

Bylaws For Emanuel Lutheran Church

Effective September 17, 2017*

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*These bylaws, upon adoption, supersede all other bylaws of this congregation, and shall be effective beginning September 17, 2017, with the transition of the boards to be completed by the 2018 annual meeting.

ARTICLE I: MISSION STATEMENT

Emanuel: God With Us ~ Loving Christ, Loving Others

ARTICLE II: MEMBERSHIP

Section 1. Baptized Membership

Applicants (or parents, guardians, etc.) for baptized membership in this Congregation shall consult the Pastor for the instruction, preparation, and scheduling necessary for receiving of the sacrament. Transfer applicants, previously baptized, will be accepted on presentation of evidence of baptism in the name of the Triune God.

Section 2. Confirmed Membership

Applicants for confirmed membership in this Congregation shall consult one of the Pastor(s)/Ministerial Team who shall determine whether such applicants are eligible for membership in accordance with C8 of the Constitution. Applicants not familiar with the doctrines and confessions of the Lutheran Church shall be required to attend a course of instruction and to make a profession of their faith either before the Congregation or, at the Pastors' discretion, before witnesses who are members of the Board of Spiritual Life, before being received as members. Applicants from other Congregations shall submit a letter of transfer from their former Congregation. Re-instruction may be necessary and required at the discretion of the Pastor before acceptance of application. Eligible applicants will then be recommended by the Pastor(s)/Ministerial Team and the Board of Spiritual Life to the Parish Planning Council. New members shall normally be received publicly by affirmation of faith. The roster of new members shall be publicized in the various news media of the Congregation.

Section 3. Voting Membership

All Confirmed Members of this Congregation are eligible Voting Members providing they have communed and made a contribution of record during the current or preceding year in compliance with reference to C8.02.c of the Constitution.

Section 4. Associate Membership

Applicants may become Associate Members who retain permanent membership elsewhere. They have all the privileges and duties of membership except voting rights and eligibility for elected offices or membership on the Parish Planning Council of this Congregation.

Section 5. Termination of Membership

- A. **Resignation:** The resignation of any member of the Congregation shall be regretfully acknowledged in writing by the Pastor(s)/Ministerial Team and the Board of Spiritual Life. A peaceful release will be granted, if possible, after consultation with the Parish Planning Council.

- B. **Transfer:** A member desiring to transfer to another Lutheran or Christian Congregation shall apply to the Pastor(s)/Ministerial Team and upon approval of the Pastor(s)/Ministerial Team and the Board of Spiritual Life:
1. To an (ELCA) Lutheran Congregation: a letter of transfer shall be issued by the Pastor(s)/Ministerial Team and sent to the receiving church.
 2. To other Christian Congregations: a letter stating that membership has been released so that they may unite with that congregation shall be issued by the Pastor(s)/Ministerial Team and sent to the receiving church.
- The Pastor(s)/Ministerial Team shall report all transfers/releasing of membership to the Board of Spiritual Life and Parish Planning Council. Names will be published to the Congregation through Church publications and the Annual Report.
- C. **Joining other Non-Christian Churches or Associations:** In cases where members of the Congregation have joined a non-Christian Congregation or Association, they shall be deemed to have terminated their membership in this Congregation, forfeiting all rights and privileges of such membership. Their name(s) shall be removed from the membership list.
- D. **Whereabouts Unknown:** If after inactivity for 2 years they will be placed on Inactive Membership.
- E. **Self-Exclusion by Inactivity:** Inactive members shall be contacted and encouraged by the Pastor(s)/Ministerial Team. If, however, after exhausting such procedures, a member has not worshiped, communed, or made a contribution of record for 18 months, such a person has indicated by his/her behavior an indifference to Church membership, privileges and responsibilities, and their membership shall be placed on Inactive status. When the person worships, communes or contributes they are once again placed on Active Membership status.
- F. **Discipline:** After exhausting the steps of reconciliation and procedures of disciplinary action as outlined in C15 of the Constitution, excommunication shall be regrettably applied as a method of last resort in the hopes of working repentance and renewal in the life of such a member.

ARTICLE III: MEETINGS

Section 1. Annual Congregation Meetings

Annual Congregation Meetings shall be held on the fourth Sunday in January, and shall include the consideration and acceptance of the budget for the current year.

All members in the Congregation may attend the regular Congregation Meeting and participate in a discussion of any given item of business before the Congregation.

Voting for each office will be by printed ballot. A simple majority of the voting members present will determine the elected officers.

Order of Business at Annual Congregation Meetings:

Annual Congregation Meetings may proceed as follows:

1. Scripture Reading and/or Prayer
2. Determination of Quorum
3. Minutes of the Previous Meeting(s) including Special Meetings
4. Unfinished Business
5. Reports of Administrative Boards
6. Reports from Committees
7. Special Report
8. New Business
9. Treasurer's Report
10. State of the Parish Report by Pastor(s)/Ministerial Team
11. Adjournment

The President may vary the above order in the interest of efficiency.

Section 2. Parish Planning Council

It is recommended that Parish Planning Council meet a minimum of 6 times per year. Suggested months for these meetings are February, April, June, August, October, and December. These months may be opposite the Administrative Board meetings. The President of the Congregation may also call additional Parish Planning Council meetings as necessary. Reference C12.11 of the Constitution.

Section 3. Administrative Boards

The time and frequency and location of Board Meetings shall be at the discretion of the Director of the Board and the Board Members, except that, for good and sufficient reason, either the President of the Congregation or the Pastor(s)/Ministerial Team may call a meeting of the Board at any time. Meetings thus called shall be classified as Special Meetings, and each person involved shall be notified of the date, time, and purpose of such a meeting.

It is recommended that all Boards meet a minimum of 6 times per year. Suggested months for Board meetings are March, May, July, September, November, and January. These months may be opposite the Parish Planning Council meetings.

ARTICLE IV: THE OFFICE OF THE PASTOR

Section 1. Procedure for Securing a Pastor

Upon the vacancy of the Pastoral Office, it shall be the duty of the President of the Congregation to see that the call process is carried out according to the Constitution and Bylaws. The Call Committee (reference C13.05) shall seek the advice and help of the Synod Bishop to recommend an appropriate candidate or candidates. Additional candidates may be proposed by any voting member. The Call Committee shall select a candidate to recommend to the Parish Planning Council, in concurrence with the current Pastoral Staff, who shall recommend the candidate to the Congregation. Election of a Pastor by written ballot shall require a two-thirds total of the votes cast. Compensation arrangements, however, may be agreed to 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.
3. The call issued to an Assistant Pastor, Co-Pastor, or Associate Pastor may be for a definite period of time.

Section 2. Procedure for securing Compensated Deacon:

A call to all compensated Deacons shall be issued with the concurrence of the Senior Pastor, Director of the Board of Spiritual Life and the Parish Planning Council, and presented to the Congregation in the same manner as described above.

Section 3. The Pastoral Office

The Office of the Pastor at Emanuel Lutheran Church is best understood in the light of mutual ministry. From the Constitution of the ELCA: "This church affirms the universal priesthood of all its baptized members. In its function and in its structure this church commits itself to the equipping and supporting of all its members for their ministries in the world and in this church. It is within this context of ministry that this church calls or appoints some of its baptized members for specific ministries in this church. Within the people of God and for the sake of the Gospel ministry entrusted to all believers, God has instituted the office of ministry of Word and Sacrament. To carry out this ministry, this church calls and ordains qualified persons."

The Pastoral Office, therefore, is the authority conferred upon Pastors by God through the call of the people of God, and is exercised in a relationship of mutual ministry with the members of this Congregation. In calling a Pastor to preach the Word of God and to administer the sacraments on their behalf, the members of this Congregation exercise their priesthood and by no means relinquish it. The Constitution and Bylaws of this Congregation are meant to activate and empower laypersons in the doing of the ministry, which is the privilege, and responsibility of all members of Emanuel Lutheran Church. The Pastor(s)/Ministerial Team however, by virtue of their position shall be members of all Boards, organizations, and ministries in the Congregation.

Marked by mutual ministry, the relationship between Pastor(s)/Ministerial Team and Congregation shall be one of mutual honor, service, love, and prayerful support.

The Senior Pastor is responsible for the day to day operations of the church and the staff. If situations arise, the Senior Pastor will handle the situation at the time and not wait for a review. If a review is scheduled, the Senior Pastor and one member from the Board in question will compile the review with the Board Member assisting the Senior Pastor as needed. It is anticipated that reviews will take place at least every two years.

Deacon – Senior Pastor and one member from the Board of Spiritual Life.

Church Office Manager – Senior Pastor and one member from the Board of Spiritual Life.

Secretary – Senior Pastor and one member from the Board of Spiritual Life.

Organists – Senior Pastor and one member from the Board of Spiritual Life.

Choir Directors – Senior Pastor and one member from the Board of Spiritual Life.

Sound Technician – Senior Pastor and one member from the Board of Communications & Evangelism.

Financial Secretary – Senior Pastor and one member from the Board of Finance and the Treasurer.

Family Life Ministry Coordinator – Senior Pastor and one member from the Board of Christian Education & Youth.

Building Supervisor – Senior Pastor and one member from the Board of Church Properties.

Maintenance – Senior Pastor and one member from the Board of Church Properties.

Door Attendants – Senior Pastor and one member from the Board of Church Properties.

Child Care Director – Senior Pastor and one member from the Board of Child Care.

If a review of the Senior Pastor is scheduled, the President of the congregation and the Director or another member from the Board of Spiritual Life (with input from the entire board as needed) will help to compile the review with the Director or board member assisting the President of the Congregation as needed. The review will be presented to the Senior Pastor by the President of the Congregation and one member from the Board of Spiritual Life. It is anticipated that reviews will take place at least every two years.

If a Pastor receives a letter of call to another ministry, the Pastor will consult with the Board of Spiritual Life, and/or the Parish Planning Council before reaching a decision. Thereafter, the Pastor will announce a decision to the Congregation within twenty-one (21) days and notify the Synod Bishop. Following acceptance of the call, the Pastor's ministry in this Congregation shall usually terminate within an additional forty-five (45) days.

ARTICLE V: ELECTION OF OFFICERS, PARISH PLANNING COUNCIL, AND ADMINISTRATIVE BOARDS

Section 1. Nomination Procedures

Each September the Executive Committee and the Senior Pastor shall create and announce to Parish Planning Council the appointment of a Nominating Committee. The Nominating Committee shall consist of seven voting members of this Congregation (one of whom shall be the Senior Pastor, two of whom, if

possible, shall be outgoing members of the Parish Planning Council). The Nominating Committee is required to meet shortly thereafter to select a chairperson and begin the nominating process. Voting Members may suggest to the Committee the names of possible candidates for office.

The Nominating Committee shall prepare a list of the candidates drawn from among the voting members who are not paid staff members of the Congregation. When required, the list will include candidates for the following offices: President, President Designate (Vice President), Secretary, Treasurer, Directors or Director Designates of the Administrative Boards and Board Members necessary to complete the membership of each of the Administrative Boards. The list will include one name for each office.

The list of candidates shall be submitted for publication and be mailed to all members of the Congregation at least five weeks prior to the Annual meeting. The list will include space under each nominee for write-in candidates. Following publication of the Nominating Committee's list, any member of the Congregation may submit to the Committee additional names for inclusion on the list either by letter or by adding the names in spaces provided on the list. These names shall be placed in nomination by the Committee along with the candidates already chosen, provided:

1. That such names shall be submitted at least 10 days before the date of the Annual Congregation Meeting, and
2. That the Nominating Committee, through consultation with the Pastor(s)/Ministerial Team, shall have investigated the status of the proposed candidates and found them a good fit for the office, willing to serve, and spiritually eligible for office through regular attendance and communion.

At least one week before the date of the Annual Congregation Meeting, the Nominating Committee shall post conspicuously on the Church bulletin board the list of candidates. Candidates will be listed by office and/or board in alphabetical order on this list.

Section 2. Election Procedure

- A. Each year on the fourth (4th) Sunday in January, the Annual Congregational Meeting shall be held. The names of candidates for each elective office will be presented for approval. Approval of the list of candidates will be by a simple vocal majority. Voting for each office will be by printed ballot. A simple majority will determine the elected officer.

Officers/Board Members for the coming year:

1. President Designate (Vice President).
2. Treasurer (serves a two (2) year term – elected every other year opposite the Secretary).
3. Secretary (serves a two (2) year term – elected every other year opposite the Treasurer).
4. Director Designates (serve a one year term and then one year as Director).

5. Members of Administrative Boards (serve a two year term).
- B. Voting Procedure
1. Voting for elected officers will be by printed ballot – elected by a simple majority.
- C. Total Number of Members of Administrative Boards
1. Spiritual Life: one Director, one Director Designate and three (3) members
 2. Communications & Evangelism: one Director, one Director Designate and three (3) members.
 3. Finance: one Director, one Director Designate and three (3) members, one of whom is the Treasurer.
 4. Fellowship: one Director, one Director Designate and three (3) members.
 5. Social Ministry: one Director, one Director Designate, and three (3) members.
 6. Christian Education & Youth: one Director, one Director Designate and three (3) members.
 7. Church Properties: one Director, one Director Designate, and three (3) members.
 8. Child Care: one Director, one Director Designate, and three (3) members.
- D. Interim Directors
- If the Director of a Board should be unable to fulfill the elected term of his/her office through the end of the elected period, the Parish Planning Council may appoint an Interim Director to fill the unexpired term.
- E. Director Designates
- Director Designates for each of the Administrative Boards shall serve as members of their respective Boards for one (1) year and shall then assume the position of Director of their respective Board.

Section 4. Installation of Officers - Term of Office

The newly elected officers, Directors, Director Designates, and Board Members of the Congregation shall be installed on the first Sunday in February. The new officers shall attend the February Parish Planning Council meeting. Newly elected Director Designates are encouraged/invited to attend all Parish Planning Council meetings and especially for the six (6) months prior to their advancement to Director.

ARTICE VI: DUTIES OF OFFICERS, PARISH PLANNING COUNCIL, AND ADMINISTRATIVE BOARDS

Section 1. Officers

- A. The President of the Congregation shall preside at all meetings of the voting membership and, to the best of one's ability, enforce the Constitution and Bylaws of the Congregation and carry out the expressed will of the Congregation as embodied in the resolutions of the voting membership.
- All Boards, Committees, Auxiliaries, Groups, etc., in the Congregation shall be responsible to the President. The President shall be welcomed at any and all meetings of such groups, either in person or as represented by such appointed person or persons. The President shall also call and preside over the meetings of

the Parish Planning Council and shall endeavor to coordinate the work of the Church.

If a review of the Senior Pastor is scheduled, the President of the Congregation and the Director or another member from the Board of Spiritual Life (with input from the entire Board as needed) will help to compile the review with the Director or Board Member assisting the President of the Congregation as needed. The review will be presented to the Senior Pastor by the President of the Congregation and one member from the Board of Spiritual Life. It is anticipated that reviews will take place every two years.

- B. The Secretary shall be present at all meetings of the Congregation and at all meetings of the Parish Planning Council, and shall enter the minutes of all meetings of said groups in a permanent record. The Secretary shall conduct all official correspondence of the Congregational Boards and Committees under the supervision of the President. In general, the Secretary shall perform all of the duties normally pertaining to the office and such additional duties, as the voting membership shall delegate.
- C. The Vice President shall be available for whatever duties the President shall assign him/her as his/her representative.
- D. The Treasurer shall be responsible for the following:
 - 1. Congregational receipts, disbursements, budgeted and actual expenditures according to proper accounting procedures, and as deemed advisable, shall suggest for Congregational consideration to the Parish Planning Council and the Executive Committee improved methods and systems for keeping financial records.
 - 2. Present a written financial report at the Annual Congregational meeting and monthly reports at the Parish Planning Council meetings.
 - 3. The submission of financial records for audits and/or reviews whenever proscribed by Parish Planning Council.
 - 4. Monthly remission of offerings for missions and church agencies, and the prompt payment of salaries and bills authorized by the Congregation, or the Boards and Directors as duly constituted sources.
 - 5. Receive from the Financial Secretary regular reports of all monies received through worship services, special offerings, or any other source.
 - 6. The personal approval and signing of all checks for payment of bills, salaries, or other financial commitments of the Congregation of any sort. Where salaries are paid via direct deposit, reviews of these payments should be done by the Treasurer at least semi-annually. In the absence of the Treasurer, the President or the Director of the Board of Finance may approve and sign checks. The Financial Secretary may also sign checks where approval to do so is documented either in writing or electronically by one of the above authorized signers.
 - 7. Taking all necessary steps, in coordination with the Financial Secretary, to transfer funds between accounts as required.

8. Making available to all Boards a current record of their monthly and year to date spending compared to the budget.
9. Advise the Parish Planning Council if short-term anticipated income might result in a short-term cash flow problem.

Section 2. The Parish Planning Council

The Parish Planning Council shall consist of the President, Vice President, Secretary, Treasurer and the eight Directors of the Administrative Boards, at least one of whom may be a youth and at least one of whom may be a young adult, and the Pastor(s)/Ministerial Team of the Congregation, all of whom will hold membership on the Parish Planning Council until their term of office expires. It shall be the specific function of the Parish Planning Council to do the following:

1. Serve as the point of liaison between the officers of the Congregation and the various Administrative Boards in planning the total work of the Congregation.
2. Settle jurisdictional disputes between the Administrative Boards.
3. Prepare an agenda for the meetings of the Congregation.
4. Set the dates and times for the Congregational meetings.
5. Approve the Nominating Committee submitted by the Executive Committee.
6. Fill unexpired terms or shortages of personnel by appointment if necessary.
7. Receive an annual report of the membership roster, noting the number of membership changes.
8. Keep a permanent set of records for each meeting, and such records shall be the property of the Congregation.

The Parish Planning Council is not primarily a decision making body. It serves as a forum where all activities of the Administrative Boards may be discussed, evaluated, and coordinated, and where all such activities may be integrated into an overall Congregational program.

It is recommended that Parish Planning Council meet a minimum of 6 times per year. Suggested months for these meetings are February, April, June, August, October, and December. These months may be opposite the Administrative Board meetings. The President of the Congregation may also call additional Parish Planning Council meetings as necessary.

If a vote must take place outside of a regularly scheduled meeting, the President of the Congregation may contact the Parish Planning Council members by e-mail and after receiving the responses, the President will notify all members of the result and the results will be added to the minutes of the next Parish Planning Council meeting.

The Parish Planning Council shall be available at all times, however, for any additional functions which the Congregation may wish to confer upon it.

Section 3. The Administrative Boards

- A. General Duties: the Administrative Boards are to operate as an extension of the Parish Planning Council and, as such, shall organize, direct, and control the ministries of the Congregation assigned to them by the Constitution, these Bylaws and the Parish Planning Council.

The Boards shall have sufficient authority to carry out assigned responsibilities subject to the provisions of the Constitution, these Bylaws and the authority granted by the Parish Planning Council.

It is recommended that all Boards meet a minimum of 6 times per year. Suggested months for Board meetings are March, May, July, September, November, and January. These months may be opposite the Parish Planning Council meetings.

If a vote must take place outside of a regularly scheduled meeting, the Director or Director Designate may contact the Board members by e-mail and after receiving the responses, the Director or Director Designate will notify all members of the result and the results will be added to the minutes of the next Board meeting.

The Boards are to acknowledge at all times the headship of Jesus Christ, to seek His will for the Congregation, to be leaders, and at the same time to be servants of the Congregation.

The responsibilities of all eight (8) Administrative Boards shall include the following:

1. Praying for the guidance of the Holy Spirit in all aspects of the life of the Congregation and particularly in carrying out assigned functions.
2. Be open-minded, willing to listen, able to keep confidentiality, willing to engage in group dynamics, capable of vision, sensitivity to group dynamics, actively engaged in congregational life, well-differentiated, healthy knowledge of an appreciation of the larger church.
3. Reviewing the mission and objectives of the Boards consistent with the Constitution and the broader mission and objectives established by the Parish Planning Council.
4. Proposing policies, programs, job descriptions, plans and actions for the Boards subject to evaluation and adoption by the Parish Planning Council.
5. Preparing and submitting to the Board of Finance an annual operating budget for the Board. The proposed budgets shall be submitted for approval in October of each year.
6. Requesting approval of the Parish Planning Council for expenditures that exceed approved budget related to Board activities.
7. Recommending to the Parish Planning Council the need for staff necessary to carry out Board functions.
8. Preparing an annual report of Board activities and plans for submission to the Parish Planning Council and the Congregation.
9. Requesting advice and assistance from the Parish Planning Council in performing functions assigned to the Board.

10. Fulfilling the specific duties assigned to the Board by these Bylaws and those additional duties that may be directed by the Parish Planning Council.
11. Providing for a life of ministry and fellowship for its members, consistent with the Board's objective during their personal period of commitment.
12. Approving all invoices falling within its sphere of activities. Expenditures exceeding \$2,500.00, not detailed in the annual budget, shall require Parish Planning Council approval.
13. Initiating and carrying out such activities and programs within the Congregation as will enable it to effectively perform the function and duties assigned to it by the Constitution and these Bylaws, or by specific resolution of the voting membership.
14. Be empowered to administer all funds set aside for its work by budget appropriation or by special resolution of the Congregation, providing that the voting membership may, at its discretion, restrict such expenditures to conform with the actual financial condition of the Congregation at any given time.
15. Keep a permanent set of minutes of each meeting, and such minutes shall be the property of the Congregation.
16. Shall be under the direct supervision of the Director of the Board. Following the election of the Director of each Board, and the number of Board Members required, the Director of the respective Boards shall designate and appoint from among the Board Members, at the Director's discretion, those individuals who will be responsible for various phases of the work of that Board.
17. If a Director or Director Designate is not available to attend Parish Planning Council meetings, the Board shall select a member of their Board to represent them at Parish Planning Council meetings with voting privileges on behalf of that Board.

B. Specific Duties

The following pages outline the specific duties of the eight (8) Administrative Boards.

1: BOARD OF SPIRITUAL LIFE

The **Board of Spiritual Life** shall consist of the Director, Director Designate and three (3) members, for a total of five (5) members. Members of this Board shall be people noted for their spiritual maturity, Christian knowledge of and passion for the Gospel. Any Mutual Ministry duties shall be fulfilled by this Board as outlined in C13.04 of the Constitution.

A. The responsibilities of this Board shall be:

1. Evaluate how effectively the goals of the Congregation are being met for both ministries within the Congregation and to the world (including its immediate community.)
 - a. The assumption is that the goals have been set by others, perhaps by the Pastor(s) and Parish Planning Council or by means of a Congregational

meeting or informal gathering. These goals, of course, always should be a reflection of the Christ and his mission in and to the world through the Church.

- b. An evaluation of these goals considers not only the role of professional leaders in meeting these goals, but also the Parish Planning Council, other lay leaders, and the Congregation as a whole.
 - c. Make recommendations to the Parish Planning Council, other committees, and/or the Congregation regarding how Congregational goals may be more effectively met and by whom. The assumption is that the Board of Spiritual Life is not directly responsible for the fulfillment of the Congregation's goals, but rather routinely monitors the effectiveness of the Congregation's ministry.
2. Dialog about perceptions and concerns within the Congregation. Not every perception is a legitimate one. The Board of Spiritual Life is not a complaint board, but it seeks to find ways for Pastor(s), other leaders, and Congregation to work together for the sake of the Gospel. When a perception or concern is considered illegitimate, this Board seeks ways to be thoughtfully corrective. While complaints and concerns must be addressed, the Board of Spiritual Life is not the Congregation's advocate for or against the Pastor(s), or vice versa. The Board of Spiritual Life's focus is always on the Congregation's ministry, and how it may be carried out effectively for the sake of the Gospel and not for the sake of any individual, Pastor or lay person.
 3. Members of this Board are accountable to each other for maintaining strict confidentiality of all personal and personnel information shared during their work together.
 4. Maintain discipline within the Congregation according to Scriptures, the Lutheran Confessions, and as directed in C15 of the Constitution. When required, exercise discipline as indicated in C15 of the Constitution.
 5. Address and seek to resolve conflicts among members that may affect the Congregation's ministry, as well as between members of the Congregation and the Pastor or other rostered leaders.
 6. Serve as a source of support for the Pastor and other leaders in times of personal or professional stress.
 7. Serve as a "focus group", representative of the Congregation, as leaders share ideas for ministry and seek to assess how best to accomplish what is being proposed.
 8. Support the Pastor's and other rostered leaders' need for spiritual self-care, compensation, appropriate leaves of absence, sabbaticals, and continuing education.
 9. Is alert to the early warning signs within the Congregation of misunderstanding that may eventually lead to difficulty.

10. If an exit interview is scheduled when a Pastor or other rostered leader announces his/or her departure from the Congregation, the Executive Committee along with the Director or another member from this Board, will conduct the exit interview.
11. If the need to call new Pastor(s)/Ministerial Team arises, this Board will:
 - a. Secure a list of appropriate candidates from the Northwestern Ohio Synod.
 - b. This approved list will then be presented to the Call Committee as outlined in C9.01 of the Constitution.
 - c. This list will be presented to Parish Planning Council for approval.
 - d. The approved list will then be presented to the Call Committee as outlined in C9 of the Constitution.
12. Participate in discussion with the Pastor, in determining eligibility for membership, and transfer of membership in this Congregation, in accordance with C8 of the Constitution.
13. If a review of the Senior Pastor is scheduled, the President of the Congregation and the Director or another member from this Board (with input from the entire Board as needed) will help to compile the review with the Director or Board Member assisting the President of the Congregation as needed. The review will be presented to the Senior Pastor by the President of the Congregation and one member from this Board. It is anticipated that reviews will take place at least every two years.
14. If a review of the Deacon, Church Office Manager, Secretary, Organists or Choir Directors is scheduled, the Senior Pastor and the Director or another member from this Board (with input from the entire Board as needed) will help to compile the review with the Director or Board Member assisting the Senior Pastor as needed. The review will be presented to the employee by the Senior Pastor and one member from this Board. It is anticipated that reviews will take place at least every two years.
15. If a vacancy occurs in any of the following positions: Church Office Manager, Secretary, Organists, Choir Directors, or the Music Staff, the Senior Pastor and this Board will work together to secure a replacement for the vacant position. The document entitled "Process for hiring paid staff at Emanuel Lutheran Church", dated May 2015, may be used for this process.

B. For the Worship of the Congregation

1. Altar Guild
 - a. The Board of Spiritual Life with request and input from the Director of the Altar Guild, will assure that the annual budget will include funds to support the purchase of required supplies that include: supplies for Holy Communion, Baptism, Vestments for the ministerial team, church decorations.
 - b. With advice from the Senior Pastor and the request of the Director of the Altar Guild, this board will assist in the care, use and maintenance of the

sacred vessels, the altar, and altar furnishings and vestments of the Ministerial Team.

2. Staff, train, supervise and schedule Lay Assistants, Ushers, Greeters, Lectors, Acolytes, and other worship assistants. See that all of those scheduled know when they are to serve.
3. Assist the Pastor(s)/Ministerial Team with the distribution of Holy Communion, reading scripture, preaching, etc., as requested/necessary.
4. The Director or another member of this Board will be a member of the Worship Committee.
5. If there is a proposal to change the three (3) main Sunday worship service times, the proposal must originate with this Board and then be approved by Parish Planning Council before being submitted to the Congregation for a vote. Any vote to change worship service times must include the option of keeping the service times as they currently stand. A two-thirds majority vote of the Congregation is required to approve a change in the three (3) main Sunday worship service times.
6. The Board of Spiritual Life will be a partner with the Minister of Music and the paid Music Staff in assuring that an adequate budget that covers expenses for music staff salary, money to purchase required music, costs of special musical events, annual professional tuning of the organ and piano will be considered in the annual budget of the church.

2: BOARD OF COMMUNICATIONS & EVANGELISM

The **Board of Communications & Evangelism** shall consist of the Director, the Director Designate, and three (3) other members for a total of five (5) members.

Objectives of this Board include bringing the Gospel to the unchurched and the enlistment of the Church members in the work of spreading the Gospel in order to deepen the faith and activity of the members of the Congregation. In addition, this Board will publicize the works of the Congregation and represent the Congregation in community activities.

In order to carry out the objectives of the Board, the Board shall:

1. Improve internal and external communications.
2. Use Emanuel's banner at public activities, parades, etc.
3. Foster a climate of evangelism that stimulates Congregation members to share Christ with all people.
4. Develop and implement a plan for the reception, orientation, and integration of new members into the Congregation.
5. Encourage prayer in the Church and home for sincere concern for all people inside and outside the Church.
6. Manage and provide training to personnel in the audio visual ministry in conjunction with the Board of Properties as needed.
7. If a review of the Sound Technician is scheduled, the Senior Pastor and the Director or another member from this Board (with input from the entire Board as needed) will help to compile the review with the Director or Board Member,

assisting the Senior Pastor as needed. The review will be presented to the employee by the Senior Pastor and one member from this Board. It is anticipated that reviews will take place at least every two years.

8. If a vacancy occurs in the Sound Technician's position, the Senior Pastor and this Board will work together to secure a replacement for the vacant position. The document entitled "Process for hiring paid staff at Emanuel Lutheran Church", dated May 2015, may be used for this process.

3: BOARD OF FINANCE

The **Board of Finance** shall consist of the Director, the Director Designate, and three (3) other members for a total of five (5) members. The Treasurer shall be one of the three (3) members.

In response to the gifts of God, the Board will ensure the financial stability of the congregation. The Board will help with the development of good Stewardship practices within the Congregation through a program of dedicated giving and financial review.

In order to carry out the objectives of the Board, the Board shall:

1. Study the scriptural principles regarding Stewardship and involve the Congregation as appropriate.
2. Be concerned, together with the Treasurer and the Financial Secretary, for the safe deposit and recording of all funds, monthly remissions of offerings, and prompt payment of salaries and bills authorized by the Congregation and the appropriate Boards. Appoint the yearly internal Financial Review Committee.
3. Review all investments and endowments held by the Church at least yearly.
4. Coordinate a yearly Stewardship drive to allow the Congregation to estimate their giving for the upcoming year.
5. Produce the annual budget, approve requests for monies outside the budget and review of the income/expense statement.
6. If a review of the Financial Secretary is scheduled, the Senior Pastor and the Director or another member from this Board (with input from the entire Board as needed) and the Treasurer will help to compile the review with the Director or Board Member and the Treasurer assisting the Senior Pastor as needed. The review will be presented to the employee by the Senior Pastor and one member from this Board. It is anticipated that reviews will take place at least every two years.
7. If a vacancy occurs in the Financial Secretary's position, the Senior Pastor and this Board will work together to secure a replacement for the vacant position. The document entitled "Process for hiring paid staff at Emanuel Lutheran Church", dated May 2015, may be used for this process.

4: BOARD OF FELLOWSHIP

The **Board of Fellowship** shall consist of the Director, the Director Designate, three (3) other members for a total of five (5) members.

The basic objective of this Board is to provide social opportunities that will foster mutual cooperation, trust, and enjoyment among members of the Congregation.

In order to carry out the objectives of the Board, the Board shall:

1. Throughout the year, the Board will plan, supervise, and implement social gatherings of the Congregation.
2. Welcome suggestions for fellowship activities from other administrative boards and the Congregation.
3. Maintain a group of willing workers to successfully accomplish this Board's goals.
4. Provide for the integration of new members and their families into the Congregation in conjunction with the Board of Communications & Evangelism.

5: BOARD OF SOCIAL MINISTRY

The **Board of Social Ministry** shall consist of the Director, the Director Designate, three (3) other members for a total of five (5) members.

The objectives of this Board are to inform the Congregation of social needs of the Community from a Gospel perspective. Additionally, to seek responses to those needs from the Congregation's time, talents, and treasures.

In order to carry out the objectives of the Board, the Board shall:

1. Plan and coordinate year-round programming of outreach projects for the Church: projects may include Neighborhood Outreach, God's Work Our Hands, support Community Dinners, support Hauling Hope, support Fresh Produce Distribution, etc.
2. Screen outside appeals and make the necessary reports to Parish Planning Council and initiate action if appropriate.
3. Coordinate the services of the Congregation with other service agencies within the community, as approved by Parish Planning Council, as well as provide communication and education to the Congregation around these projects.
4. Thanks & Giving Ministry – provides support and structure to organizational meetings and may lead specific functions along with a core group of volunteers. Communicates specific needs to the Congregation regarding this ministry.
5. Consider projects to address unmet physical, emotional, social, and spiritual needs of the Congregation, community and the world.

6: BOARD OF CHRISTIAN EDUCATION & YOUTH

The **Board of Christian Education & Youth** shall consist of the Director, the Director Designate, and three (3) other members for a total of five (5) members.

The Board of Christian Education & Youth will support and supervise the Family Life Ministry Coordinator and help recruit and train volunteers. Additionally, the Board will assist in the implementation of family/youth/education/intergenerational programs and events (not including Child Care).

In order to carry out the objectives of the Board, the Board shall:

1. Be responsible for the Christian nurture of children, youth and adults through education, social events, and family strengthening activities both in the Church and community.
2. Coordinate volunteer personnel to establish objectives, set policies, and supervise programs for each educational department. Gather lists of candidates for vacancies in teaching staff and lay leaders. Delegate administration to qualified persons, approve curriculum, and insure all age groups are being served. Review and recommend revisions if needed. Areas include:
 - a. Confirmation classes
 - b. Sunday school
 - c. Vacation Bible school
 - d. Adult education
 - e. Others
3. Keep records of participation to ensure all age groups are being served.
4. Recognize and commend those who serve Emanuel Lutheran Church in educational service and leadership roles.
5. Maintain, improve and cultivate use of the Church library.
6. Partner with the Board of Properties regarding housekeeping, repairs, replacement of equipment and any safety issues in the education facility.
7. If a review of the Family Life Ministry Coordinator is scheduled, the Senior Pastor and the Director or another member from this Board (with input from the entire Board as needed) will help to compile the review with the Director or Board Member assisting the Senior Pastor as needed. The review will be presented to the employee by the Senior Pastor and one member from this Board. It is anticipated that reviews will take place at least every two years.
8. If a vacancy occurs in the Family Life Ministry Coordinator position, the Senior Pastor and this Board will work together to secure a replacement for the vacant position. The document entitled "Process for hiring paid staff at Emanuel Lutheran Church", dated May 2015, may be used for this process.

7: BOARD OF CHURCH PROPERTIES

The **Board of Church Properties** shall consist of the Director, the Director Designate, and three (3) other members for a total of five (5) members.

The Board shall be responsible for all the maintenance and renovation of the building structure and related property. The Board may also negotiate service contracts, insurance and handle any legal matters that may apply to the property of Emanuel Lutheran Church.

In order to carry out the objectives of the Board, the Board shall:

1. Make an annual inspection of Church properties and equipment and recommend to the Parish Planning Council needed repairs, improvements, or replacements.
2. Receive and approve requests for the use of the Congregation's facilities. Coordinate the schedule of activities within the facilities with the Church office.
3. Make and issue keys for Church property, and keep and review annually a list of keys issued.
4. Supervise, control and recommend adequate storage facilities for all Church

- property, equipment, and supplies, and the orderly maintenance of the same.
5. Annually check the adequacy of all types of insurance for Church property and equipment and negotiate insurance contracts.
 6. Check all property yearly for fire hazards, with the guidance of the Building Supervisor.
 7. Enlist work crews for special repair, improvement, cleaning, painting, and decorating, landscaping, and other projects.
 8. Arrange for immediate repairs of an urgent nature and all normal repairs and alterations for which budget funds have been allocated.
 9. Obtain legal information necessary for contracts, deeds, etc., to be considered by the Congregation.
 10. Negotiate service contracts for the organ, office machines, air conditioning and heating systems, etc.
 11. Sign official documents and contracts that have been negotiated and approved by the Congregation.
 12. Set all policies and fees for rental, use, and lending of Church properties.
 13. If a review of the Building Supervisor, Maintenance, or Door Attendant(s) is scheduled, the Senior Pastor and the Director or another member from this Board (with input from the entire Board as needed) will help to compile the review with the Director or Board Member assisting the Senior Pastor as needed. The review will be presented to the employee by the Senior Pastor and one member from this Board. It is anticipated that reviews will take place at least every two years.
 14. If a vacancy occurs in any of the following positions: Building Supervisor, Maintenance, or Door Attendant(s), the Senior Pastor and this Board will work together to secure a replacement for the vacant position. The document entitled "Process for hiring paid staff at Emanuel Lutheran Church", dated May 2015, may be used for this process.

8: BOARD OF CHILD CARE

The **Board of Child Care** shall consist of the Director, the Director Designate, and three (3) other members for a total of five (5) members.

In order to carry out the objectives of the Board, the Board shall:

1. Establish objectives, set policies for and supervise the Child Care program.
2. Provide for active expression of Christian love and concern as an integral part of the total Child Care program.
3. Approve curriculum and provide for written personnel policies and procedures, including, but not limited to, annual evaluations of the staff and hiring and discharge procedures for the staff.
4. Implement plans for continuous improvement for the program, facilities, curriculum and performance of Child Care employees.
5. Monitor compliance with State regulations.
6. Work with organizations and other boards and committees to coordinate the activities of Child Care within the Congregation.
7. Annually examine the Child Care facilities and equipment, and meet with the Board of Church Properties to determine recommendations to the Parish Planning

- Council for repairs, improvements, or replacements.
8. Annually review and determine within the budget the adequate compensation of all Child Care workers.
 9. Provide for the professional growth of the educational staff through conferences, conventions, continuing education, etc.
 10. The Child Care Director, subject to the direction of the Child Care Board, shall appoint and exercise management, direction and supervision over the employees of Emanuel Child Care and the program, and make regular reports to the Child Care Board on the work.
 11. The Child Care Director will attend those parts of the regular and special meetings of the Child Care Board as may be necessary for the Director to report on and discuss with the Board the staff's work and other matters specified by the Board. Where the Director is unable to attend a meeting of the Board, he/she shall designate another member of the staff to attend and function in his/her place.
 12. If a review of the Child Care Director is scheduled, the Senior Pastor and the Director or another member from this Board (with input from the entire Board as needed) will help to compile the review with the Director or Board Member assisting the Senior Pastor as needed. The review will be presented to the employee by the Senior Pastor and one member from this Board. It is anticipated that reviews will take place at least every two years.
 13. If a vacancy occurs in the Child Care Director's position, the Senior Pastor and this Board will work together to secure a replacement for the vacant position. The document entitled "Process for hiring paid staff at Emanuel Lutheran Church", dated May 2015, may be used for this process.

ARTICLE VII: CONGREGATION COMMITTEES

Section 1. Standing Committees: Standing committees may include Executive, Nominating, Financial Review, Altar Guild, Scholarship, Worship, etc. These are committees that are needed every year. Those standing committees with specific requirements or duties are listed below.

A. Executive Committee: (as established in C13.01 of the Constitution)

The Executive Committee will serve as an advisory panel to the Pastor(s) /Ministerial Team and the President of this Congregation as requested. They will aid in the communication and coordination of the overall planning and operation of this Congregation. In addition, they will also direct the formation of the agenda of all regular Parish Planning Council meetings.

B. Nominating Committee

The Nominating Committee will consist of seven (7) members and will carry out the duties as specified in Article V. of the Bylaws.

C. Financial Review Committee

The Financial Review Committee will consist of three (3) members who will not be voting members of the Parish Planning Council as outlined in C13.03 of

the Constitution. The committee will audit and review the accounting records and practices of the Congregation consistent with standard auditing principles and practices.

Section 2. Ad Hoc Committees: Ad hoc committees may include Reformation/Anniversary, Human Resources, Fund Raising, etc. These are committees created by the Executive Committee or Senior Pastor for a specific function and dissolved upon completion.