the constitution and bylaws, all matters shall be decided by majority vote of those present and voting;
- F. Unless otherwise ordered, parliamentary procedures shall be in accordance with Robert's Rules of Order; and
- G. The annual meeting shall be held on the last Sunday of January.

III. OFFICERS (Ref. Chapter 11 of the Constitution)

A. President

1. The President is the lay leader of the Congregation and Council;
2. Shall be responsible for ensuring the work of the Congregation, its Council, and its Senior Pastor is consistent with the Constitution and Bylaws;
3. Preside at all congregational meetings, Council meetings and Executive Committee meetings;
4. Develop agendas for all congregational meetings, Council meetings and Executive Committee meetings;
5. Oversee the training of new Council members;
6. Work with the congregation and pastor(s) as necessary to support the pastor(s) as spiritual and educational leader(s) of the congregation;
7. Sign and make all contracts, leases, deeds, mortgages and other instruments on behalf of the congregation which Council and/or the congregation, as required, has authorized to be executed;
8. Ensure the development and periodic review of a long range plan and vision for the congregation;
9. Function as an intermediary between the pastor(s) and members of the congregation when necessary to resolve concerns that, regardless of the reason, are not being resolved in the normal work of ministry teams, Council, Mutual Ministry Committee or the normal interplay between the pastor(s) and the congregation. The President shall be available to individuals or groups in the congregation and to the pastor(s) and shall become sensitive to unresolved concerns. It is intended that the President's action and recommendations be based on personal contact with the members of the congregation who have any such concerns; and
10. Ensure the periodic review of the Constitution and Bylaws of the congregation, and presentation to the congregation of amendments thereto, as needed.

B. Vice President

1. Assume the duties of the President in the event the President is temporarily unavailable or in the event the President is unable to fulfill their duties. Normally, the President will communicate with the Vice President to make arrangements for the Vice President to temporarily assume the duties of the President when the need arises;
2. Chair of the Nominating Committee and oversee the orderly nomination and election of new Council members;
3. Serve as a point of communication for the Mutual Ministry Committee. The expectation is that the Vice President will follow the activities and aid the committee in their mission while allowing them maximum autonomy from Council; and
4. To take those actions as may be necessary in order to be prepared for the position of President should the position become vacant during the term.

C. Secretary

1. Serve as the liaison between Council and non-cleric paid staff;
2. Shall keep the minutes of the Council, Executive Committee and of the congregation and shall preserve their archives, unless the Council appoints another individual to do so;
3. Ensure that accurate minutes are prepared for all Council, Executive Committee, and congregational meetings; and generally be responsible for the custody, control and preservation of all church records;
4. Ensure that the books, records, reports, statements and other documents of the congregation required to be maintained by the Constitution, Bylaws, or laws of the

State of Michigan are properly made, filed and maintained according to such documents and laws; and

5. Serve as liaison to otherwise unrepresented congregation committees as appointed by Council.

D. Treasurer

1. Coordinate activities of the Finance Committee, accountants, and auditors;
2. Prepare the annual budget and see that it is presented to the congregation at the annual meeting in January;
3. Conduct an informational meeting, open to the congregation, to review the proposed budget prior to the annual meeting;
4. Provide financial information for reports as required;
5. Ensure the protection of cash, investments, and other financial assets of the congregations by maintaining adequate controls and safeguards;
6. Present an audited report to the annual congregation meeting and such other reports to Council as may be required; and
7. Be bonded and shall be custodian of all funds of the congregation, and shall disburse all such funds in accordance with the decisions of the congregation or Council.

IV. THE CONGREGATION COUNCIL (Ref. Chapter 12 of the Constitution)

- A. The Council shall consist of the Senior Pastor and eleven (11) at-large members elected each for a term of three years; from which the President, Vice President, Secretary and Treasurer will be elected;
- B. The new Council shall be installed at the annual meeting with the term of office beginning at the close of that meeting;
- C. Council shall not transact any business unless a majority of its members is present;
- D. Meetings of Council shall be held at least once a month on the date set each year by the new Council;
- E. Elect from its membership a liaison for each committee of the congregation;
- F. Have authority to form committees as necessary;
- G. Council liaisons shall not act as the chair for their appointed committee unless authorized by Council;
- H. All members of Council shall submit a written monthly report of activities within their area(s) of responsibility prior to the monthly meeting of Council;
- I. Council liaisons shall authorize all committee expenditures. In the absence of the liaison, a member of the Executive Committee shall authorize all expenditures;
- J. Be empowered to secure staff to carry on the work of the congregation and shall set their compensation;
- K. Shall be responsible for adjustments in the compensation of the pastor(s), subject to the congregation's approval of the budget; and
- L. Create, review and maintain policies for the purpose of consistent operation of the organization.

V. COMMITTEES OF THE CONGREGATION COUNCIL (Ref. Chapter 13 of the Constitution)

- A. Shall appoint a chair from its membership;
- B. Accept and recognize the appointed Council liaison as a member of their committee;
- C. Submit a committee budget to the Council at the October meeting;
- D. Submit all year end receipts and disbursements to the Treasurer by January 7th;
- E. Submit a written report of the past year activities by January 7th; and
- F. The congregation recognizes the following standing committees:

Auditing Committee

Audit all financial records of the congregation proper and shall present its report at the annual meeting in writing. The Auditing Committee shall carefully examine all insurance policies to determine the amount and kind of insurance in force and include this report in its statement.

Christian Education Committee

This committee deals with matters related to sharing Christ and the teaching of his Word. Working in collaboration with CLC staff and various subcommittees, they will be involved in research, planning and implementation of educational programs for all ages.

Evangelism Committee

Purpose is to facilitate the physical and spiritual growth of our church and community by intentionally changing lives when we share God's love, and to share the good news in ways that effectively reach those outside of our membership as well as those inside our fellowship.

Executive Committee

The Executive Committee shall assist the Finance Committee in auditing the Pastor's Discretionary Fund. Additionally, the Executive Committee shall be responsible for performing the annual performance review of the Senior Pastor.

Fellowship Committee

The Fellowship Committee is here to serve the Christ Lutheran Family in many ways to come together with various events from celebrations and in times of need. A few of our credits include (but are not limited to): Mardi Gras, Lenten Soup Suppers, Funeral Luncheons, Cookie Walk, and Advent by Candlelight Evening.

Finance Committee

This committee ensures the congregation is financially sound to support all of its missions. Committee members consist of the Treasurer and not less than two or more than eight other individuals. Meetings are held on a regular basis as determined by the Treasurer and committee Chairman. The committee reports to Council via the Treasurer. The committee supports the Treasurer and Council as consultants and advisors. It assists the Treasurer in preparing the annual congregation budget, establishes financial policies and procedures in accordance with generally accepted accounting principles and oversees all aspects of the congregation finances.

Human Resources Committee

1. Shall support the Council Secretary in their role as liaison to non-cleric paid staff;
2. Is responsible for advising Council on all employment matters and ensure compliance with applicable employment laws;
3. A body, to which, an employee may appeal supervisory decisions; and
4. Shall ensure annual employee reviews are conducted and maintain current employee records.

Mission Support Committee

Stewardship is the gift of our time, talents, and treasures in support of Christ's ministry. This committee is charged with educating the congregation about stewardship as well as encouraging the members of the congregation to be good stewards with their time,

money, and talents.

Mutual Ministry Committee

Serves as the link between the congregation and the staff to mutually carry out the mission and ministry of the congregation.

Nominating Committee

1. Shall seek and nominate candidates for all open elected positions and shall secure the consent of each candidate;
2. Shall announce the nominees to the congregation in conjunction with the announcements of the special meeting at which the election is to take place; and
3. A vacancy in the congregationally elected membership of the Nominating Committee shall be filled by Council.

Property Committee

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

Social Concerns & Wellbeing Committee

Shall be responsible to the congregation in the ways it serves the Lord by reaching out to those in need in our communities. Through its actions, this committee is responsible for community outreach: To support the congregation and individuals by providing opportunities & activities witnessing to our community beyond the walls of our church, to our local, state, national, and global communities.

Technology Committee

Purpose is to help assure consistency in the application of technology within the Church and to offer advice and assistance when requested by church leadership, church committees, and church staff. Additionally, the committee oversees the church's computer network, website, social networks, and most all other private and public facing technology.

Worship, Music and the Arts Committee

The Worship, Music and the Arts Committee will supervise matters pertaining to worship. These include worship planning, the music ministry, other arts ministries (such as visual art, drama and dance), Altar Guild, ushers and sound and video. The Committee will work with and support staff and volunteer leaders in these areas.

Youth and Family Ministries Committee

Shall partner with families in the nurturing of their children's faith. Through fellowship, shared faith experiences, encounters with the Word, servant-hood opportunities, mentoring, and other means, will strive to help our youth experience every moment in terms of their relationship with Jesus Christ.

VI. COUNCIL ELECTIONS

- A. Election for Council will be held on the second Sunday in November;
- B. A ballot will be generated based on the nominations obtained by the Nominating Committee;
- C. No one shall be declared elected unless the nominee has received a majority of the votes cast;
- D. If more than one ballot is required in an election, a motion shall be in order to limit the balloting after the first ballot to the three candidates receiving the highest number of votes on the first ballot. If a third ballot is required, limit the balloting to the two candidates receiving the highest

- number of votes;
- E. An unexpired term of less than one year shall not be considered a term of office; and
- F. All other elections will occur at the Annual Meeting.

VII. COUNCIL ELECT

- A. Newly elected Council members and those members with continuing terms are considered members of the Council Elect until installed at the annual meeting;
- B. Newly elected Council members should attend the December and January meeting of Council and will be considered non-voting visitors;
- C. Meet at least once before the annual meeting to elect officers, appoint liaisons, plan for the upcoming year; and
- D. Meet with the current President for orientation and training prior to the annual meeting.

VIII. MEMORIALS

- A. All non-monetary donations and designation of use, shall require Council approval;
- B. All funds given to the church in memorial or as special designated funds shall be considered memorial funds;
- C. All memorial funds shall be added to the reserved memorial fund and managed as per the Memorial Policy;
- D. All memorial funds shall be held no more than 18 months to allow time for final designation of their use. Council may accept the terms of designated memorial funds or return the funds to the donor(s). After 18 months, all undesignated funds will be used at Council's discretion.

Version History:

Version 1.0: 1963

Note, it is unknown if updated versions exist between 1963 & 1990. If found, they can be assigned a version of 1.x

Version 2.0: 1990

Version 3.0: 2002

Version 4.0: Passed January 27, 2013

Version 4.1: Passed TBD

Changes include:

1. Addition of Executive Committee and Technology Committee descriptions, and changes to the Evangelism Committee description.
2. Change in requirements for congregational meetings to allow for notification via electronic means as an option to mail.