

Peace Lutheran Church Bylaws

Effective 3/15/2015

Table of Contents

| | |
|--|----|
| Article 1 Mission Statement..... | 6 |
| Article 2 Holy Baptism Practices | 6 |
| 2.1 Gift of Grace | 6 |
| 2.2 Congregation Membership Requirement..... | 6 |
| 2.3 Instruction..... | 6 |
| 2.4 Time and Place for Baptism | 6 |
| 2.5 Baptize Only Once | 6 |
| Article 3 Holy Communion Practices..... | 6 |
| 3.1 Christ’s Command..... | 6 |
| 3.2 Open Communion | 7 |
| 3.3 Youth Communion..... | 7 |
| Article 4 Meetings of the Congregation | 7 |
| 4.1 Regular Congregational Meetings | 7 |
| 4.1.1 Notification of Congregational Meetings | 7 |
| 4.1.2 Congregational Meeting Agenda | 7 |
| 4.1.3 Required Items of Business at All Regular Meetings | 7 |
| 4.1.4 Additional Required Items of Business for First Quarter Meeting | 7 |
| 4.1.5 Additional Required Items of Business for Fourth Quarter Meeting | 8 |
| 4.1.6 Congregational Meeting Attendance..... | 8 |
| 4.2 Congregation Council Meetings | 8 |
| 4.3 Administrative Board Meetings..... | 8 |
| 4.4 Open/Closed Meetings | 8 |
| Article 5 The Office of the Pastor | 9 |
| 5.1 Procedure for Calling a Pastor | 9 |
| 5.2 Procedure for Securing Additional Pastor(s) and Other Compensated Associates in Ministry | 9 |
| 5.3 The Office of Pastor..... | 9 |
| 5.3.1 Duties of the Pastor | 9 |
| 5.3.2 Call to Another Ministry | 10 |
| 5.3.3 Call to Other Compensated Rostered Associates in Ministry..... | 10 |
| Article 6 Election of Officers, Congregation Council, and Administrative Boards | 10 |
| 6.1 Nomination Procedures | 10 |
| 6.1.1 Establishment of Nominating Committee | 10 |
| 6.1.2 Leadership of the Nominating Committee | 10 |
| 6.1.3 Nominating Committee Guidelines for Selecting Candidates..... | 10 |

- 6.1.4 Vacancies Requiring Nominated Candidates..... 10
- 6.1.5 Publishing of Roster of Candidates..... 10
- 6.1.6 Submission of Additional Candidates by the Congregation 11
- 6.1.7 Closing of Nomination Procedure 11
- 6.2 Election Procedure 11
 - 6.2.1 Elections for Terms Beginning in Even Years 11
 - 6.2.2 Elections for Terms Beginning in Odd Years 11
- 6.4 Term of Office..... 11
- 6.5 Term Limits..... 12
- Article 7 Duties of Officers of the Congregation 12
 - 7.1 Duties of the President 12
 - 7.2 Duties of the Vice President 12
 - 7.3 Duties of the Secretary 12
 - 7.4 Duties of the Treasurer..... 13
- Article 8 Membership and Duties of the Congregation Council 14
 - 8.1 Members of the Congregation Council 14
 - 8.2 Duties of the Congregation Council..... 14
- Article 9 Pastoral responsibilities and Duties 14
 - 9.1 General Duties of the Pastor 14
 - 9.2 Responsibilities and Specific Duties of the Pastor..... 14
- Article 10 Staff and Ministry Leadership Responsibilities and Duties..... 15
 - 10.1 General Duties of the Staff and Ministry Leadership 15
 - 10.2 Responsibilities and Specific Duties of the Staff and Ministry Leadership..... 15
- Article 11 The Administrative Boards Structure, Responsibilities and Duties..... 15
 - 11.1 General Responsibilities of All Administrative Boards 15
 - 11.2 Structure and Responsibilities of All Administrative Boards 16
 - 11.3 Specific Duties of Individual Administrative Boards 16
 - 11.3.1 The Board of Worship 16
 - 11.3.1.1 Objectives for the Board of Worship 16
 - 11.3.1.2 Membership of the Board of Worship..... 16
 - 11.3.1.3 Responsibilities of the Board of Worship 16
 - 11.3.1.3.1 Plan..... 17
 - 11.3.1.3.2 Recruit and/or Train..... 17
 - 11.3.1.3.3 Coordinate 17
 - 11.3.1.3.4 Administer..... 18
 - 11.3.1.3.5 Worship Planning Committee 18
 - 11.3.1.3.5.1 Purpose of the Worship Planning Committee 18

| | |
|---|----|
| 11.3.1.3.5.2 Structure of the Worship Planning Committee | 18 |
| 11.3.1.3.5.3 Duties of the Worship Planning Committee | 18 |
| 11.3.2 The Board of Spiritual Development | 18 |
| 11.3.2.1 Objectives of the Board of Spiritual Development | 18 |
| 11.3.2.2 Membership of the Board of Spiritual Development | 19 |
| 11.3.2.3 Responsibilities of the Board of Spiritual Development | 19 |
| 11.3.2.3.1 Plan..... | 19 |
| 11.3.2.3.2 Recruit and/or Train..... | 19 |
| 11.3.2.3.3 Coordinate | 19 |
| 11.3.2.3.4 Administer..... | 19 |
| 11.3.3 The Board of Outreach | 20 |
| 11.3.3.1 Objectives of the Board of Outreach | 20 |
| 11.3.3.2 Membership of the Board of Outreach | 20 |
| 11.3.3.3 Responsibilities of the Board of Outreach | 20 |
| 11.3.3.3.1 Plan..... | 20 |
| 11.3.3.3.2 Recruit and/or Train..... | 20 |
| 11.3.3.3.3 Coordinate | 20 |
| 11.3.3.3.4 Administer..... | 20 |
| 11.3.4 The Board of Congregational & Community Care..... | 21 |
| 11.3.4.1 Objectives of the Board of Congregational & Community Care | 21 |
| 11.3.4.2 Membership of the Board of Congregational & Community Care | 21 |
| 11.3.4.3 Responsibilities of the Board of Congregational & Community Care | 21 |
| 11.3.4.3.1 Plan..... | 22 |
| 11.3.4.3.2 Recruit and/or Train..... | 22 |
| 11.3.4.3.3 Coordinate | 22 |
| 11.3.4.3.4 Administer..... | 22 |
| 11.3.5 The Board of Property..... | 22 |
| 11.3.5.1 Objectives of the Board of Property | 22 |
| 11.3.5.2 Membership of the Board of Property | 22 |
| 11.3.5.3 Responsibilities of the Board of Property | 23 |
| 11.3.5.3.1 Plan..... | 23 |
| 11.3.5.3.2 Recruit and/or Train..... | 23 |
| 11.3.5.3.3 Coordinate | 23 |
| 11.3.5.3.4 Administer..... | 23 |
| Article 12 Congregation Committees | 24 |

| | |
|--|----|
| 12.1 The Formation of Congregation Committees..... | 24 |
| 12.2 The Executive Committee | 24 |
| 12.2.1 Structure of the Executive Committee..... | 24 |
| 12.2.2 Duties of the Executive Committee | 24 |
| 12.3 The Nominating Committee..... | 24 |
| 12.3.1 Structure of the Nominating Committee | 24 |
| 12.3.2 Duties of the Nominating Committee | 24 |
| 12.4 The Personnel Committee..... | 25 |
| 12.4.1 Structure of the Personnel Committee | 25 |
| 12.4.2 Duties of the Personnel Committee | 25 |
| 12.5 The Finance Committee | 25 |
| 12.5.1 Structure of the Finance Committee | 25 |
| 12.5.2 Duties of the Finance Committee..... | 25 |
| 12.6 The Audit Committee..... | 27 |
| 12.6.1 Structure of the Audit Committee | 27 |
| 12.6.2 Duties of the Audit Committee | 27 |
| 12.7 The Mutual Ministry Committee..... | 27 |
| 12.7.1 Structure of the Mutual Ministry Committee | 27 |
| 12.7.2 Duties of the Mutual Ministry Committee | 27 |
| 12.8 The Call Committee..... | 28 |
| 12.8.1 Structure of the Call Committee | 28 |
| 12.8.2 Duties of the Call Committee | 28 |
| 12.9 The Constitution and Bylaws Committee..... | 28 |
| 12.9.1 Structure of the Constitution and Bylaws Committee..... | 28 |
| 12.9.2 Duties of the Constitution and Bylaws Committee | 29 |
| Article 13 Parish Records | 29 |
| 13.1 Ownership of Records | 29 |
| 13.2 Content of Parish Records | 29 |
| 13.3 The Pastor’s Role in Parish Records..... | 29 |
| 13.4 Ownership of Parish Records in the Case of Congregation Dissolution | 29 |
| Article 14 Congregation Operating Manual | 30 |
| 14.1 Preparation and Maintenance of the Congregation Operating Manual..... | 30 |
| 14.2 Review of the Congregation Operating Manual..... | 30 |
| Article 15 Organization Chart..... | 30 |

Bylaws of Peace Lutheran Church

ARTICLE 1 MISSION STATEMENT

Peace Lutheran Church welcomes all people to our Christ-centered community to worship, learn, and serve.

ARTICLE 2 HOLY BAPTISM PRACTICES

2.1 GIFT OF GRACE

In obedience to Christ's command to "Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit" the Sacrament of Holy Baptism is recognized as God's gift of grace and is received by faith alone. (*Use of the Means of Grace*, ELCA, p. 20)

2.2 CONGREGATION MEMBERSHIP REQUIREMENT

Registered membership in this Congregation is not required to receive baptism although the baptized person and the family of the baptized person are strongly encouraged to join the membership of a worshipping Christian community in order to fulfill the vows taken at baptism.

2.3 INSTRUCTION

Instruction on baptism will be offered to the person to be baptized and his or her family before baptism.

2.4 TIME AND PLACE FOR BAPTISM

The regular practice of Peace Lutheran Church is that the Sacrament of Holy Baptism will take place during public worship.

2.5 BAPTIZE ONLY ONCE

In accordance with Lutheran Doctrine, a person is baptized once; baptism is not to be repeated. (*Use of the Means of Grace*, ELCA, p. 22)

ARTICLE 3 HOLY COMMUNION PRACTICES

3.1 CHRIST'S COMMAND

In obedience to Christ's command to "Do this in remembrance of me" (Luke 22:19), the Sacrament of Holy Communion shall be central to the worship life of Peace Lutheran Church. Holy Communion shall be celebrated weekly in accordance with Lutheran understanding of the sacrament. The Lutheran Church proclaims the Real Presence of Christ, in, with, and under the bread and wine. (*Apology of the Augsburg Confession*, Article XXIV, paragraph 1 & *Formula of Concord*, Article VII, paragraph 35)

3.2 OPEN COMMUNION

All Christians are welcome to participate in the sacrament regardless of denominational affiliation.

3.3 YOUTH COMMUNION

Holy Communion is open to all youth upon mutual agreement between the Pastor(s) and the child's parent(s). Instruction shall be offered before children receive Holy Communion.

ARTICLE 4 MEETINGS OF THE CONGREGATION

4.1 REGULAR CONGREGATIONAL MEETINGS

Regular meetings of the Congregation shall normally be held during the first quarter and the fourth quarter of each calendar year. Specific dates and agenda shall be established by the Congregation Council.

4.1.1 NOTIFICATION OF CONGREGATIONAL MEETINGS

Notification of Congregational Meetings shall be the responsibility of the Executive Committee. Notification must be given at the services of worship on the preceding two consecutive Sundays, by electronic mail to voting members that have provided email addresses, and by postal mail to voting members without email address or who have indicated postal mail as preference. The posting of such electronic or postal mail to the last known address of such voting members a minimum of ten days prior to the meeting shall be sufficient.

4.1.2 CONGREGATIONAL MEETING AGENDA

The meeting agenda will include the following items of business plus items added by the Congregation Council. The President and Congregation Council will also decide the order of business.

4.1.3 REQUIRED ITEMS OF BUSINESS AT ALL REGULAR MEETINGS

1. Determination of a Quorum
2. Call to Order
3. Scripture Reading and Prayer
4. Minutes of Meetings since last regular meeting
 - a. Review,
 - b. Amend, if needed, and
 - c. Approve
5. Special Reports
6. Unfinished Business
7. New Business
8. Adjournment

4.1.4 ADDITIONAL REQUIRED ITEMS OF BUSINESS FOR FIRST QUARTER MEETING

1. Parish Statistics Report (Membership, worship attendance, baptisms, confirmations, marriages, and funerals)
2. Treasurer's Report (unaudited for previous year)
3. Election of Voting Members to Synod Assembly
4. Peace Lutheran Children's Ministries Annual Meeting

- a. Election of Officers
- b. Presentation and Approval of the Budget and Fees

4.1.5 ADDITIONAL REQUIRED ITEMS OF BUSINESS FOR FOURTH QUARTER MEETING

1. Board Reports
2. Audit Report (for previous year, including actions)
3. Treasurer's Report (current year)
4. Annual Ministry Budget Proposal (for next year)
5. Election of Officers, Congregation Council, and Boards

4.1.6 CONGREGATIONAL MEETING ATTENDANCE

All members of the Congregation may attend the Congregational Meetings and participate in discussion of any given item of business.

4.2 CONGREGATION COUNCIL MEETINGS

The Congregation Council shall normally meet once a month. Other meetings may be called as deemed necessary. See C12.11 of the Constitution.

4.3 ADMINISTRATIVE BOARD MEETINGS

The Administrative Boards shall normally meet once a month. Either the President of the Congregation or the Pastor(s) may call a special meeting of any Administrative Board at any time. The person or people who call a special meeting shall notify every person involved of the date, time and purpose of the meeting.

4.4 OPEN/CLOSED MEETINGS

All meetings of the Congregation Council, Administrative Boards and Congregation Committees shall be open to any member of the Congregation except when the Council, Board or Committee deems it necessary to hold a closed meeting to discuss matters that are sensitive in nature and should not be discussed in an open meeting forum. Such matters include, but are not limited to, personnel issues relating to performance or removal from a position, contract negotiations relating to competitive bid disclosure or other financial transactions that would impact the financial well-being of the Congregation. The use of closed meetings is discouraged and should be used only when open discussions of a topic would be detrimental to the Congregation.

The process and conditions for holding a closed meeting shall be as follow:

1. The meeting must begin and end as an open, announced meeting;
2. The meeting leader must announce that the Council, Board or Committee is going into a closed session and state the purpose, in general terms, for the closed meeting;
3. At the end of the closed meeting, the Council, Board or Committee must return to an open meeting format before adjourning the meeting;
4. All votes and/or final decisions must be made in the open portion of the meeting – no votes can be taken in the closed portion of the meeting;
5. Minutes of the open portion of the meeting shall include an indication that a closed meeting was held but shall not include any discussion details that took place in the closed portion of the meeting. Separate minutes of the closed portion of the meeting shall be kept but not made available to the Congregation until the Council, Board or Committee, or its successor group, that held the closed meeting has voted to release the minutes.

From time-to-time it may be necessary for the Congregation Council, Administrative Boards and/or Congregation Committees to hold an electronic meeting to expedite a decision on an issue. An electronic meeting includes, but is not limited to, phone calls to members, conference phone calls, email messages, text messages and internet meetings (e.g. Skype meetings). These meetings shall be considered open meetings and minutes shall be kept and made available to the Congregation after approval by the body holding the electronic meeting. The minutes shall include the names of all participants. This type of meeting should be very infrequent and not used as a normal means of making decisions since proper notice of the meeting to the Congregation cannot be given.

ARTICLE 5 THE OFFICE OF THE PASTOR

5.1 PROCEDURE FOR CALLING A PASTOR

Upon the vacancy of the office of Pastor, it shall be the duty of the President of the Congregation to contact the Synod Bishop for guidance and to see that the call process is carried out according to the Constitution and Bylaws of this Congregation and the Synod Guidelines. (see Article 12.8) Election of a Pastor shall be by written ballot and shall require a two-thirds total of the votes cast. Compensation arrangements, however, may be decided by a simple majority.

1. The Call shall normally be for an indefinite time.
2. After the Congregation has voted to call a Pastor, it shall send a Letter of Call to the Pastor-elect in the form approved by the Evangelical Lutheran Church in America. The Letter of Call shall be signed by the President and Secretary of the Congregation and shall be attested by the Synod Bishop.

5.2 PROCEDURE FOR SECURING ADDITIONAL PASTOR(S) AND OTHER COMPENSATED ASSOCIATES IN MINISTRY

A call for an Associate Pastor, Assistant Pastor, or Co-Pastor shall follow the same procedures as the Pastoral Call described in Article 5.1 of these Bylaws, with the exception that the Pastor of the Congregation shall be a member of the Call Committee (see Article 12.8). The call will be issued with the concurrence of the Pastor and the Congregation Council in consultation with the Synod Bishop's Office. The election process shall be conducted in the same manner as written for a Pastoral Call (Article 5.1 of the Bylaws). The call issued to an Associate Pastor, Assistant Pastor, or Co-Pastor may be for a definite period of time and is not coterminous.

5.3 THE OFFICE OF PASTOR

5.3.1 DUTIES OF THE PASTOR

The duties of the Pastor(s) are listed in Chapter 9 of the Congregational Constitution. The Pastor(s) shall be a voting member of the Congregation, the Congregation Council, the Executive Committee, the Nominating Committee, and the Call Committee (see Article 5.2). The Pastor will be a non-voting member of all other Boards, Committees, and Organizations. The Pastor(s) will be notified of and welcomed at all meetings of the Boards, Committees, Groups, and Auxiliaries of the Congregation.

5.3.2 CALL TO ANOTHER MINISTRY

If the Pastor receives a Letter of Call to another ministry, the Pastor will consult with the Executive Committee before reaching a decision. After the consultation the Pastor will announce a decision to the Congregation within twenty-one days and notify the Synod Bishop. Following acceptance of the call, the Pastor's ministry in this Congregation will usually terminate within an additional forty-five days.

5.3.3 CALL TO OTHER COMPENSATED ROSTERED ASSOCIATES IN MINISTRY

A call to all other compensated, rostered Associates in Ministry of the ELCA shall be issued with the concurrence of the Pastor, the appropriate Board, and the Congregation Council. The election process shall be conducted in the same manner as written for a Pastoral Call (Article 5.1 of these Bylaws).

ARTICLE 6 ELECTION OF OFFICERS, CONGREGATION COUNCIL, AND ADMINISTRATIVE BOARDS

6.1 NOMINATION PROCEDURES

6.1.1 ESTABLISHMENT OF NOMINATING COMMITTEE

In May, the Executive Board will prepare a list of five voting members for approval by the Congregation Council to serve as the Nominating Committee. The Nominating Committee will include the Pastor, and, if possible, two out-going members of the Congregation Council.

6.1.2 LEADERSHIP OF THE NOMINATING COMMITTEE

The Pastor will call the inaugural meeting of the Nominating Committee, at which meeting the Committee will choose a Chairperson, who will call subsequent meetings.

6.1.3 NOMINATING COMMITTEE GUIDELINES FOR SELECTING CANDIDATES

Voting members may suggest possible candidates for office to the Committee. The Committee will prepare a roster of candidates for the positions to be filled in that year. The Committee will indicate the position for which each person is nominated. Only voting members of the Congregation may serve as Officers, Board Directors, Board Members, or Voting Committee Members. Members of the Congregation who are called professionals or paid staff members, or members of their families, are not eligible to serve as officers or board directors. In addition, only one member per Congregational family is eligible to serve on the Executive Committee or as Board Director.

6.1.4 VACANCIES REQUIRING NOMINATED CANDIDATES

For continuity of the ministry, approximately one-half of the Executive Committee and the Board Directors and Board Members shall be nominated each year for a two-year term. The nominations shall be as indicated in Article 6.1 of these Bylaws.

6.1.5 PUBLISHING OF ROSTER OF CANDIDATES

The roster of candidates will be published in the congregation three weeks prior to the Fourth Quarter Congregational Meeting.

6.1.6 SUBMISSION OF ADDITIONAL CANDIDATES BY THE CONGREGATION

Following publication of the roster, any voting member of the Congregation may submit, in writing, additional names to the Nominating Committee. These additional candidate names will be placed in nomination by the Committee with the following provisions:

1. Names shall be submitted at least seven days before the date of the Fourth Quarter Congregational Meeting;
2. The Nominating Committee has contacted the nominee and he or she is willing to serve; and
3. The nominee is eligible to serve.

6.1.7 CLOSING OF NOMINATION PROCEDURE

Seven days prior to the Fourth Quarter Congregational Meeting the nomination procedure is closed and no other names may be entered into nomination. Nominations may not be accepted from the floor at the meeting.

6.2 ELECTION PROCEDURE

6.2.1 ELECTIONS FOR TERMS BEGINNING IN EVEN YEARS

For even year terms, the voting membership will elect by ballot and simple majority these offices:

1. President,
2. Secretary,
3. Directors for the for the Boards of Spiritual Development and Congregational & Community Care, and
4. Approximately one-half of the members of each Board shall also be elected at that time.

6.2.2 ELECTIONS FOR TERMS BEGINNING IN ODD YEARS

For odd year terms, the voting membership will elect by ballot and simple majority these offices:

1. Vice President,
2. Treasurer,
3. Directors Boards of Worship, Service Ministry and Property, and
4. Approximately one -half of the members of each Board shall also be elected at that time.

6.3 INSTALLATION OF OFFICERS

The newly elected Officers, Board Directors, and Board Members shall be installed on the Sunday prior to taking office; this also pertains to those elected to complete a term throughout the year. The new Officers and Board Directors will attend the January Congregation Council Meeting and assume their duties at the close of that meeting.

6.4 TERM OF OFFICE

The term of office for all Officers, Directors, and Board Members will be two years, terminating at the close of the Congregation Council meeting in January after the second year of their terms.

6.5 TERM LIMITS

Officers and Board Directors are eligible to succeed themselves in the same position once. Board Members are eligible to succeed themselves in the same position twice.

ARTICLE 7 DUTIES OF OFFICERS OF THE CONGREGATION

Officers of this Congregation shall be President, Vice President, Secretary, and Treasurer. They, along with the Pastor, constitute the Executive Committee described in Article 12.2 of these Bylaws. An Officer will assume a liaison membership on each of the boards as decided by the Executive Committee.

7.1 DUTIES OF THE PRESIDENT

The President of the Congregation is assigned these duties:

- a. Enforce the Constitution and Bylaws of the Congregation and carry out the will of the Congregation as expressed by the voting membership;
- b. Preside over all Congregational Meetings;
- c. Preside over all meetings of the Congregation Council and the Executive Committee;
- d. Represent the Congregation at meetings of the Conference and Synod, in so far as possible;
- e. In the absence of the Treasurer, the President may sign checks; and
- f. The President will be notified of and welcomed at all meetings of the Boards and Committees of this Congregation.

7.2 DUTIES OF THE VICE PRESIDENT

The Vice President of the Congregation is assigned these duties:

- a. Assist the President and carry out any duties the President shall assign him or her as his or her representative;
- b. In the President's absence, the Vice President will act in place of the President;
- c. Serve as Chairperson of the Personnel Committee and carry out its duties as described in Article 12.8 of these Bylaws; and
- d. In the absence of the Treasurer, the Vice President may sign checks.

7.3 DUTIES OF THE SECRETARY

The Secretary of the Congregation is assigned these duties:

- a. Make a permanent record of the minutes of the meetings of the Congregation, Congregation Council, and Executive Committee. The minutes will include: the agenda, highlights of discussions, reports, motions, continuing resolutions, and items to be acted upon.

- b. Make the minutes of the meetings of the Congregation and Congregation Council available to the Congregation in a timely manner after they are approved.
- c. Maintain and support access to electronic copies of Congregational documents and records in accordance with policies and procedures in the Operating Manual. These records will include the minutes of the meetings of the Congregation, Congregation Council, Executive Committee, Administrative Boards, Congregation Committees, and Task Forces, and the Congregation Operating Manual.
- d. Conduct all official correspondence of the Congregation, its Boards and Committees under the supervision of the President.

7.4 DUTIES OF THE TREASURER

The Treasurer is assigned these duties:

- a. Be responsible for Congregational receipts, disbursements, and budgeted and actual expenditures per Procedures Manual;
- b. Present a written financial report at the Congregational Meetings and a monthly report at the Congregation Council meetings;
- c. Submit financial records for the annual audit;
- d. Provide written updates to the Office Administrator for inclusion in regular publications of the Congregation;
- e. Remit offerings for missions and church agencies and make the timely payment of salaries and authorized bills;
- f. Inform the Congregation Council if there is danger of an inadequate balance to pay salaries and other regular recurring expenses;
- g. Reimburse documented expenses paid on behalf of the Congregation;
- h. Record all money received through worship offerings, special offerings, or any other source and regularly report it at Congregation Council meetings;
- i. Sign all checks of the Congregation; in the absence of the Treasurer, the President or the Vice President may sign checks;
- j. Have available for all Boards a current record of their accrued disbursements and their ministry budget;
- k. Have the authority to provide the salaried workers of the Congregation an itemization of the worker's total compensation into salary and other benefits upon the worker's request;
- l. Oversee all financial investments;

- m. Serve as a member of the Finance Committee and provide the financial records required by the Finance Committee to carry out its responsibilities; and
- n. Have the authority to define the tasks of the bookkeeper.

ARTICLE 8 MEMBERSHIP AND DUTIES OF THE CONGREGATION COUNCIL

8.1 MEMBERS OF THE CONGREGATION COUNCIL

The Congregation Council shall consist of the President, Vice President, Secretary, Treasurer, Pastor(s), and the Directors of the Administrative Boards. Board and Committee decisions shall be brought to the Congregation Council for discussion or approval as appropriate.

8.2 DUTIES OF THE CONGREGATION COUNCIL

The Congregation Council has these duties:

- a. Serve as a forum for communication among the Boards, Officers, Pastor(s) and Staff;
- b. Resolve conflicts with the Congregation's calendar for all events and activities of the church and for the use of the facilities by outside organizations;
- c. Present an Annual Ministry Budget at the Fourth Quarter Congregational Meeting;
- d. Schedule and prepare an agenda for the Congregational Meetings;
- e. Be responsible for long-range planning for the ministry of the Congregation;
- f. Ratify the nomination of Congregation Committees according to these Bylaws;
- g. Fill unexpired terms and shortages of Board Directors, Board Members or Committee Members by approving the Executive Committee nominations; and
- h. Nominate the appropriate number of Voting Members of the Synod Assembly, including the Congregation President when possible, subject to ratification by the Congregation in accordance with *C5.04 of the Constitution.

ARTICLE 9 PASTORAL RESPONSIBILITIES AND DUTIES

9.1 GENERAL DUTIES OF THE PASTOR

The duties of the Pastor are listed in Chapter 9, The Pastor, of the Congregational Constitution, the Job Description, the Employee Handbook, and in a letter of call.

9.2 RESPONSIBILITIES AND SPECIFIC DUTIES OF THE PASTOR

The responsibilities and specific duties stated here embody those functions necessary to provide the encouragement and experience required to help the Officers, Congregation Council, Administrative Boards, Congregation Members, and Staff develop, structure, and accomplish the many tasks needed to maintain a vibrant and positive church experience.

The responsibilities and specific duties of the Pastor are to include, but not be limited to, the following:

- a. Ensure the spiritual growth and development of the people served by Peace Lutheran Church through word and sacrament ministry;
- b. Provide vision for life and ministry, training, and equipping the members to do their ministry;
- c. Provide advice and expertise to the lay leadership of the Congregation;
- d. Strive to extend the Kingdom of God in the community, in the nation and abroad; and
- e. Supervise, guide, encourage, and support staff members.

ARTICLE 10 STAFF AND MINISTRY LEADERSHIP RESPONSIBILITIES AND DUTIES

10.1 GENERAL DUTIES OF THE STAFF AND MINISTRY LEADERSHIP

Staff responsibilities are defined in their Job Description developed and maintained by the Personnel Committee. Some of the staff responsibilities are delineated below and are in both the Staff Member's Job Description, the Employee Handbook, and under Article 11, The Administrative Boards, of these Bylaws.

10.2 RESPONSIBILITIES AND SPECIFIC DUTIES OF THE STAFF AND MINISTRY LEADERSHIP

The responsibilities and specific duties of the Staff for the purposes of these Bylaws include, but are not limited to:

- a. Encourage and maintain a Gospel-centered ministry for all members of the Congregation;
- b. Lead, coordinate, and promote ministry and worship as requested by Congregation Council, Administrative Boards, Congregation Committees, and the Congregation as appropriate; and
- c. Assist and coordinate the Congregational worship and ministry planning.

ARTICLE 11 THE ADMINISTRATIVE BOARDS STRUCTURE, RESPONSIBILITIES AND DUTIES

11.1 GENERAL RESPONSIBILITIES OF ALL ADMINISTRATIVE BOARDS

Each Board will plan, recruit, coordinate, and administer the duties necessary to fulfill their ministry. These duties include, but are not limited to:

- a. Design and develop the specific tasks and/or events required to fulfill the ministry;
- b. Recruit Congregation members to complete/assist in the tasks and/or events required to fulfill the ministry;
- c. Coordinate calendar activities with the Board of Outreach; and
- d. Utilize the expertise and input of our Pastor and Staff on tasks and events (see Article 9.2 and Article 10 of these Bylaws).

11.2 STRUCTURE AND RESPONSIBILITIES OF ALL ADMINISTRATIVE BOARDS

Peace Lutheran Church welcomes all people to our Christ-centered community of faith to worship, learn and serve; therefore, the Administrative Boards are to operate as an extension of the Congregation Council and shall carry out the ministries of the Congregation assigned to them by these Bylaws and the Congregation Council.

All Boards are responsible for these tasks:

- a. Review the Board's mission and objectives regularly to ensure that they are consistent with the broader mission and objectives of the Congregation;
- b. Regularly evaluate the work of the Board and its Procedures Manual, making changes as needed;
- c. In conjunction with the Finance Committee, prepare an Annual Ministry Budget and Monthly Spend Plan;
- d. Prepare an annual report of Board activities and plans in advance of the Fourth Quarter Congregational Meeting;
- e. Communicate with Mutual Ministry Committee to discuss how the Board's activities relate to the mission and ministry of the congregation.
- f. Recommend to the Congregation Council expenditures related to Board activities;
- g. Approve all expenditures for its ministry; expenditures exceeding two hundred dollars, not included in the Annual Ministry Budget, will require advance approval of Congregation Council;
- h. Administer all funds assigned to the Board in the Annual Ministry Budget or by special decision of the Congregation, providing that the voting membership may restrict expenditures to reflect the financial condition of the Congregation; and
- i. Each Board will be under the supervision of a Director, who will also serve as a member of the Congregation Council. A Board Secretary will be appointed to maintain a written record of each meeting. A copy of this record should be provided to the Congregation Secretary. The duties of the Board Secretary may be shared among the Board members.

11.3 SPECIFIC DUTIES OF INDIVIDUAL ADMINISTRATIVE BOARDS

11.3.1 THE BOARD OF WORSHIP

11.3.1.1 Objectives for the Board of Worship

The objectives of this Board are to foster an active worship life consistent with a Lutheran understanding of salvation by grace and foster an understanding of stewardship as a wise use of all of God's gifts by encouraging the members of the Congregation to participate in the life of the church with their time, abilities, and money.

11.3.1.2 Membership of the Board of Worship

The Board will consist of a Director and four members.

11.3.1.3 Responsibilities of the Board of Worship

The Board of Worship is responsible for the following duties:

11.3.1.3.1 Plan

- a. The time and schedule of regular worship services and other occasional services in cooperation with the Pastor(s), the Congregation Council, and the Congregation;
- b. Notifying the Personnel Committee of nursery service needs;
- c. For special stewardship projects (e.g. capital fund drive, fund raiser for a special need), at the direction of the Congregation Council; and
- d. Programs that will promote the use of automatic giving programs (e.g. ParishPay.)

11.3.1.3.2 Recruit and/or Train

- a. Lay Assisting Ministers, Acolytes, Altar Guild, Communion Assistants, Lectors, Greeters and Ushers (i.e. Worship Leaders);
- b. Tellers to count, record, and deposit the weekly financial offering; and
- c. Task forces as necessary to carry out special stewardship projects (e.g. capital fund drive, fund raiser for a special need).

11.3.1.3.3 Coordinate

- a. The annual continuing commitment of time, abilities, interest, and money for the ministry of the Congregation;
- b. The use of automatic giving programs (e.g. ParishPay);
- c. Special stewardship projects (e.g. capital fund drive, fund raiser for a special need);
- d. The receipt and publicity of information from ELCA and synodical resources to foster good stewardship practices;
- e. With Staff to schedule Worship Leaders;
- f. The publicity of worship services;
- g. A provision for worship resources (e.g. worship booklets, hymnals, etc.);
- h. A provision for resources for all music offerings (e.g. sheet music, rehearsal time and space, instruments);
- i. The organization and storage of worship resources (e.g. sheet music, instruments);
- j. A provision for annual tuning of piano and maintenance of other instruments;
- k. The ordering and distribution of offering envelopes for people who request them;
- l. Quarterly statements to members showing their offerings and pledges to date;
- m. The Altar Guild's supplies of expendable items for worship (i.e. communion wine and bread); and

- n. A provision for paraments, flowers, art and decorative arrangements in the worship space.

11.3.1.3.4 Administer

- a. A database of the talents and interests of members who are willing to share in the ministry of the Congregation;
- b. The approval, disapproval, and scheduling of special announcements during worship
- c. In the absence of the Pastor, provide for worship leadership. Sacraments are to be administered by an ordained pastor in accordance with Article XIV of *The Augsburg Confession*; and
- d. The approval or disapproval of all special offerings, fund raising requests, and/or unsolicited gifts to the Congregation. Exception: Peace Lutheran Children's Ministries may hold fund raisers without approval if they do not affect worship and Sunday morning activities.

11.3.1.3.5 Worship Planning Committee

11.3.1.3.5.1 Purpose of the Worship Planning Committee

To support the Board of Worship, the Worship Planning Committee is formed to prepare the details and formats of worship services at Peace. The Worship Planning Committee reports to the Board of Worship.

11.3.1.3.5.2 Structure of the Worship Planning Committee

The Worship Planning Committee shall consist of four members recruited in April with terms beginning on May 1. The term of office is two years, with two members to be elected in successive years. Members are eligible to succeed themselves in the same position once. The Pastor(s) and Music Director shall also be members of this committee.

11.3.1.3.5.3 Duties of the Worship Planning Committee

The Worship Planning Committee is assigned these duties:

1. Work with the Director of Music Ministry and the Pastor(s) to plan and coordinate weekly worship services;
2. The use of regular worship liturgies in conjunction with the Pastor(s);
3. Plan and coordinate all music offerings during worship services (e.g. choir, hand bells, orchestra, and vocals); and
4. The bulletins serve as the minutes of this committee.

11.3.2 THE BOARD OF SPIRITUAL DEVELOPMENT

11.3.2.1 Objectives of the Board of Spiritual Development

The objectives of this Board are to foster relationships and spiritual growth among adults, youth, and family as a way to learn and live God's word in the world and to plan, administer, and coordinate the spiritual development ministry of the Congregation.

11.3.2.2 Membership of the Board of Spiritual Development

The Board will consist of a Director and four members.

11.3.2.3 Responsibilities of the Board of Spiritual Development

The Board of Spiritual Development is responsible for the following duties:

11.3.2.3.1 Plan

- a. The scheduling for all spiritual development activities including, but not limited to, Community Connections, Vacation Bible School, Confirmation Class, Adult Bible Studies, First Communion, and First Bible Class;
- b. Opportunities for adults and youth to connect through worship, fellowship, and spiritual development to enlist their full participation in the life of the Congregation (e.g. mentoring and camping ministry); and
- c. Curriculum for spiritual development that is current with the Congregation and surrounding community's interests and needs including those with disabilities.

11.3.2.3.2 Recruit and/or Train

- a. Leaders for spiritual development activities.
- b. Facilitators for youth groups.

11.3.2.3.3 Coordinate

- a. Youth and camping activities
- b. Facilitation of small groups
- c. Liaison and chapel with Peace Lutheran Children's Ministries; and
- d. Ongoing social events (e.g. game times, sporting events, coordinated group gatherings);

11.3.2.3.4 Administer

- a. Policies for carrying out the spiritual development ministry including, but not limited to, age eligibility for classes, class size, discipline, and use of supplies;
- b. The approval, disapproval, and scheduling the use of Narthex space on Sunday mornings;
- c. Security background checks of volunteer personnel;
- d. A file of all children and youth by age and grade level; and
- e. Maintenance of a church library.

11.3.3 THE BOARD OF OUTREACH

11.3.3.1 Objectives of the Board of Outreach

The objectives of this Board are to promote communication in our life together and to reach out to people beyond this Congregation, to bring the Gospel to the unchurched while deepening the faith and active ministry of all members.

11.3.3.2 Membership of the Board of Outreach

The Board will consist of a Director and two members.

11.3.3.3 Responsibilities of the Board of Outreach

The Board of Outreach is responsible for the following duties:

11.3.3.3.1 Plan

- a. Evangelism events (e.g. workshops and education materials) that encourage all members of the Congregation to share their faith in all settings;
- b. The maintenance of a pictorial directory of the Congregation at regular intervals.

11.3.3.3.2 Recruit and/or Train

- a. Individuals to greet, welcome, and provide information to guests at our worship services;
- b. Adult and youth to help create a welcoming and hospitable environment on Sunday morning;
- c. Members to maintain bulletin boards indoors and outdoors and recommend appropriate messages; and
- d. Members to maintain website and social networking media.

11.3.3.3.3 Coordinate

With the Board of Property, to maintain the appearance and accessibility of the building and grounds to make them welcoming and attractive to visitors.

11.3.3.3.4 Administer

- a. The recording and maintenance of registration forms for worshipers ensuring members and visitors attendance are identified;
- b. The reception, orientation, and integration of new adult and youth members, providing for regular contact with them during their first year;
- c. Encourage adult and youth participation in Congregational groups and organizations (e.g. Men in Mission, Sisters of Peace, and Youth Ministries);
- d. The eligibility of those applying for membership in this Congregation and submit their names to the Congregation Council for approval;

- e. Requests for membership transfers from this Congregation are filed and request membership transfers for those joining this Congregation;
- f. With the help of all Congregation members, identify individuals and families who have not attended worship or who have not been otherwise active in the Congregation for six or more weeks and contact these persons to determine if the Congregation can assist them;
- g. The conducting of an annual review of the Congregation roster and arrange to contact any members who are deemed to be inactive. If the Board is unable to contact the inactive member or if after contacting the member, he or she remains inactive for a year, the Board submits the name to the Congregation Council to be removed from the roster of active membership;
- h. The facilitation of a discipline process within the Congregation according to Chapter 15 of the Constitution of this Congregation;
- i. The design, implementation and maintenance of an ongoing evangelism program which fosters care and concern for the interest of people searching for a Christian community through prayer, support and eventual assimilation into the community life of the Congregation;
- j. A program of publicity (e.g. brochures, website) for the Congregation, its worship services, and programs;
- k. A regular newsletter about the life and activities of the Congregation;
- l. A weekly announcement sheet to be distributed at Sunday worship services;
- m. A calendar of Congregation activities. Regularly update the calendar, alert the groups involved of schedule conflicts, and publish the calendar in the newsletter and on the website;
- n. A webpage that includes a calendar of activities, announcements, and information about the life of the Congregation; and
- o. Public relations brochures and other materials that will enhance the image and visibility of the Congregation.

11.3.4 THE BOARD OF CONGREGATIONAL & COMMUNITY CARE

11.3.4.1 Objectives of the Board of Congregational & Community Care

The objectives of this Board are to promote mutual care and foster relationships in order to strengthen ourselves and the community, and to identify and advocate for the social needs in the community and the world and help to facilitate the Congregation's response.

11.3.4.2 Membership of the Board of Congregational & Community Care

The Board will consist of a Director and four members.

11.3.4.3 Responsibilities of the Board of Congregational & Community Care

The Board of Congregational & Community Care is responsible for the following duties:

11.3.4.3.1 Plan

- a. Meals for special occasions (e.g. Rally Day, Lenten meals, and funerals);
- b. For the provision of kitchen supplies, utensils, and appliances for activities of the entire Congregation (e.g. coffee, trays, table cloths, etc.).
- c. To review ELCA and synod benevolence requests and make recommendations to the Congregation Council; and
- d. Foster support for missions and charities through on-going Outreach programs based on the research of our demographic areas.

11.3.4.3.2 Recruit and/or Train

- a. Adult and youth to help create a welcoming and hospitable environment on Sunday morning; and
- b. Participants for service ministries both locally and nationally (e.g. Meals on Wheels, Hill Country Community Ministries, CROP Walk, National Day of Service).

11.3.4.3.3 Coordinate

- a. Stephen Ministry with the Stephen Leaders;
- b. Outside groups (e.g. Scouts); and
- c. With sponsoring boards, recognition events throughout the year (e.g. staff appreciation, new member welcoming, confirmation celebrations, high school graduation).

11.3.4.3.4 Administer

- a. The provision for care of members of the community in times of need (e.g. meals, transportation, visitation, elder care, and child care);
- b. The organization and maintenance of the Congregation's prayer ministry and notify those participants of prayer concerns; and
- c. The approval and maintenance of a list of available social agencies that provide for emergency financial assistance, food, housing, alcohol and drug rehabilitation, counseling, and other ministries.

11.3.5 THE BOARD OF PROPERTY

11.3.5.1 Objectives of the Board of Property

The objectives of this Board are to support the appropriate use of our church buildings and grounds so that the ministries of Peace and its constituents can be effectively carried out and to maintain an inviting and safe physical environment for the worship, spiritual development, and ministry of this Congregation.

11.3.5.2 Membership of the Board of Property

The Board will consist of a Director and three members.

11.3.5.3 Responsibilities of the Board of Property

The Board of Property is responsible for the following duties:

11.3.5.3.1 Plan

- a. Repairs of the church property;
- b. The regular cleaning of church buildings and maintain supplies (e.g. cleaning equipment, soap, paper products, and trash bags); and
- c. A schedule of routine maintenance (e.g. fire extinguishers, duct work, filters, monthly elevator tests, lawn mowing, landscaping).

11.3.5.3.2 Recruit and/or Train

- a. Congregation members to participate in regular maintenance and repair projects;
- b. Congregation members to participate in special building and grounds projects (e.g. painting, landscaping, and cleaning); and
- c. Congregation members to respond to building alarm calls.

11.3.5.3.3 Coordinate

- a. Conducting of an annual inventory of church property and equipment;
- b. The development of a database of those who have keys to the church building;
- c. The establishment of policies for the use of the buildings;
- d. The arrangements for building use for Congregational needs, as necessary; and
- e. The receipt of and response to requests for use of the building by outside groups.

11.3.5.3.4 Administer

- a. The contracts necessary to maintain computers and office equipment;
- b. A provision that the Congregation is protected from loss through safety practices, regular inspections, and insurance;
- c. The maintenance and communication of a prioritized call-list of people for the alarm monitoring service in case of a building alarm;
- d. The service contracts are negotiations necessary to maintain office equipment, computers, alarm monitoring, trash removal and elevator service; and
- e. An annual review of insurance needs and negotiate insurance contracts.

ARTICLE 12 CONGREGATION COMMITTEES

12.1 THE FORMATION OF CONGREGATION COMMITTEES

The Executive Committee shall nominate a chairperson, except for the Personnel Committee, and members of Congregation Committees. Members of the Congregation Committees shall be voting members of this Congregation. The Congregation Council must approve the nominations and announce their names to the Congregation. All Congregation Committees shall report to the Executive Committee.

12.2 THE EXECUTIVE COMMITTEE

12.2.1 STRUCTURE OF THE EXECUTIVE COMMITTEE

The Executive Committee shall consist of the Congregation President, Vice President, Treasurer, Secretary, and Pastor(s).

12.2.2 DUTIES OF THE EXECUTIVE COMMITTEE

The Executive Committee is assigned these duties:

- a. Serve as an advisory panel to the Pastor(s), President, and Congregation Council;
- b. Facilitate communication and coordination of the planning and operation of the Congregation;
- c. Represent the Congregation in all legal matters;
- d. Coordinate the strategic planning of the Congregation Council;
- e. Set the agenda of all regular Congregation Council meetings;
- f. Sign official documents and contracts that have been approved by the Congregation and serve as Trustees for the Congregation;
- g. Obtain legal guidance for the Congregation;
- h. Nominate candidates for Committee positions; and
- i. Nominate candidates for vacant positions on the Congregation Council and Boards.

12.3 THE NOMINATING COMMITTEE

12.3.1 STRUCTURE OF THE NOMINATING COMMITTEE

The Nominating Committee shall consist of five voting members of this Congregation, one of whom shall be the Pastor; two of whom, if possible, shall be outgoing members of the Congregation Council; and two of whom shall be from this Congregation at large. The Executive Committee shall nominate the members of the committee in May and membership will terminate on the date of the Fourth Quarter Congregational Meeting. Members are not eligible for consecutive appointment.

12.3.2 DUTIES OF THE NOMINATING COMMITTEE

The Nominating Committee is assigned these duties:

- a. Prepare a roster of candidates for Executive Committee, Board Director, and Board Member positions to be filled in the current year at the Fourth Quarter Congregational Meeting; and
- b. Roster of candidates serves as minutes for this committee.

12.4 THE PERSONNEL COMMITTEE

12.4.1 STRUCTURE OF THE PERSONNEL COMMITTEE

The Personnel Committee shall consist of four members including the Vice President of the Congregation, who will serve as Chairperson. The Executive Committee shall nominate the members of this committee in February with term beginning on March 1. The term of office is two years with one member elected for odd years and two members elected for even years. Members are eligible to succeed themselves in the same position once.

12.4.2 DUTIES OF THE PERSONNEL COMMITTEE

The Personnel Committee is assigned these duties:

- a. To conduct reviews of all paid staff (see Staff Review Policy);
- b. To make hiring recommendations to council as needed;
- c. Maintain confidentiality of all personal information;
- d. Provide for a Security Background Check for all new employees;
- e. Provide initial conflict resolution when staff is involved in the conflict;
- f. To review salaries and benefits of staff and provide these recommendations to the Congregation Council for approval and to the Finance Committee for the preparation of the Annual Ministry Budget; and
- g. Maintain the Employee Handbook.

12.5 THE FINANCE COMMITTEE

12.5.1 STRUCTURE OF THE FINANCE COMMITTEE

The Finance Committee shall consist of a chairperson, the Treasurer, and two members; the non-Treasurer members shall not be members of the Congregation Council or the Personnel Committee. The Executive Committee shall nominate the chair and non-Treasurer members of this committee in March with term beginning on April 1. The term of office is two years with one member elected for odd years and the chairperson and one member elected for even years. Members are eligible to succeed themselves in the same position once.

12.5.2 DUTIES OF THE FINANCE COMMITTEE

The Finance Committee is assigned these duties:

- a. The Finance Committee, with data from the Treasurer, shall reconcile the monthly bank statements and keep a monthly comparison of actual income versus the income projection that was used to develop the budget/spending plan for the year. This monthly comparison shall be used for two purposes: 1) to amend the projected income for the remainder of the year and 2) to advise the Congregation Council of any significant projected income deviations from the original plan. Quarterly reports of actual income versus projected income shall be presented to the Congregation; the person(s) giving the presentation and the means of presenting the information shall be defined by the Executive Committee;

- b. Research, develop and recommend alternative means of increasing the financial resources available to fund programs and facilities of the Congregation. These means shall be other than the stewardship programs carried out by various Administrative Boards;
- c. Develop giving trends for Peace based upon historical information and use these trends to predict the expected income from the giving units of Peace. These trends should include all forms of giving from the Congregation – envelopes, loose offering, special donations or any gifts, income from building/property usage and reimbursement from any internal organization using the property. If the budget / spend plan of the Congregation is broken into separate areas (e.g. general fund and building fund) giving trends for each area should be developed;
- d. Develop spending trends of each Administrative Board based upon historical information and provide this trend information to each Board for use during the annual budgeting process;
- e. Using the developed income trends, project the total funds that will be available for the coming fiscal year; this projection shall be used as a guide for the Administrative Boards and the Congregation Council to develop the budget/spend plan to be presented to the Congregation;
- f. In cooperation with the Administrative Boards, prepare a budget proposal and monthly spending plan to present to the Congregation Council that is based on the expected income and the prioritized requests from the Administrative Boards; the budget proposal will show the required giving to support all priority programs of the Administrative Boards;
- g. Work with each Administrative Board from mid-May to mid-September of each year to develop a budget request for the coming fiscal year. Each item of the budget request shall include a priority ranking as follows: (1) needed to support “required” programs, (2) needed for growth of a program or growth of the Congregation, and (3) would be implemented if sufficient funds are available;
- h. Use recommendations from the Personnel Committee to include any proposed salary adjustments for all staff members, including the Pastor(s), in the Annual Ministry Budget;
- i. Work with the Congregation Council to adjust the budget proposal to include a “stretch” level for income that the Congregation Council feels is appropriate;
- j. Recommend to the Executive Committee any financial policies or procedures that need updating or added to the Congregation Operating Manual; and
- k. This committee is an advisory committee and makes recommendations but with no authority to modify inputs from the Administrative Boards or approve the final budget that will be presented by the Congregation Council to the Congregation.

12.6 THE AUDIT COMMITTEE

12.6.1 STRUCTURE OF THE AUDIT COMMITTEE

The Audit Committee shall consist of four members nominated by the Executive Committee in January with term beginning on February 1. Audit Committee members shall not have served on the Congregation Council, the Finance Committee, or as Tellers during the fiscal year being audited. The term of office is two years with two members to be elected in successive years. Members are eligible to succeed themselves in the same position once.

12.6.2 DUTIES OF THE AUDIT COMMITTEE

The Audit Committee is assigned these duties:

- a. Audit the accounting records as required by the ELCA;
- b. Review the accounting procedures of the Congregation;
- c. Report their findings and make recommendations to the Executive Committee;
- d. Meet within fourteen days of the closing of the year's financial records to begin the audit;
- e. Follow the Auditing Procedures Manual, using standard auditing principles and practices; and
- f. Finalize the audit report in conjunction with the Council for the Fourth Quarter Congregational Meeting.

12.7 THE MUTUAL MINISTRY COMMITTEE

12.7.1 STRUCTURE OF THE MUTUAL MINISTRY COMMITTEE

The Mutual Ministry Committee shall consist of two members for each staff position, nominated by the Executive Committee in August with term beginning on September 1. Mutual Ministry Committee members shall not be members of the Council, Personnel Committee, or Finance Committee. Term of office is two years with members elected in successive years. Members are eligible to succeed themselves in the same position once.

12.7.2 DUTIES OF THE MUTUAL MINISTRY COMMITTEE

The Mutual Ministry Committee is assigned these duties:

- a. Affirm and strengthen the mission of the Congregation as identified by the mission and vision statements through the ministry of the staff, Boards and Congregation;
- b. Work with staff and Boards to facilitate interconnectedness of activities carrying out ministry of the Congregation;
- c. Facilitate communication and promote understanding among the staff, Boards and Congregation;
- d. Identify conflict at its earliest appearance and facilitate parties of conflict to work it out; if not able to do so, route to the appropriate board or committee to begin the resolution process;

- e. Meet with each Board, the Personnel Committee, and the Finance Committee at least once a quarter to discuss the place of the Board/Committee within the ministry of the Congregation;
- f. Discuss needs and expectations of the Congregation to determine mutual needs;
- g. Make non-binding recommendations to Executive Committee based on scanning congregation and its ministry needs;
- h. Identify continuing education to assist the ministry of the staff and the goals of the Congregation;
- i. Encourage the spiritual, emotional, and physical well-being of staff;
- j. Maintain confidentiality of all personal information;
- k. Meet as a committee at least once a quarter;
- l. Meet with assigned staff member at least once a quarter;
- m. Encourage staff members to be their own advocates while also providing counsel to them in relationships with other staff, boards, committees, and congregation members; and
- n. Rotate leadership quarterly.

12.8 THE CALL COMMITTEE

12.8.1 STRUCTURE OF THE CALL COMMITTEE

The Call Committee shall consist of a cross-section of six members; a chair and five members shall be nominated by the Congregation Council and elected at a meeting of the Congregation. The objective of the Call Committee is to fill a pastoral vacancy. Term of office will terminate upon installation of the newly called Pastor. Members are not eligible to succeed themselves on this committee.

12.8.2 DUTIES OF THE CALL COMMITTEE

The Call Committee is assigned these duties:

- a. Coordinate with the President of the Congregation and the Synod Office;
- b. Prepare a Congregational profile;
- c. Seek the recommendation of the Synod Bishop for appropriate candidate(s);
and
- d. Recommend a candidate to the Congregation Council and then, if the Council approves, to the Congregation.

12.9 THE CONSTITUTION AND BYLAWS COMMITTEE

12.9.1 STRUCTURE OF THE CONSTITUTION AND BYLAWS COMMITTEE

- a. The Constitution and Bylaws Committee shall consist of a chairperson and three members recruited in December with term beginning on January 1. Constitution and Bylaws Committee members may include two outgoing members of the Congregation Council. This Committee is nominated every third year (starting December 1, 2016) by the Executive Committee and approved by Congregation Council. The term of office terminates at the

completion of one round of updates. Members are eligible to succeed themselves in the same position once.

12.9.2 DUTIES OF THE CONSTITUTION AND BYLAWS COMMITTEE

The Constitution and Bylaws Committee is assigned these duties:

- b. Compare Constitution to current ELCA Model Constitution;
- c. Review the Bylaws to determine their effectiveness at the time of appointment;
- d. Seek input from Boards, Committees, and the Congregation for suggested improvements;
- e. Suggest revisions as necessary to Constitution and Bylaws, and
- f. Assist in communicating revisions to the Congregation.

ARTICLE 13 PARISH RECORDS

13.1 OWNERSHIP OF RECORDS

The records of the Congregation are the property of the Congregation.

13.2 CONTENT OF PARISH RECORDS

The records will consist of the following:

1. The roster of baptized, confirmed, and voting members;
2. The ministerial acts performed by the Pastor(s);
3. The minutes of the Meetings of the Congregation and the Congregation Council, this will be the responsibility of the Secretary of the Congregation;
4. The minutes of the meetings of the Boards and Committees, this will be the responsibility of the Board Directors and Committee Chairpersons;
5. The financial records including those of the Finance Committee of the Congregation, this will be the responsibility of the Treasurer of the Congregation.

13.3 THE PASTOR'S ROLE IN PARISH RECORDS

The Pastor(s) will be responsible for the records of the Congregation except as specified above. A staff or Congregation member may collect and enter the actual data. Upon termination of the Pastor(s) service to the Congregation, he or she must bring the records up to date before leaving.

The Pastor(s) will report to the Secretary of the ELCA such statistics as may be requested and will report all statistics to the Congregation at the First Quarter Congregational Meeting.

13.4 OWNERSHIP OF PARISH RECORDS IN THE CASE OF CONGREGATION DISSOLUTION

Should the Congregation dissolve, the official records of the Congregation shall be deposited in the archives of the ELCA or its successor body.

ARTICLE 14 CONGREGATION OPERATING MANUAL

14.1 PREPARATION AND MAINTENANCE OF THE CONGREGATION OPERATING MANUAL

The Congregation Council, Boards, and Committees will prepare and periodically maintain an Operating Manual. The Operating Manual will provide specific job descriptions, responsibilities, procedures, and policies for the Officers, Congregation Council, Boards, and Staff.

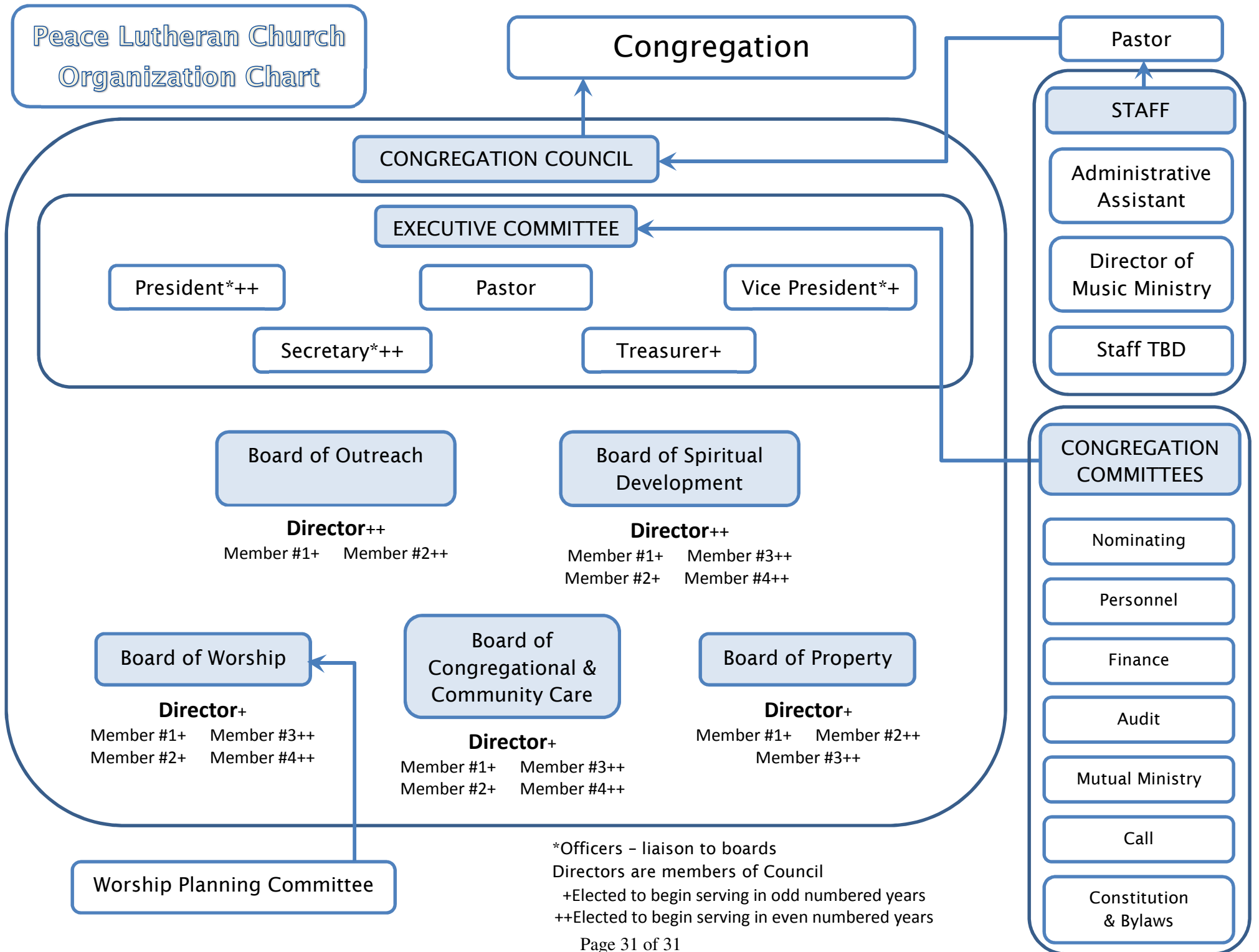
14.2 REVIEW OF THE CONGREGATION OPERATING MANUAL

The Congregation Council will review the Operating Manual on an annual basis or as necessary. It may be changed with the approval of the Congregation Council. No part of the Operating Manual will be in conflict with the Constitution, these Bylaws, or any Continuing Resolutions.

ARTICLE 15 ORGANIZATION CHART

The organization chart for Peace Lutheran Church is shown on the following page. This chart shows the connections of different segments of the organization and, with the arrows, show the reporting structure between different segments of the organization as indicated in these Bylaws.

Peace Lutheran Church
Organization Chart



*Officers - liaison to boards
Directors are members of Council
+Elected to begin serving in odd numbered years
++Elected to begin serving in even numbered years