

# **First Evangelical Lutheran Church of Glencoe, MN**



## **By-laws**

**February 20, 2021**

# BY - LAWS

## PARAGRAPH I

### VOTERS' ASSEMBLY

#### A. MEETINGS

Annual meeting of this corporate body shall be held during the month of February, quarterly meetings during the month of May, September and November-December. Special meetings may be called by a majority of the members of the Council or by the pastor(s).

#### B. NOTIFICATION

A Regular or Special meeting shall be previously announced on two (2) successive Sundays in the church worship folder.

#### C. QUORUM

Ordinarily, the voters present at a properly called meeting shall constitute a quorum to do business. However, for the purchase and sale of property, for the erection of buildings, or for the removal from office of a called pastor or teacher, or any major change within our congregation, a majority of all voting members shall be required for a quorum. In the absence of a majority, those present may fix the date for an adjourned meeting for which at least five (5) days written notice shall be given. The members who are present at such adjourned meeting shall constitute a quorum.

#### D. REGULAR MEETINGS

The regular meetings of the Voters' Assembly shall be conducted in accordance with the Constitution and By-Laws and the Policy of the congregation.

#### E. SPECIAL MEETINGS

Special meetings of the Voters' Assembly shall be conducted in accordance with the Constitution and By-Laws and shall include an opening devotion, after which the President shall announce the purpose of the meeting, to be followed by presentation, discussion, action, and adjournment with devotional close.

## PARAGRAPH II

### QUORUM

#### A. QUORUM

A "quorum" is required for all Boards and Committees to make the proceedings of that meeting valid. A "quorum" is defined as "a majority of the members of that board or committee."

## PARAGRAPH III

### DUTIES OF OFFICERS

#### A. BOARD OF DEACONS

The Board of Deacons shall consist of not less than nine (9) appointed members and a number of other members, appointed by the members and approved by the Church Council and Voter's Assembly.

1) This board shall be charged with the sacred duty of assisting the pastors in exercising church discipline when necessary.

2) Carry out supervision of public worship.

#### B. BOARD OF TRUSTEES

The Board of Trustees shall consist of not less than seven (7) appointed and a number of other members, who shall be appointed by the members and approved by the Church Council and Voters' Assembly. This board shall be charged with the supervision of the property of the congregation and matters affecting the building, maintenance, and office staff:

- 1) Have custody and control of the corporate property and make such rules and regulations as they deem expedient for the improvement of the church property, and they may buy, sell, mortgage, lease, or otherwise convey or dispose of the property of the congregation, provided, however, that a resolution authorizing such action shall first have been adopted by a vote of a majority of the members and voting at a meeting of said corporation;
- 2) Expenses incurred through transactions thus performed by the Board of Trustees shall be paid by the congregation;
- 3) For emergency repairs or improvements (these are such which must be made immediately to prevent loss of life or property), the Board of Trustees shall have the power to draw no more than \$1,000 from the General Fund without consultation with the church officers.
- 4) They shall hire or appoint, supervise, and direct the work of caretakers and attend to the maintenance, repair, and improvement of all properties of the congregation.

#### C. DAY SCHOOL BOARD

The Day School Board shall consist of not less than five (5) appointed and a number of other members, who shall be appointed by the members and approved by the Church Council and Voters' Assembly. This board shall supervise the Day School. Christian education within the parish and to that end shall:

- 1) Cooperate with the pastor(s) and the principal in the supervision of the Christian Day School; review the curriculum in use; and make every effort to maintain the highest standards possible.
- 2) Be empowered to offer contracts to qualified individuals to hire them as faculty members of the schools; and be empowered by the Voters' Assembly to send a call requesting the filling of a specific non-tenure teaching position through the Synodical Board of Assignments or from the field for action within a 60-daytime period from the date the authorization is delegated to the Board.

#### D. CHRISTIAN EDUCATION BOARD

The Christian Education Board shall consist of not less than seven (7) appointed and a number of other members, who shall be appointed by the members and approved by the Church Council and Voters' Assembly. This board, under the direction of the Director of Christian Education, shall conduct the Christian Education ministries and all facets of youth ministries within the parish and to that end shall:

- 1) Encourage effective Christian education programs in parish and adult Bible study programs.
- 2) Promote and supervise other educational agencies within the parish which would enlarge the opportunities of the congregation in the field of Christian education.
- 3) Provide and conduct effective programs for junior and senior high youth in the congregation.

#### E. DIRECTOR OF CHRISTIAN EDUCATION

This individual coordinates with the Senior Pastor to focus on the vision and leadership of the congregation's various educational ministries. This can involve all ages, nourishing children, youth, adults, and family groups in Christian instruction and growth in personal faith through Bible classes, Sunday School, Midweek programs, Vacation Bible School, and youth programs.

#### F. BOARD OF STEWARDSHIP

The Board of Stewardship shall consist of not less than five (5) appointed and a number of other members, who shall be appointed by the members and approved by the Church Council and Voters' Assembly. This board shall have as its objectives:

- 1) To initiate programs for the development of good stewardship attitudes in the members of the congregation in regard to first fruits giving, time, talents, and treasures;
- 2) To provide for the training and utilization of members of the congregation for the work of Christ's Kingdom; and
- 3) Promote the cause of Missions.

Biblical guidelines, such as the following, shall guide the Board of Stewardship in carrying out its objectives:

"Present your bodies a living sacrifice – which is your reasonable service"  
(Romans 12:1);

"That ye may excel to the edifying of the church" (1 Corinthians 14:12); and

"They shall declare my glory among the Gentiles" (Isaiah 66:19).

#### G. BOARD OF EVANGELISM

The Board of Evangelism shall consist of not less than five (5) appointed and a number of other members, who shall be appointed by the members and approved by the Church Council and Voters' Assembly. This board shall supervise the work of spreading the gospel, both within the Church as well as to those outside, and to that end shall:

- 1) Promote awareness of and interest in the gospel and this church where this message is proclaimed.
- 2) Organize programs for identifying and evangelizing prospective converts and new members.
- 3) Assist members in becoming integrated in the life of the congregation.
- 4) Foster spiritual and social fellowship among congregation members, promoting a spirit of mutual cooperation, unity, and joy as God's people.
- 5) Encourage and equip members to share actively their faith as individuals.

Biblical guidelines, such as the following, shall guide the Board of Evangelism in carrying out its work:

"Therefore, go and make disciples of all nations," (Matthew 28:19)

"And you will be my witnesses..." (Acts 1:8)

**H. PRESIDENT**

The President of the congregation shall preside at all meetings of the Church Council and congregation; he shall see to it that these meetings and selected meetings are conducted decently and in order.

**I. VICE-PRESIDENT**

The Vice-President shall perform the duties of the President in his absence, his disability, or at his request.

**J. CHAIRMAN OF THE BOARD OF DEACONS**

The Chairman of the Board of Deacons shall perform the duties of the President or Vice-President in their absence, their disability or at their request.

**K. RECORDING SECRETARY**

The Recording Secretary shall, by order of the congregation, attend to all correspondence, record all resolutions of the Church Council and the Voters' Assembly. The Recording Secretary shall keep a current list of the voting members of the congregation, and a record of members attending the meetings.

**L. TREASURER**

The Treasurer shall, with the approval and consent of the Church Council, appoint as many Assistant Treasurers (Tellers) as the Treasurer deems necessary.

- 1) The Treasurer shall deposit, or cause to be deposited, all funds and monies received by the congregation.
- 2) The Treasurer shall keep, or cause to be kept, an accurate account of all monies and funds received. The Treasurer shall send, or cause to be sent, formal acknowledgments of all contributions received, as specified by the Voters' Assembly.
- 3) The Treasurer shall submit regular quarterly and annual reports of all funds and monies received to the Quarterly meetings of the congregation and to the Church Council.
- 4) The Treasurer shall cause to be issued and sign checks that have a properly signed purchase order attached and been signed by two board or committee members or by two officers of the congregation. All checks are to be countersigned by the President of the congregation or in the absences of the President or Treasurer they are to be countersigned by the Chairman of the Trustees.
- 5) The Treasurer shall keep, or cause to be kept, proper records of all funds and monies received and disbursed.
- 6) The Treasurer shall at the end of each month cause to remit to their designated channels all such monies which have been received.
- 7) The Treasurer shall submit regular quarterly and annual reports to explain financial changes to the Church Council and Voters' Assembly.

## **PARAGRAPH IV**

### TERM OF OFFICE

The term of office for the following members shall be for two (2) years: Board of Deacons, Board of Trustees, Day School Board, Christian Education Board, Board of Stewardship, Board of Evangelism, Recording Secretary, Treasurer and President. After serving three (3) terms (6 years), a member cannot be appointed for at least one (1) year to any appointed or elected office.

A President-Elect shall be elected every two (2) years and shall serve a total of four (4) years. He shall serve a term of two (2) years as Vice-President, followed by a term of two (2) years as President. In the case of a vacancy in the office of President, the Vice-President shall assume the office of President immediately and complete a total of four (4) years of service. After serving as President, he shall be declared ineligible for election to any elective or appointed office for one (1) year.

The Recording Secretary and Treasurer are elected positions. They are elected to a 2 year term and can serve three 2 year terms for a total of 6 years. After 6 years they are ineligible for 1 year for any elected or appointed office.

## **PARAGRAPH V**

### CHURCH COUNCIL

#### **A. MEMBERSHIP**

The Church Council shall consist of one (1) member of each Board: the Board of Deacons, Board of Trustees, Day School Board, Christian Education Board, Board of Stewardship, Board of Evangelism, and the Church Officers (President, Vice-President, Secretary, and Treasurer), all of whom shall regularly attend its meetings. The Recording Secretary shall record the proceedings of its meetings.

#### **B. MEETINGS OF BOARDS AND CHURCH COUNCIL**

The church boards shall meet during the first and second weeks of the month. The Church Council shall meet as soon as possible thereafter. Church Council shall meet each month and prior to each regular Voters' Assembly meeting. And it shall meet whenever the Pastor(s) or the chairman of the respective Boards of the Council shall call such meeting.

#### **C. ORGANIZATION OF THE BOARDS**

Each individual Board shall elect as soon as possible after the installation of newly-appointed officers and Board members, a Chairman, Vice-Chairman, and a Secretary. They shall also select their one (1) board representatives and one (1) alternate (to fill in for the appointed member when absent) to the Church Council.

The officers and board members-appointed shall be installed and assume their respective duties on the first Sunday after January 1. All Boards shall make regular reports to the Church Council and Voters' Assembly.

#### D. NON-VOTING MEMBERS

The Pastor(s) are non-voting member(s) of all Boards, Committees and the Church Council of the congregation and shall attend meetings as needed. No Boards or Committee shall meet without the knowledge of the Pastor(s).

All teachers with tenure calls shall be non-voting members of the Day School Board and of the Church Council. All other teachers at the Day School shall attend meetings at the request of the Day School Board.

#### E. COUNCIL BUSINESS

1. The Church Council shall review the decisions of the boards. The Church Council shall either affirm the decisions of the boards, or return them to the boards for further study. The decisions of the boards would not be final until affirmed by the Council.
2. The Church Council shall consider and discuss all matters pertaining to the general welfare of the congregation, review all reports and present recommendations to the congregation. The Church Council shall act in matters committed to it by the Voters' Assembly. In cases of emergency, it shall have power to act on behalf of the congregation between meetings of the Voters' Assembly.
3. In case of a vacancy on a board, such vacancy shall be filled by the Church Council until the next November-December meeting of the congregation, when a member shall be appointed to the vacated office for the balance of the unexpired term. In the case of filling a vacancy in the office of Vice-President, the appointed member shall serve the balance of the unexpired 2-year term for Vice-President when a member shall be elected to the office of President-Elect.
4. No full-time employee of the congregation shall serve on the Church Council.

### PARAGRAPH VI

#### ANNUAL AUDIT

The Audit Committee/qualified accountant shall, before every annual meeting, audit the Treasurer's and the Treasurer's assistants' books. The Audit Committee/accountant shall have access to the bank records of the congregation accounts and all pertinent books and financial records of the congregation, and have full power to request any data necessary to make a correct and true examination and audit of such books.

The Audit Committee/accountant shall render a report of his findings at the Annual meeting of the congregation.

## **PARAGRAPH VII**

### NOMINATING COMMITTEE

The Nominating Committee of seven (7) members (One from each board and the Chairperson) shall be appointed by President and approved by the Church Council. This Committee shall be appointed in time for the May Quarterly meeting of the congregation. It shall then present by the September Quarterly meeting a list of candidates. At the September Quarterly meeting, any voting member of the congregation shall have the right to nominate additional names of candidates for any appointed office.

After this list has been approved by the congregation, the Committee shall present the list of candidates at the November-December Voter's Meeting for approval. No new names can be added at this time.

## **PARAGRAPH VIII**

### SALARY REVIEW COMMITTEE

The Salary Review Committee shall annually consult, concerning the salaries of the workers. The Committee shall then bring its findings and recommendations before the Church Council, to be presented to the congregation at the time the Annual Budget is presented. The Salary Review Committee should include the officers of the congregation (President, Vice President, Treasurer and Secretary) as well as one (1) member of the Board of Deacons, one (1) of the Board of Trustees and one (1) member of the Day School Board.

No employee or family member of an employee should serve on the Salary Review Committee. In case of conflict the President will appoint a person.

## **PARAGRAPH IX**

### DUTIES OF PASTORS

The Pastor(s) shall proclaim to us, jointly and individually, the Word of God in its full truth and purity as contained in the canonical writings of the Old and the New Testament and professed in the confessional writings of the Lutheran Church; administer the Holy Sacraments in accordance with their divine institution; discharge toward all the members of our congregation the functions of a pastor and caretaker of their souls in an evangelical manner, in particular, to visit the sick and dying and to admonish indifferent and erring members; faithfully guard the spiritual welfare of the younger members of the congregation, in particular, to instruct our catechumens in the Word of God; guide us in applying the divinely ordained discipline of the church, agreeably to the Word of God; serve the congregation as an example by his Christian conduct, cooperate with his co-workers in the total ministry of the congregation, and by the grace of God to do all that is possible for him to do, within the limits of his calling, for the building up of our congregation and for the general advancement of the kingdom of Christ.



**PARAGRAPH X**

**PASTOR CALL COMMITTEE**

The Call Committee shall consist of no more than ten (10) First Lutheran members, four (4) Deacons and a cross section of First Lutheran congregation members (18 years or older). When calling a pastor, the process should consist of a Self-Study Committee and a Call Committee. The Chairman of the Board of Deacons shall appoint 3 Deacons plus himself. The Balance to be appointed by the Church Council. The Self Study Committee should also be appointed by the Church Council.

**PARAGRAPH XI**

**PRINCIPAL CALL COMMITTEE**

The call committee shall consist of the Day School Board plus 3 at large members appointed by the Church Council.

**PARAGRAPH XII**

**DCE CALL COMMITTEE**

The call committee shall consist of 5 members of the Christian Education Board and 3 at large members appointed by the Church Council. The Senior Pastor shall participate as an Advisor.