

REVISED BYLAWS OF  
ST. JOHN LUTHERAN CHURCH  
~~November, 2017~~  
Adopted/amended as of Sept XX 2024  
Effective Jan 1, 2025

COMMUNION PARTICIPATION

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Holy Communion is one of the sacraments which God has given as a means of Grace. It is a means of celebrating our union with Jesus Christ and with our brothers and sisters in Christ. It is also a remembrance of our deliverance from sin, death and the devil, through the death of Christ. The sacrament of Holy Communion is meant to be received each time it is celebrated. Let no one decline this gift from God.

C4.02.01 This congregation encourages all of its members, who have been prepared to receive the Sacrament, to participate regularly in Holy Communion.

C4.02.02 Holy Communion classes will normally be provided for persons in the fifth (5<sup>th</sup>) grade.

C4.02.03. Participation in Holy Communion shall be open to all baptized Christians who accept the Lutheran teaching of the true presence of Jesus Christ in, with and under the bread and wine.

C4.02.04 It shall be made known to prospective participants that the belief of this congregation is:

Participation in the Lord's Supper is the reception of "the true body and blood of our Lord Jesus Christ, under the bread and wine, given unto us Christians to eat and to drink, as it was instituted by Christ himself".

~~We hold that a person is truly worthy and well prepared who believes these words: 'given and shed for you for the remission of sins'. But anyone who does not believe these words, or who doubts them, is unworthy and unprepared, for the words FOR YOU require simply a believing heart".~~

C4.02.05 Record of participation in Holy Communion shall be maintained. ~~If members of other congregations commune, notice shall be sent to their pastors.~~

MEMBERSHIP

C8.01.01 Membership in and of this congregation is described in Chapter 8 of the constitution.

DISCONTINUANCE OF MEMBERSHIP

C8.05.01 The following are situations or circumstances which would necessitate a change in membership status:

- a. Resignation: Any members desiring to resign from this congregation shall submit their requests in writing to the Congregation Council (hereinafter "Council").

- b. Transfer: Any members desiring transfer to other Lutheran or Christian congregations shall apply to the pastor. Upon approval of the pastor, letters of transfer shall be issued by the pastor and reported to the ~~Congregation Council~~Council. ~~The pastor shall report all transfers to this congregation through church publications.~~
- c. Joining other churches: In cases where members of this congregation have joined other congregations or churches, they shall be deemed to have terminated their membership in this congregation, forfeiting all rights and privileges of such membership. Their names shall be removed from the roll of members.
- d. Whereabouts unknown: The names of members whose whereabouts are unknown, and cannot be established within a reasonable period of time, shall be removed from the roll of members and placed in a file designated 'whereabouts unknown'.
- e. Self-Exclusion by Inactivity: Any members who have not participated in the life of this congregation shall be admonished and continuously encouraged by the pastor(s) and the ~~Congregation Council~~Council. After a period of ~~twenty-four~~ (24) ~~twelve~~ (12) months, during which such members have not worshipped, communed, or made a contribution of record, these members will have excluded themselves from membership in this congregation. ~~Formal recognition of these members' self-excluding actions will be sent in writing, and these members will be removed from the active roll of members. These persons will remain persons for whom Due diligence shall be used to contact inactive members before removing them off of the church has a continuing pastoral concern~~rolls.
- f. Exclusion by Disciplinary Action: After exhausting the steps of reconciliation and procedures of disciplinary action as outlined in Chapter 15 of the ~~C~~constitution, exclusion from roll of members shall be regrettably applied as a method of last resort in the hopes of working repentance and renewal in the life of such members. These persons will remain persons for whom the church has a continuing pastoral concern.

## THE CONGREGATION MEETING

C10.01.01 The annual meeting of this congregation shall be held ~~during~~ no later than the month of ~~September~~June

C10.01.02 The following items shall be covered at the annual meeting:

- a. Approval of Minutes of regular and special ~~congregational~~congregation meetings;
- b. Reports;
- c. Elections;
- d. Approval of Budget;
- e. Unfinished Business; and
- f. New Business

C10.01.03 The current roll of voting, confirmed and baptized members shall be determined prior to each annual meeting by the ~~Congregation Council~~Council.

C10.06.01 In the following cases, voting shall be by written ballot:

- a. To elect the members of the ~~Congregation Council~~Council;
- b. To adopt or amend the Articles of Incorporation, ~~C~~onstitution, or ~~B~~y-laws of this congregation;
- c. To call pastors or to request their resignations;
- d. To sever membership in any church denomination or body of which ~~this~~e congregation is currently a member;
- e. To dispose, encumber, or purchase real property; or
- f. When requested by ten (10) or more voting members present.

#### OFFICERS

C11.01.01 The officers of this congregation must be people noted for their spiritual maturity, zeal for the Gospel, leadership and administrative capabilities, communication skills and strong dedication to seek out and heed God's will for St. John Lutheran Church and its members.

- a. The Executive Committee of this congregation shall consist of the officers and the ~~senior~~ senior pastor.
- b. Other general duties of the officers of this congregation shall be as follows:

#### PRESIDENT

C11.01.02 The president of this congregation

- a. Shall preside at meetings of the ~~Congregation Council~~Council and this congregation
- b. Shall chair the Executive Committee  
~~c. Shall chair the Personnel Committee~~
- ~~d~~e. Shall execute bonds, mortgages and other contracts, except where omitted by law to be otherwise signed and executed and except where the signing and execution thereof shall be expressly delegated by the ~~Congregation Council~~Council to some other officer or agent of the Corporation. The secretary or other officers as designated by the ~~Congregation Council~~Council may attest to the president's signature.
- ~~e~~d. Shall share (with the vice-president) responsibility for overseeing the ~~Congregation Council~~Council Standing-Committees with the intent of assuring the effective ministry of the committees
- ~~f~~e. Shall (together with the ~~P~~pastor) work to provide for resolution of conflicts involving this congregation or its members, both within this congregation and beyond, through mediation, facilitation of effective communication and Christian counsel
- ~~g~~f. Shall (together with the pastor) serve as, or appoint a person to be, official spokesperson for this congregation
- ~~h~~g. Shall supervise preparation of the budget

## VICE PRESIDENT

### C11.01.03 The vice president of this congregation

- a. Shall, in the absence or disability of the president, perform the duties and exercise the powers of the president.
- b. Shall share (with the president) responsibility for overseeing this ~~Congregation Council~~Council's Standing Committees with the intent of assuring the effective ministry of the committees
- c. Shall perform such duties and have such powers as the ~~Congregation Council~~Council may prescribe

## SECRETARY

### C11.01.04 The secretary of this congregation:

- a. Shall keep minutes of ~~Congregation Council~~Council meetings
- b. Shall keep minutes of ~~congregation meetings~~Congregation Meetings
- c. Shall give, or cause to be given, notice of all meetings of this congregation and special meetings of the ~~Congregation Council~~Council
- d. Shall preserve the archives with assistance from the church staff
- e. Shall submit a brief summary of the ~~Congregation Council~~Council actions to the president ~~each month~~quarterly for submission to the newsletter
- f. Shall handle ~~Congregation Council~~Council correspondence
- g. Shall perform other such duties as may be prescribed by the ~~Congregation Council~~Council or the president.
- h. Shall prepare annually, a roll of this congregation with assistance from the church staff.

## TREASURER

### C11.01.05 The treasurer of this congregation

- a. Shall chair the Finance Committee
- b. Shall provide oversight for ~~be the~~ custodianship of all funds of this congregation
- c. Shall oversee the church financial staff in disbursing ~~disburse~~ funds in accordance with the decisions of the ~~Congregation Council~~Council or this congregation
- ed. Shall present an unaudited report to the ~~Congregation Council~~Council each month as prepared by the church financial staff
- e. Shall present an internal ~~audited~~ report to this congregation annually as prepared by the audit committee of the church
- f. Shall present other reports to the ~~Congregation Council~~Council as deemed necessary, and in conjunction with the church financial staff ~~required~~
- g. Shall suggest controls for expenditures and financial operations of the church

- h. ~~Shall supervise the handling and banking of funds~~ Shall provide oversight to ensure that use of St. John Lutheran Church staff and facilities are properly accounted for, and to give an accurate portrayal of costs to each function (e.g., St. John Lutheran School, and the Wild Game Dinner).
- i. Shall oversee the handling and banking of funds as administered by church financial staff
- j. Shall provide oversight to ensure that bills are properly and promptly paid by church financial staff

~~THE~~ CONGREGATION COUNCIL (COUNCIL)

C12.01.01 The ~~Congregation Council~~ Council shall consist of the pastor(s), the four officers (president, vice-president, secretary, treasurer), the ~~Standing Committee chairpersons and two youth members~~ Benevolence Committee chair, the Congregation Care Committee chair, the Fellowship Committee chair, the Family Ministries Committee chair, the Property Committee chair and the Worship Committee chair. The pastor(s) serve(s) as member(s) by virtue of the call to the pastoral office.

- a. The officers and committee ~~chairpersons~~ chairman sitting on the Council shall be elected by this congregation in such a manner as to provide for approximately one-half of their members to be elected each year. ~~The youth members shall serve one-year terms~~
- b. In odd years, the president, vice president, Benevolence chair, and shall Fellowship chair and Worship chair will be elected each year from the junior class in High School, if possible. The pastor(s) serve(s) as a member by virtue of the call to the pastoral office, and in even years the secretary, treasurer, Congregation Care chair, Family Ministries chair, and Property chair will be elected. An absence in any position shall be appointed by the Council until the next term of the vacated position. An appointment for an unfinished term shall not be counted toward the term limit of the Council member. It is encouraged but not required that the vice president serve as president following their vice president term.
- ~~b.~~ The Congregation Council shall have the authority to appoint up to two additional standing committee chairs if needed and confer upon them all the rights and privileges of any voting member of the council until the time of the annual meeting when they will present the committee to this congregation for approval through the vehicle of a bylaw amendment.
- c. In addition to the requirements of the ~~congregational~~ congregation membership stated in Chapter 8 of the constitution, qualifications for membership on the ~~Congregation Council~~ Council shall include the criteria set ~~forth~~ for in Chapter 12 of the constitution as well as such practical ability as is needful in promoting the interest of this congregation and the duties of the various committees as outlined in the continuing resolutions.
- d. ~~In addition to the chairperson, each committee shall have two or more members. Committee members shall be appointed for two years and may succeed themselves only once on the same committee. With approval of the Congregation Council, a member of the committee can be appointed to serve additional two year terms. The president of the Congregation Council and the pastor, in conference with the chairperson of each committee, are to appoint personnel to staff the committees. The Congregation Council shall approve the appointments. The president and vice-president of the Congregation Council and the pastor shall have the privilege of serving as ex-officio members on all the Standing Committees. The Council shall~~

review decisions from the Executive Committee and St. John Lutheran School on hiring and dismissal of personnel and shall approve such actions before they become final.

- ~~e. The Congregation Council shall be empowered to secure such personnel as is needed to carry on the work on this congregation (i.e. church secretary, organist, choir director, custodian, etc.) and shall fix their salaries.~~
- ~~e. The overall combined compensation which is recommended by Executive Committee for the lay staff except those employed by the St. John Lutheran School shall be set by the Council.~~
- f. Adjustments to the salary compensation of the pastors(s) shall be the responsibility of the ~~Congregation Council~~Council considering the recommendation by the Executive Committee, subject to this congregation's approval of the budget.
- g. ~~The Congregation Council shall, as far as possible, operate within the limits of the approved budget of this congregation. Expenditures which will result in total expenses exceeding ten (10) percent or more of the total budget shall be approved by the congregation.~~ SPENDING LIMITATIONS

The following shall be limitations placed on Council spending.

1. The annual actual general operating expenses may not exceed 10% of the congregation approved budget expenses unless the exceedance is approved by the congregation.
2. Building Fund project(s) and related estimated expenditures will be approved by this congregation.

The congregation approved funds will be placed in a separate Congregation Approved Building Fund so that the expenditures can be easily tracked. Cost projection to completion estimates should be revisited at 60% and 80% of project to ensure that overruns do not occur. The lessor of a) 10% of the cost of a project, and b) 10% of the operating budget in the year the project was approved, may not be exceeded by the Council for any building project. If projections appear to exceed these amounts, a reevaluation of the project cost should be performed. A new projected congregation approval is needed for the project when the reevaluation exceeds those amounts stated above.

- h. The ~~Congregation Council~~Council shall, if circumstances dictate, have the discretion to adjust/move budget allowances from one budget category to another with a majority vote as long as the revised total does not exceed the approved budget total. The Council may move funds from one designated fund to another with a two-thirds vote. Expenditures of designated funds will be addressed in the Operating Procedures.
- j. At the end of every church fiscal year, the amount of income over expense on the Treasurer's Report automatically transfers to the General Fund/Budgeted Activity account on the Balance Sheet General Fund Balance. Provided that this account retains a balance to cover 6 months of budgeted expenses, the Council may transfer a portion of the prior fiscal year's income over expense to the Building, Restricted, or one of Designated Funds.

k. The Council must approve the St. John Lutheran School budget for recommendation to this congregation with a majority vote.

l. The Council must approve the St. John Lutheran School bylaws and amendments to the bylaws with a majority vote.

#### USE OF PROPERTY

C12.05.10 The property of this congregation shall be for the use of this congregation in its normal function as a Lutheran church and shall not be used in any way not in harmony with the purpose of this congregation

- a. ~~Guidelines~~Policies are set by the ~~Congregation Council~~Council pertaining to the use of the buildings and equipment
- b. Occasional use of the buildings and equipment may be approved through the church office using ~~those guidelines~~the policy approved by the Council.
- c. Regular use of the buildings and equipment shall be approved by a two-thirds majority vote of the ~~Congregation Council~~Council
- d. If any use is in question, the request may be taken to ~~this congregation~~the Council for approval. In such a case a majority vote of those present and voting at a properly called meeting shall decide.

#### ~~STANDING~~ COMMITTEES

##### THE EXECUTIVE COMMITTEE

~~C13.07.01-Administration.01~~

##### The Executive Committee

- a. ~~The administration committee shall~~Shall consist of the officers and the senior pastor.
- b. ~~Shall~~ keep the church constitution and make recommendations relating to requested constitutional changes. ~~They shall~~
- c. ~~Shall operate as a "small council," meeting as necessary to develop proposals for Council action or to deal with issues that are non-administrative in nature. Said meetings will be held at the call of the president.~~
- d. ~~Shall serve as the oversight committee for the clergy in terms of compensation, discipline, and any "relationship" problems that might arise between clergy and members of this congregation.~~
- e. ~~Shall meet to handle any item of business that might be referred to them by Council and bring back recommendations to the Council.~~
- f. ~~Shall~~ develop and maintain ~~congregational~~congregation policy and procedures. ~~They shall with assistance from staff.~~
- a.g. ~~Shall~~ be responsible for the recruiting, the hiring, the supporting, the annual review, the appreciation, and the release of lay staff. ~~They will work to provide and oversee necessary communications such as Web page, News Print, Radio, etc. They shall prepare and oversee a budget necessary to best accomplish the administrative ministry assigned, but not including the St. John Lutheran School staff. The hiring~~

and releasing actions will be sent to the Council for approval before they become final.

h. Shall set individual compensation for all lay staff members except those employed by St. John Lutheran School and recommend the overall budget for compensation to the Council.

#### COMMITTEES WHOSE CHAIRMAN SITS ON THE CONGREGATION COUNCIL

C13.0705.01 This congregation will elect the Benevolence, Congregation Care, Fellowship, Family Ministries, Property, and Worship chairs.

C13.05.02 ~~Congregational Life~~In addition to the chairman, each committee shall have two or more members appointed for two-year terms. Each committee chairman shall annually submit a list of members of the respective committees for approval by the Council. The president and vice-president of the Council and the pastor(s) shall have the privilege of serving as ex officio members on all the committees and the St. John Lutheran School Board. Ex officio members have voting rights but are not considered for calculations of a quorum.

#### OTHER COMMITTEES

C13.05.03 The Council will appoint the chairman of the Other Committees set up by the Council for two-year terms unless otherwise specified in this document.

C13.05.04 In addition to the chairman, each committee shall have two or more members appointed for two-year terms. Each committee chairman shall annually submit a list of members of the respective committees for approval by the Council. The president and vice-president of the Council and the pastor(s) shall have the privilege of serving as ex officio members on all the committees and the St. John Lutheran School Board.

#### DUTIES OF COMMITTEES

##### C13.06.01 Fellowship Committee

The ~~Congregational Life~~Fellowship Committee shall work to establish and strengthen the fellowship ~~between~~among all congregation members both spiritually and socially. They shall foster relationships among the members through the planning and promotion of fellowship activities. As they endeavor in the work, they will look for any and every opportunity for members to include ~~un-churched~~ friends from outside this congregation. They shall prepare and oversee a budget necessary to best accomplish ~~Congregational life~~Fellowship ministry.

##### C13.0706.023 ~~Congregational~~ Congregation Care Committee

##### C13.07.03 ~~Congregation Care~~ Committee

The ~~Congregational~~Congregation Care Committee shall invite and encourage members to participate in the congregation's care opportunities ~~in accordance with Galatians 6:2,~~ "Carry each other's burdens, and in this way, you will fulfill the law of Christ". The Congregation Care Committee serves the St. John membership through prayer, encouraging cards, meals, grief support, transportation, college care packages and visits.

~~They shall work to organize, for any congregational members as have need, the following ministry opportunities: prayer; prayer shawls for hospitalized; mail HomeTouch Ministry materials to the homebound; visitation and/or transportation for homebound; grief support for bereaved; preparation of freezer food; delivery of food~~



~~and/or altar flowers to homebound or bereaved; temporary loans of some medical equipment; and care packages for college students.~~

~~They shall coordinate blood drives three to four times a year.~~

~~They shall encourage and teach members to accompany others as they spend time in hospitals, nursing homes, rehabilitation centers, or recover in private residences.~~

They shall prepare and oversee a budget necessary to best accomplish care ministry for this congregation.

#### C13.0706.034 Family Ministries Committee

The Family Ministries Committee shall work with the Director of Family Ministries to: guide, plan, and supervise the inter-generational ministries of this congregation from cradle to college; provide means and opportunities for learning and growth for children, youth, young adults, and their parents; provide means and opportunities for children, youth, and young adults to be involved in the church's life; provide opportunities for inter-generational and age-specific Christian fellowship; formulate and approve policies; select and approve educational and discipleship materials; and prepare and oversee a budget necessary to accomplish these purposes. The Family Ministries chair will sit on the St. John Lutheran School Board and give a report to the Council on the school.

#### C13.0706.045 MissionBenevolence Committee

The MissionBenevolence Committee shall be responsible for guiding, planning, encouraging and supervising the Global, National, Regional and local Mission Out-reach of this congregation. They shall formulate and approve policies, select personnel, and approve all mission activities and relationships. They will work to maintain communication and partnership with sister/brother missionaries, mission sites and mission organizations. They shall motivate this congregation's members to invite others to discipleship and witness their faith at every opportunity in daily life; home, work, school, play. ~~They shall share news of their efforts with the congregation. They shall prepare and oversee the budget necessary to engage the Mission of "sharing the Good News of Christ Jesus."~~

#### ~~C13.07.06~~ Outreach Committee

~~The Outreach Committee shall be responsible for guiding, planning, encouraging and supervising the Global, National, Regional and local Out-reach of this congregation. They shall formulate and approve policies, select personnel, and approve all ministry activities and relationships. They will work to maintain communication and partnership with sister/brother ministry organizations. They shall motivate this congregation's members to serve, accompany, provide for and care for others in their time of need. They shall share news of their efforts with this congregation. They shall prepare and oversee the budget necessary to engage the opportunityMission of "Taking CareSharing the Good News of God's PeopleChrist Jesus."~~

#### C13.07.0706.05 Property Committee

The Property committee shall oversee the general care, maintenance, and repair of this congregation's properties. They shall see to the general protection of the properties against loss or damage of any nature. The Property Committee shall be responsible for assuring that this congregation's properties reflect our respect for and commitment to

Christ and His purposes for our properties in this world. They shall prepare and oversee a budget necessary to accomplish property ministry assigned.

C13.06.067.08 ~~Stewardship Finance~~ Committee

~~The treasurer shall be the chair of the Finance Committee whose role is to recommend accounting procedures, review reports, review budgets working with the Council, and recommend investment strategies.~~

~~The Stewardship Committee shall be responsible for developing good stewardship attitudes in the members of this congregation in regard to sharing their time, talents and possessions. They shall encourage generous giving to the work of the church, teach the Christian use of money and encourage all members to higher levels of giving for the Lord's work. They shall ensure the financial stability of this congregation and its work through an intentional, developed program of dedicated, proportionate "First fruits" giving. They shall prepare and oversee a budget necessary to best accomplish stewardship/servant hood ministry.~~

C13.076.079

### Worship Committee

The Worship Committee shall assist ~~this~~ ~~C~~congregation in providing Spirit filled, nourishing and stimulating Lutheran worship services that touch the lives of a diverse ~~C~~congregation. They shall encourage active participation from members who are called by Christ to offer their time, talents and possessions in any area of worship. They shall recruit, assist and direct competent worship assistants. They shall obtain all needed supplies related to worship. They shall prepare and oversee a budget necessary to best accomplish worship ministry.

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