

St. Mark's Lutheran Church

By-Laws

Chapter 1: Congregation Meetings

- B1.01. The annual meeting of the congregation shall take place at the discretion of the Congregation Council on either the first or second Sunday of December.
- B1.02. Notice of all meetings of this congregation shall be given at the services of worship on the preceding two consecutive Sundays. Notice shall also be given by mail or electronic means, as permitted by state law, to all voting members at least 10 days in advance of the date of the meeting.

Chapter 2: Officers – Duties

B2.01. Congregation President

1. Preside at all meetings of the congregation, executive committee and council.
2. May call special meetings of the congregation, executive committee or council.
3. Direct meetings according to parliamentary rules of order, keeping meetings running smoothly, speedily and efficiently, assisting in discernment of God's will.
4. Encourage each council member to perform his or her duty according to good order and Christian principles.
5. Represent the congregation in matters of business and sign or countersign all legal documents.
6. Assist in preparing the agenda for council and congregation meetings.
7. Uphold the constitution and bylaws and ensure policies are being followed.
8. Write annual report of council activities for annual meeting.
9. Attend and support synod and church wide activities that would benefit from representation of council members.
10. Be administratively responsible for the operation of all parts of the congregation's program.
11. Try to make sure that each committee and is functioning properly.
12. During a pastoral vacancy, serve as liaison between the congregation and a designated pastor as well as the synod.
13. During a pastoral vacancy, work with the synod regarding necessary administrative submissions, such as trend (parochial) reports, etc.
14. Recognize and seek synod advice and assistance in managing congregational matters beyond the council's expertise.
15. Ensure congregational participation at synod assemblies.
16. Ensure that congregational processes and procedures are documented.

B2.02 Congregation Vice-President

1. Preside at meetings of the congregation, executive committee or council at the request or in the absence of the president.
2. Arrange for devotions at meetings.
3. Perform the duties of recording secretary in the individual's absence.
4. Actively aid the president in the administration of office.
5. Chair the Personnel Committee and coordinate personnel matters.
6. Review and ensure property, casualty and liability insurance is in good standing and sufficient for the congregation's needs.
7. Assume other duties as assigned by the council.

B2.03 Congregation Secretary

1. Keep the minutes of all meetings of the congregation, executive committee and council and be responsible for the distribution and publication of such minutes.
2. Be authorized and empowered, in the name of the congregation, to attest instruments that require certified authorized signers and may also be signed by the congregation president or pastor.
3. Work with the pastor and congregation's staff, if any, to ensure the storage and protection of all important documents and papers, and establish a record retention policy.
4. Work with the treasurer and pastor to ensure timely filing of the congregation's annual parochial report.
5. Sign the letter of call for rostered staff at the time of a call meeting.
6. Attest to the synod office that the congregation's records are up to date and under your control at the time of pastoral transition.
7. Submit copies of constitution and bylaw amendments to the synod.
8. Prepare an annual list of membership changes.
9. Carry out correspondence on behalf of the council and the congregation, as directed.

B2.04 Congregation Treasurer

1. Serve as financial officer of the congregation.
2. Attend monthly meetings of the council.
3. Chair the Finance Committee.
4. Provide oversight of the financial secretary duties and processes.
5. Be responsible for paying all bills, invoices and charges.
6. Oversee bookkeeping functions.
7. Prepare the monthly (or quarterly) financial reports for the council.
8. File required federal and state tax forms.
9. Monitor the cash position of the congregation and report monthly to the congregation council.
10. Invest available funds as directed.
11. Borrow funds as directed by the council.
12. Provide the congregation with financial information deemed appropriate by the council.

13. Assist in the preparation of the annual budget for the council.
14. Maintain, develop and improve the reporting and monitoring techniques used to communicate the financial status of the congregation.
15. Prepare the annual report of the financial status of the congregation.
16. Assist with closing the books for audit.

Chapter 3: Financial Secretary

- B3.01. The Congregation Council shall appoint a Financial Secretary at its annual reorganization meeting. The Financial Secretary shall serve a one year term, and may be reappointed for successive terms.
- B3.02. The Financial Secretary shall be a member of the congregation, and may not also serve as treasurer
- B3.03. The Financial Secretary may be removed from office by council for cause. If the Financial Secretary is removed from office, or if the office otherwise becomes vacant, council shall appoint a successor as soon as is practical, and said successor shall serve until the next annual reorganization meeting of council.
- B3.04. Duties:
1. Oversee and support counting of the offerings.
 2. Oversee the preparation of bank deposits.
 3. Help train individuals who count the offerings.
 4. Back-up the head counter to ensure that at least two non-related people are always present for any counting procedures.
 5. Record all contributions to the individual contribution records.
 6. Oversee recording contributions to the individual contribution records.
 7. Record the total weekly offerings, by amount and category, for reporting and statistical purposes.
 8. Report on levels of giving to the council and congregation when requested.
 9. Provide periodic and annual statements to the contributors.
 10. Record contributors' yearly pledges.
 11. Maintain a weekly off-site backup of contribution data.

Chapter 4: Committee Responsibilities

- B4.01. Executive Committee. The Executive Committee provides direction for the Congregation Council, steering members toward the most important issues, and helping to prioritize meeting agendas. The Executive Committee has the power and authority to act and make decisions on behalf of the full Council, where Council is unable to act in a timely manner. The Executive Committee consists of the officers of this congregation and the pastor.

- B4.02. Nominating Committee. The Nominating Committee meets annually to nominate candidates for Congregation Council and to nominate delegates to the annual Synod Assembly.
- B4.03. Audit Committee. The Audit Committee serves as a check on the activities of the financial officers of the Church, ensuring that proper accounting and record keeping is performed with respect to Church funds and expenditures.
- B4.04 Personnel Committee. The Personnel Committee reviews staffing needs, recommends salaries and addresses administrative concerns related to staff, as well as performs all responsibilities delegated to it in the Personnel Manual.
- B4.05 Call Committee. The Call Committee is responsible to recommend to the congregation a candidate for the call to the ministry, in accordance with Synod guidelines.
- B4.06 Responsibilities common to all congregation committees. In addition to the specific responsibilities set forth in sections B4.01-B4.05, each of the standing committees and all other committees established by the Congregation Council shall meet regularly, provide regular reports and an annual report to the congregation council, and submit budgetary requests, as necessary.

Chapter 5: Use of Technology to Conduct Meetings and Votes

B5.01 Meetings.

1. This congregation may hold meetings by conference telephone or other electronic technology, as long as all persons participating in the meeting can hear each other.
2. When one or more members are unable to attend a regular or special meeting, those members may participate in the meeting by conference telephone or other electronic technology. The method of communication must ensure that all persons participating in the meeting can hear each other.
3. This section applies to meetings of the congregation, of the Congregation Council and of committees of the congregation.

B5.02 Council Votes Using Electronic Means.

1. When the president determines that a matter requires urgent consideration by council, the president may conduct a vote by conference telephone or other electronic technology.
2. The president must ensure that all members of council have the opportunity to vote and that all votes are tallied.
3. Any decision made by email vote shall be ratified at the next meeting of the Congregation Council.