

BYLAWS

PART I - CONGREGATION MEETINGS (Constitution, Article 10)

Section 1. The annual meeting of this congregation shall be held during the first seven days in February. The day and time shall be set by the Board of Administration.

Section 2. All congregation meetings shall open with the reading of the word of God and prayer and shall close with prayer.

Section 3. In the following cases the vote shall be by ballot:

- A. To elect officers, members of the Board of Administration, and members of the Standing Committees.
- B. To adopt or amend the Articles of Incorporation, Constitution, or Bylaws of this congregation.
- C. To call a pastor or to sever official connections with a pastor.
- D. To suspend or dismiss any officer of this congregation.
- E. To authorize expenditures totaling more than 5% above the accepted budget of this congregation.

Section 4. The order of business at the annual meeting of this congregation shall be established by the Board of Administration and shall include:

- A. Minutes
- B. The reports of:
 - The Pastors
 - The Board of Administration, including the presentation of the budget and financial report
 - The Auditing Committee
 - Other Reports
- C. Elections
- D. Unfinished Business
- E. New Business

PART II - MEMBERSHIP (Constitution, Article 8)

Section 1. Applicants presenting letters of transfer showing them to be members in good standing in other Lutheran churches shall become members in this congregation as soon as their letters have been accepted by the senior pastor, approved by the Board of Administration, and reported to the congregation.

Section 2. The Board of Administration may establish a membership category of "Associate Members" and shall establish the requirements and conditions for such membership, except Associate Members shall neither vote nor hold elective office in this congregation and must have membership in another Lutheran congregation.

Section 3. Confirmed members under legal age shall be permitted to serve on committees, but not to hold elective office.

Section 4. Loss of Membership

- A. Members who resign or who are dismissed at their own request or excommunicated, and members who are transferred to other Lutheran churches, or are definitely known to have joined other churches without transfer, shall thereupon lose their membership in this congregation.
- B. A confirmed member who does not, for a period of one year, partake of Holy Communion, support the church with offerings, and does not appear to desire to participate in the life and worship of this congregation shall be visited and encouraged to active membership. If, during the second year, the confirmed member does not actively participate, that member's name shall be removed from the membership roster of this congregation.

PART III - OFFICERS, BOARD OF ADMINISTRATION, AND STANDING COMMITTEES

(Constitution, Articles 11 and 12)

Section 1. The President

- A. The president shall preside at all business meetings of this congregation.
- B. The president shall be the chairperson of the Board of Administration and preside at all its meetings.
- C. The president shall uphold the constitution and bylaws of this congregation and shall carry out the expressed will of the congregation.
- D. The president shall reside on the Executive Committee.

Section 2. The Vice-President

- A. The vice-president shall assume the duties of the president in the president's absence or inability to serve and shall assist the president in carrying out the duties of the office.
- B. The vice-president shall chair the Human Resources Committee of the Board of Administration.

Section 3. The Secretary

- A. The secretary shall keep the minutes of this congregation, preserve its archives, and keep the minutes of the Board of Administration.
- B. The secretary shall provide the president with a correct alphabetical listing of the membership of this congregation at the annual meeting and whenever otherwise requested by the Board of Administration.
- C. The secretary shall reside on the Executive Committee.

Section 4. The Treasurer

- A. The treasurer shall monitor the congregational budget and make recommendations to the Board of Administration as may be necessary from time to time.
- B. The treasurer, or a designee appointed by the Board of Administration, shall co-sign all checks in accordance with resolutions of this congregation and/or the Board of Administration.

- C. The treasurer shall chair the Business Management Committee of the Board of Administration.
- D. The treasurer shall reside on the Executive Committee of the Board of Administration.

Section 5. The Board of Administration

- A. The Board of Administration may establish policies which affect the life and mission of this congregation. In establishing these policies, the Board shall seek input from pastors, staff, or the congregation.
- B. The Board of Administration shall be consulted and be kept informed of actions by the pastors, staff, and congregational members which affect the life and mission of this congregation.
- C. There shall be an Executive Committee of the Board of Administration made up of the president, vice-president, treasurer, and secretary. The senior pastor and administrator shall also be members of the Executive Committee by virtue of their offices, without vote. The duties of the committee are:
 - 1. Set the agenda for board and congregational meetings.
 - 2. Take emergency action to protect church facilities and safety of persons who are involved in the mission and activities of St. Philip's in the absence of a quorum of board members. Emergency action shall be reported to the full board as rapidly as possible.
 - 3. Act on decisions when empowered by the Board of Administration.
 - 4. The officers will prepare the senior pastor's annual performance review.
- D. A Human Resources Committee of four members, in addition to the Vice-President, shall be appointed by the Board of Administration. Its duties will be defined by the Board of Administration.
- E. A Business Management Committee of four members, in addition to the Treasurer, shall be appointed by the Board of Administration. Its duties will be defined by the Board of Administration.

Section 6. The Standing Committees

- A. Each standing committee, consisting of up to eight members, shall normally meet once a month at a regularly appointed time and may hold additional meetings as needed.
- B. Each committee shall be empowered to administer appropriations designated for its work by budget approval, by the Board of Administration, or by special resolution of this congregation, in accordance with procedures and controls established by the Board of Administration.
- C. The committees and their responsibilities are:
 - 1. Benevolence and Social Concerns Committee, which shall be responsible for directing this congregation's response to the social, political, and economic injustices of society, and for deploying the congregation's resources into the

life of the community and world through church related and community organizations. By way of illustration, but not of limitation, the committee shall:

- a. Inform this congregation regarding relevant social, political, and economic issues and concerns that demand a Christian response, and make known ways in which the congregation and its members can respond.
 - b. Study benevolence requests and needs and recommend disbursement of this congregation's benevolence money.
 - c. Conduct clothing and food drives and distribute the goods received.
 - d. Recommend for appointment by the Board of Administration, representatives to pertinent social service organizations. These representatives shall act as liaison between the organizations and this congregation.
 - e. Solicit information from and review existing community social agencies in order to determine their needs and how this congregation may be of service through them.
 - f. Advise the other committees of appropriate ways in which members of this congregation can become involved in Christian service within and outside the congregation.
 - g. Submit an annual committee budget request in the form and at the time requested by the Board of Administration.
 - h. Evaluate at least annually the methods and progress of the committee's work.
 - i. Any program or committee activity that affects the life and mission of this congregation shall receive approval of the Board of Administration.
2. Education Committee, which shall be responsible for the Christian education program of this congregation. By way of illustration, but not of limitation, the committee shall:
- a. Plan and administer the total educational program of this congregation.
 - b. Select the necessary personnel to direct the activities of the church school, confirmation, adult education, and related functions.
 - c. Enlist, train, and evaluate lay staff needed to support all of the church education programs.
 - d. Review and recommend curriculum and materials used for ongoing congregation educational programs.
 - e. Review, approve, and coordinate adult education subjects in conjunction with other appropriate programs.
 - f. Encourage participation of all congregation members in Bible study by providing ample opportunity for informal and formal group studies.

- g. Maintain and promote the availability and use of education resources and audio-visual equipment.
 - h. Submit an annual committee budget request in the form and at the time requested by the Board of Administration.
 - i. Evaluate at least annually the methods and progress of the committee's work.
 - j. Any program or committee activity that affects the life and mission of this congregation shall receive approval of the Board of Administration.
3. Evangelism and Communication Committee, which shall be responsible for congregational efforts to reach out with the Gospel to the wider community, to devise and promote means of assisting members of this congregation in their growth in faith, and to communicate to members and the wider community the programs and services of St. Philip's congregation. By way of illustration, but not of limitation, the committee shall:
- a. Devise and direct lay visitation of active and inactive members.
 - b. Review the participation of new members in congregational life at six and twelve months following their reception.
 - c. Direct lay contacts with visitors and prospective members.
 - d. Maintain a prospective members file.
 - e. Enlist and train members of this congregation to serve as visitors.
 - f. Promote individual and family devotions and personal and corporate Bible study through the use of materials and programs available through this congregation.
 - f. Direct the public communication program of this congregation.
 - g. Help equip members to share the Gospel.
 - h. Submit an annual committee budget request in the form and at the time requested by the Board of Administration.
 - i. Evaluate at least annually the methods and progress of the committee's work.
 - j. Any program or committee activity that affects the life and mission of this congregation shall receive approval of the Board of Administration.
4. Parish Fellowship Committee, which shall seek to strengthen the fellowship among congregation members, integrate new members into the life of this congregation, and encourage mutual cooperation and celebration among the members of the congregation. By way of illustration, but not of limitation, the committee shall:
- a. Plan, supervise, and implement larger gatherings of this congregation such as fellowship nights, church picnics, and receptions.

- b. Maintain contact with other committees, suggesting ways of furthering the work of such committees through fellowship and drawing from them requests and suggestions for fellowship activities.
 - c. Be responsible for the reception, orientation, and integration of new members into this congregation.
 - d. Recruit and organize greeters and coffee servers for Sunday morning fellowship.
 - e. Promote and coordinate adult recreation programs.
 - f. Submit an annual committee budget request in the form and at the time requested by the Board of Administration.
 - g. Evaluate at least annually the methods and progress of the committee's work.
 - h. Any program or committee activity that affects the life and mission of this congregation shall receive approval of the Board of Administration.
5. Properties and Grounds Committee, which shall assure the proper maintenance and repair of church property, make recommendations for additional equipment, and provide for the general protection of the church property against loss or damage of whatever nature. By way of illustration, but not of limitation, the committee shall:
- a. Make inspections at least annually of church properties and equipment and recommend needed repairs, improvements, or replacements.
 - b. Coordinate purchases, repairs, and replacement of church property and equipment in conjunction with the church administrators and/or the Board of Administration.
 - c. Meet periodically with custodians to discuss the care of the buildings and needs and problems in custodial service.
 - d. Establish and publish, with the approval of the Board of Administration, policies governing the use of church property and equipment.
 - e. Supervise, control, and recommend adequate storage facilities for all church property, equipment, and supplies and their orderly maintenance.
 - f. Maintain all property in a hazard-free condition.
 - g. Enlist work crews for special repair, improvement, cleaning, painting, decorating, landscaping, and other projects.
 - h. Arrange for immediate repairs of an urgent nature and all normal repairs and alterations for which budget funds have been allocated.
 - i. Submit an annual committee budget request in the form and at the time requested by the Board of Administration.
 - j. Evaluate at least annually the methods and progress of the committee's work.

- k. Any program or committee activity that affects the life and mission of this congregation shall receive approval of the Board of Administration.
6. Stewardship Committee, which shall initiate programs for the development of good stewardship attitudes in the members of this congregation in regard to time, talent, and financial resources. By way of illustration, but not of limitation, the committee shall:
 - a. Conduct a program to discover and enlist for service the talents God has given all members, maintaining a congregational talent file at all times.
 - b. Inform the appropriate committees of talent available to help carry out such committees' function.
 - c. Provide opportunities for the development of talents, such as training courses and workshops.
 - d. Recruit and coordinate leadership talent and make recommendations to the nominating committee.
 - e. Conduct a program to educate every member about the basic Biblical stewardship principles and practices of joyous, proportionate giving.
 - f. Annually give every member an opportunity to make a financial commitment in support of this congregation and its mission.
 - g. Submit an annual committee budget request in the form and at the time requested by the Board of Administration.
 - h. Evaluate at least annually the methods and progress of the committee's work.
 - i. Any program or committee activity that affects the life and mission of this congregation shall receive approval of the Board of Administration.
 7. Worship, Music, and Art Committee, which shall enhance the spiritual welfare of this congregation through arrangements for services of worship, preparation for administration of the sacraments and care of the altar, as well as oversee activities related to music and art. By way of illustration, but not of limitation, the committee shall:
 - a. Plan, coordinate, and publicize special concerts or programs.
 - b. Interview the music staff annually, as to their needs, requests, etc. and the condition of instruments, etc. A report of the findings will be given to the supervising pastor.
 - c. Coordinate training of lay assistants, ushers, Altar Committee, sound board technicians, Communion servers and lectors through the appropriate sub-committees responsible for each task. This could include assuring that sub-committees have what they need to perform their individual tasks including funds for replacement of items (i.e. communion robes, offering plates, sound boards).
 - d. Submit an annual committee budget request in the proper form and at the time requested by the Board of Administration.

- e. Work with the pastors and Human Resources Committee to discuss updates of job descriptions for the music staff and be part of the interview process.
 - f. Any other tasks deemed necessary by the pastors or congregation to assist in the enhancement of the worship experience.
8. Youth Committee, which shall involve the youth of this congregation in the work of Christ, provide for their spiritual growth and nurture, and promote genuine Christian fellowship for the youth of the congregation. By way of illustration, but not of limitation, the committee shall:
- a. Promote attendance and involvement of this congregation's youth at all youth activities.
 - b. Provide for the continuing spiritual growth of the youth of this congregation through Bible study, prayer, and Christian service.
 - c. Develop a program for the social fellowship of youth of this congregation, including various recreational programs.
 - d. Actively engage in the selection and training of leaders for the youth program.
 - e. Provide opportunities to help youth relate the Christian faith to issues confronting them in everyday life.
 - f. Promote opportunities for involvement as servants in the life of the community.
 - g. Plan and coordinate activities for youth with other youth groups outside this congregation.
 - h. Provide counseling.
 - i. Acquaint youth with opportunities for full time service in the church, such as pastors, teachers, and missionaries.
 - j. Submit an annual committee budget request in the form and at the time requested by the Board of Administration.
 - k. Evaluate at least annually the methods and progress of the committee's work.
 - l. Any program or committee activity that affects the life and mission of this congregation shall receive approval of the Board of Administration.

Section 7. Election and Terms of Office

- A. Committee members shall be appointed by the Board of Administration for terms of two years each.
- B. Committee members may be elected to succeed themselves after serving one full term.
- C. Terms of committee members shall begin at a time to be determined by the Board of Administration.

- D. If an officer or committee member is absent from three successive regular meetings of the respective board or committee without valid excuse, or if they fail to carry out the duties of their office, the position shall be declared vacant by the Board of Administration.
- E. Officers and committee members are expected to participate regularly in the public worship services of this congregation and to make diligent use of the Means of Grace.

PART IV – STAFF

Section 1. Appointment of lay staff shall be by recommendation of the senior pastor and ratification by a two-thirds majority of the Board of Administration.

Section 2. The Board of Administration shall enter into a written agreement on behalf of this congregation, with staff members, based upon the personnel standards established by the Board. This shall include the date of beginning of employment, compensation, and essential definition of duties.

Section 3. Members of the staff shall be subject in their performance of duties to the staff procedures defined by the senior pastor. Hours of work, holidays and vacations, leaves of absence, salary scale, and evaluation of job performance shall be governed by the personnel standards established by the Board of Administration.

Section 4. A staff member shall give one month written notice to the senior pastor and the Board of Administration in case of resignation, unless the Board consents to the earlier release.

PART V - REPORTS OF ORGANIZATIONS

All organizations handling funds within this congregation shall submit their financial records to the Commissioner of Business Management at least fifteen days prior to the annual meeting. The commissioner shall see that they are properly audited.

PART VI – OTHER ELECTED COMMITTEES

Section 1. A Nominating Committee of six voting members of this congregation, two of whom shall be members of the Board of Administration (if possible, outgoing members of the Board of Administration), shall be elected at the annual meeting for a term of one year. Members of the Nominating Committee are not eligible for consecutive reelection.

Section 2. An auditing committee of at least two members shall be elected at the annual meeting to serve for the ensuing year, its duties being to audit the financial records of this congregation and to submit a report at the next annual meeting.

Section 3. When a pastoral vacancy occurs, a Call Committee of six or more voting members shall be elected by this congregation. Duties of the committee will terminate upon installation of the newly called pastor.

PART VII - MINISTERIAL RECORDS (Constitution, Article 9.10)

The pastors shall keep accurate records of their ministerial acts. These records shall remain the property of this congregation. These statistics shall be reported to the

congregation annually and, when required, to the Secretary of the Evangelical Lutheran Church in America.

PART VIII - AUXILIARY ORGANIZATIONS

The president of St. Philip's Women of the Evangelical Lutheran Church in America, or another officer designated by her, shall be an advisory member of the Board of Administration and shall have a voice but no vote in the meetings of the Board.

PART IX - AMENDMENTS TO THE BYLAWS

In order to be effective, an amendment to these Bylaws shall be presented in writing to the Board of Administration at least ninety days prior to a special meeting of this congregation called for the purpose of amending the Bylaws, be publicized to the congregation at least ten days before the meeting, and be adopted at the meeting by a majority of the votes cast.

Adopted in 1989

Revised in 2009