

**BYLAWS
FOR
ZION LUTHERAN CHURCH
OF THE
EVANGELICAL LUTHERAN
CHURCH IN AMERICA®**



2020

Bylaws

Chapter 1.

ZION LUTHERAN ENDOWMENT

- B1.01** Mission Statement: The mission of the Zion Mission Endowment Fund is to encourage Christian stewardship and to enhance the outreach ministry of the congregation by providing an orderly method for receiving and administering gifts bequeathed to the church through wills and other forms of estate planning.
- B1.02** The endowment fund shall be used by the church council as deemed necessary to carry out the mission of Zion Lutheran Church as stated in C4 of the constitution (Statement of Purpose) .
- B1.03** If funds are donated to the endowment fund for a designated purpose, the church council will honor the intent of the donor if at all feasible and if aligned with the Statement of Purpose of the church.

Chapter 2.

CONGREGATIONAL MEETING (per chapter 10 of constitution)

- B2.01** The annual meeting of this congregation shall normally be held the last Sunday of January. The Congregation Council shall set the date and time at least two months in advance of the date of the meeting.
- B2.02** The active roll of voting members shall be determined prior to the annual meeting in accordance with C8.02.c.
- B2.03** The order of business at the annual meeting shall be as follows:
- a. Opening Devotions
 - b. Approval of the Minutes
 - c. Reports of the Pastor, Congregation Council, Treasurer, Committees, and Others
 - d. Elections
 - e. Approval of the Budget
 - f. Unfinished Business
 - g. New Business
 - h. Closing Prayer

Chapter 3.

OFFICERS

(ref. Chapt 11 of constitution)

- B3.01** Duties of Officers
- a. President – The president shall preside over meetings of the

Congregation Council, chair the annual meeting of this congregation, preside over all special meetings of this congregation, chair the Personnel Committee, oversee the Finance Committee and Endowment Committee, and represent this congregation when called upon to do so. The president shall consult with the pastor or other staff and establish an agenda for meetings of the Congregation Council and submit the agenda to the church office for distribution to members a week before the next regularly scheduled meeting.

- b. Vice President – In the absence of the president or in the event of the inability of the president to act, the vice president shall perform the duties of the president and perform such additional duties as may from time to time be delegated or otherwise assigned by the president of the Congregation Council.
- c. Congregation Council Secretary – The secretary shall keep accurate meetings of all meetings of this congregation and the Congregation Council in a volume provided by this congregation, which shall be preserved permanently in its archives. The secretary shall determine whether a quorum is present at each meeting.
- d. Treasurer – The treasurer shall have general oversight of all finances of this congregation. The treasurer shall provide accurate financial reports at all regular meetings of the Congregation Council.

Chapter 4.

OPERATIONS PERSONNEL

B.4.01 Duties of Operations Personnel

1. Recording Secretary – The recording secretary shall receive and keep a written record of all income and provide the record to the congregation accountant.
2. Congregation Accountant – The congregation accountant shall keep the books of all financial transactions of this congregation and shall receive from the recording secretary a report of all income. The congregation accountant shall provide the treasurer with a monthly written report of all transactions along with a general overview of this congregation's financial status prior to the regular meetings of the Congregation Council.

B.4.02 Operations Personnel are not officers and shall report to the Congregational Council

The congregational council will be responsible for appointing, supervision and dismissal of Operations Personnel.

Chapter 5.

CONGREGATION COMMITTEES

- B. 5.01.** A *Nominating Committee* of three voting members of this congregation, at least one of whom, if possible, shall be an outgoing member(s) of the Congregation Council, shall be elected at the annual meeting for a term of one year. Members of the Nominating Committee are not eligible for consecutive reelection. The Nominating Committee shall submit a slate of candidates to this congregation at the annual meeting for election to the Congregation Council. Additional nominations may be made from the floor. The Nominating Committee shall recruit and recommend congregation members to fill vacancies on the Congregation Council and other committees.

B.5.02. An *Audit Committee* of three voting members shall be elected by the Congregation Council. Audit Committee members shall not include members of the congregational officers. Term of office shall be three years, with one member elected each year. Members shall be eligible for reelection. The Audit Committee shall maintain accountability and solvency for accounting practices of this congregation. The Audit Committee shall audit the practices and procedures of this congregation at least once a year and shall conduct a complete audit of the accounting practices of this congregation once every three years.

B.5.03 A *Personnel Committee* of three voting members shall include the president, past president, at least one member not serving on the Congregational Council,

and the senior pastor as *ex officio*. The make up of the committee may be changed upon a 2/3 vote of the congregational council. The Personnel Committee shall administer the personnel policies of this congregation adopted by the Congregation Council including recommending particular action to be taken with regards to hiring, terminating, evaluating, and disciplining. The Personnel Committee shall meet with the staff of this congregation annually for review and evaluation of job descriptions and remuneration. When personnel matters involve any member of the personnel committee directly, that member shall be ineligible to participate in the decision making either in the Personnel Committee or in the Congregation Council as a whole. The Personnel Committee shall meet at least twice per year or as called by the chair or the pastor. The current president of the Congregation Council shall act as chair. The members of the committee shall elect a secretary to take and maintain a record of their meetings.

B.5.04 An Executive Committee consisting of the officers of the Congregation Council and the pastor.

Chapter 6.

ORGANIZATIONS WITHIN THE CONGREGATION

B6.01 This congregation shall be organized to provide ministry through ministry committees, ministry teams, and special focus task forces. All such units shall report to and be responsible to the elected Congregation Council and shall ultimately be responsible to this congregation.

1. Ministry Committees, ministry teams, and task forces shall be created and empowered by action of the Congregation Council. Ministry Committees shall be composed of staff, lay leaders, volunteers, and others who work to provide service for that mission. Ministry teams are intended to be long term, but may be disbanded or started at any time by action of the Congregation Council.
2. The Ministry Committees and their areas of responsibility shall be as follows:
 - a. ***Worship and Music*** for activities such as worship events, choirs, ushers, greeters, altar guild, worship technology, and parking helpers.
 - b. ***Discipleship*** for activities related to Christian education, small groups for people of all ages, life stage events (including educational activities), youth and children's ministries.
 - c. ***Service*** for activities in missions, volunteerism and evangelism, beyond the congregation.
 - d. ***Congregation and other Caring Ministries*** for welcoming people into membership and full participation; expressions through support groups, and other care ministries; fellowship events.
 - e. ***Operations*** for systems to support finance, data gathering, buildings and grounds, marketing.
 - f. ***Spiritual Gifts and Ministry*** for activities that help individuals to discover their spiritual gifts of time, talent, and wealth; and to help them discover ways to use those gifts for the building up of the kingdom of God; and the recruitment and scheduling of lay ministers.
3. A ministry team may be created by action of the

Congregation Council to complete a specific ministry objective or to determine if there is support to create and empower a Ministry Committee. The life span of temporary teams shall be determined by the Congregation Council and may be terminated at any time by the Congregation Council.

4. Special task forces may be created by action of the Congregation Council to assist the Congregation Council in completing its responsibilities. The recommendations or conclusions of the task force process may include opportunities for the Congregation Council to create temporary ministry teams or ministry committees. Task forces are intended to be short term for specific projects.
5. Requests for Congregation Council action to create a ministry team or to assess the need for a task force should be directed in writing to the pastor, staff, or any elected member of the Congregation Council for consideration by the Congregation Council.
6. The Congregation Council shall be sole arbitrator of any conflict among task assignments and shall assign all duties for Core Ministry Committees or ministry teams. The Congregation Council may start any of these teams or task forces upon assignment of tasks, determination of terms and appointment of members.
7. Besides all other responsibilities given to the committees, they shall prepare a draft budget for the succeeding year, including this congregation's full indicated share in support of the wider ministry being carried on in its behalf by the churchwide and the synod, and shall submit such draft budget to the Congregation Council for its action and later presentation to a congregation meeting.

Chapter 7.

AMENDMENTS

- B7.01** Bylaws may be amended by resolution of the Congregation Council and approval of the Congregation at any legally called Congregational Meeting by the majority vote of members present. Bylaws may also be amended by a notice by a Congregational member to the Congregational Council at least 30 days prior to the annual meeting. The Congregational Council President shall then place the bylaw amendment on the annual meeting agenda and upon a 2/3 vote of voting members present shall be adopted.

