

**HOPE LUTHERAN CHURCH BYLAWS**  
**Jordan, Minnesota**  
**Approved and Effective January 29, 2012**  
**Amended December 1, 2012**

**PART 1 COMMUNION**

- A. Participation in Holy Communion shall be open to all baptized Christians.
- B. Children of the congregation should be properly prepared for communion instruction in accordance with the policies of Hope Lutheran Church. Participation in Holy Communion should be accompanied by catechesis appropriate to the age of the communicant. When young children commune, parents and sponsors receive instruction in order to instruct the children through their development.

**PART II MEMBERSHIP**

- A. Members of this congregation shall be those baptized persons on the roll of this congregation at the time these Bylaws are adopted and those who are admitted thereafter and who have declared and maintain their membership in accordance with the provisions of the Constitution of Hope Lutheran Church.
- B. There shall be four (4) classifications of members as defined in Section C8.02 of the Constitution.
- C. Pursuant to Section C8.05, subsection "e" of the Constitution, those confirmed members who no longer qualify as voting members shall be classified as inactive. As such, they shall remain within the continuing concern of the congregation and shall be given conscientious pastoral care

The Pastor and the Executive Board shall report to the Congregation Council when members have been inactive for two (2) years. The Pastor shall have attempted to contact each member prior to reporting to the Congregation Council. If after eight (8) weeks following such report, those members have chosen not to fulfill the obligations of active voting members, they will be removed from the roll of the church. . Such members may request to be included in the mailing and/or e-mail distribution lists of the congregation.

**PART III CONGREGATIONAL MEETING**

- A. The current rosters of voting, confirmed, and baptized members shall be available at each meeting of the congregation.

B. Annual Meeting

1. The date shall be selected by the Congregation Council.
2. Announcements of time and place shall be made at two regular worship services immediately preceding the annual meeting as provided in the constitution.
3. The annual meeting shall receive reports from all the organizations of the congregation. Such reports, including a financial statement, shall be submitted in writing to the council president and church files not less than ten (10) days before such a meeting.

C. Election Procedure

1. The candidates for each office, with their consent, will be announced with the annual meeting notice.
2. Additional nominations may be made from the floor by any voting member.
3. Elections shall be by written ballot.

#### **PART IV CONGREGATION COUNCIL AND CONGREGATION BOARDS**

A. Responsibilities of Officers

1. The president shall:
  - a) preside at the meetings of the Congregation Council and of the congregation;
  - b) receive reports for the annual meeting;
  - c) sign all official instruments on behalf of the congregation; and
  - d) serve as an ex officio member of all church committees and boards.
2. The vice-president shall:
  - a) preside at the meetings of the Congregation Council and congregation in absence of the president
  - b) convene the nominating committee;
  - c) monitor that all personnel employed by the church adhere to the policies and procedures contained in the church policy handbook and confer with the president of the congregation regarding any concerns related to such adherence; and
  - d) serve as an ex officio member of all church committees and boards..
3. The secretary of the Congregation Council shall:
  - a) keep the minutes of the congregation council and of the congregation;
  - b) have custody of the records of the congregation;
  - c) countersign all instruments on behalf of the congregation;

- d) conduct all official correspondence of the Congregation Council and committees under the supervision of the President; and
  - e) maintain a manual of all church policies.
4. The treasurer shall:
- a) have custody of all funds of the congregation and oversee the receipt and disbursement of such funds in accordance with the decisions of the Congregation Council;
  - b) maintain records of all contributions and make regular reports to the Congregation Council and to the congregation as required by the Congregation Council;
  - c) oversee the filing of all Federal and State tax forms;
  - d) assist in the preparation of the annual budget for the Congregation Council.

B. Responsibilities of all Congregational Boards

1. Each board shall elect a chairperson and secretary for the purpose of conducting orderly meetings. Minutes of meetings shall be kept and submitted to the Congregation Council for inclusion in the church records.
2. Each board shall elect a Council Representative to serve as a voting member of the Congregation Council.
3. Each Board shall hold meetings as required, but no less than once each month.
4. Boards of the congregation shall develop a line of communication and cooperation with each other to consider matters which fall under the jurisdiction of more than one board.
5. Each board shall report at each regular Congregation Council meeting.
6. Each board shall report annually to the congregation.

C. Responsibilities of the Board of Deacons

The basic responsibilities of the Board of Deacons are to:

- strengthen the fellowship of members spiritually and socially, integrate new members in the life of this congregation, and to build mutual cooperation, trust and community among the members (Congregational Life);
- help members grow in the belief that all things belong to God and that we are caretakers, called to be good stewards of all we have; to set a good example for others; and to share our gifts of time, energy, abilities, and finances (Stewardship);
- provide for, direct, and supervise all aspects of worship (including the music, drama and arts) in this congregation (Worship);
- encourage the members of this congregation in the work of spreading the Gospel (Evangelism);
- present an image to the public which favorably reflects this congregations' work on behalf of Christ, publicize the work of this congregation, and integrate this congregations' work into the life of the community (Public Relations).

The duties of the Board of Deacons shall include, but are not limited to:

1. Provide spiritual leadership in the congregation, working with the pastor to guide the work, witness, worship, and service of the congregation.
2. Nurture and support the spiritual needs of the congregation, local community, and the world through the development, implementation, and evaluation of programs, ministries, and activities that effectively carry out our mission and this Board's responsibilities.
3. Appoint ministry teams as necessary to carry out the work of this Board and oversee their work. Such teams may work in, but are not limited to, the areas of evangelism and outreach, creative worship and prayer, stewardship, social action, pastoral care, and congregational life.
4. Annually prepare proposed budgets for this Board and its ministry teams and submit to the Board of Trustees for inclusion in the annual budget presented for approval by the Congregation Council and the congregation.
5. Review and monitor the annual budget assigned to the Board of Deacons and its ministry teams.
6. Work with all other Boards and their ministry teams as necessary to meet the needs of the congregation.
7. Carry out such other responsibilities and tasks as may be assigned from time to time by this congregation and/or the Congregation Council.
8. Annually evaluate the effectiveness of this Board's work and ministry and make changes as needed.
9. Pray for the work of this board and its ministry teams as they work to carry out the mission of this congregation and this Board.

D. Responsibilities of the Board of Trustees

The basic responsibilities of the Board of Trustees are to ensure the financial stability of the congregation, to ensure the proper maintenance and repair of church property, and to ensure the general protection of the congregation against loss or damage of any nature. The duties of the Board of Trustees shall include, but are not necessarily limited to:

1. The trustees shall have charge of the general management of all matters relating to legal and corporate affairs and to supervise the maintenance of the properties of the congregation. All legal documents shall be signed by the president and the secretary of the Congregation Council.
2. Receive reports quarterly from the treasurer to ascertain that expenditures are within the budget approved by the congregation. Any expenditures in excess of the total voted budget must be approved by the congregation.
3. Prepare an annual budget for review and approval by the Congregation Council, which shall then be submitted to the congregation for its approval at its annual meeting in the month of January.

4. Assure that the treasurer and others who have access to the funds of the congregation are adequately bonded.
5. Together with the Treasurer, assure the safe deposit and recording of all funds, monthly remissions of offerings for mission and church agencies, and prompt payment of salaries and bills as authorized by the congregation and appropriate Boards.
6. Annually examine and evaluate the adequacy of all types of insurance for church property and equipment and negotiate insurance contracts for adequate protection.
7. Appoint annually an Audit Committee of three members of the congregation which will audit the records of the congregation at calendar year-end and report its findings in writing at the annual meeting. The Audit Committee shall not include the treasurer.
8. Annual review the budgeting procedures of the congregation and recommend to the congregation any necessary improvements or revisions.
9. Be responsible for the negotiation of wages of all congregation employees and make annual recommendations to the Congregation Council and the congregation accordingly.
10. Maintain current personnel files on all congregation employees and/or associates.
11. Establish and vigorously pursue a program for endowing the congregation through wills, bequests, foundations, and other sources.
12. Evaluate and make recommendations to the Congregation Council for use of undesignated gifts by individuals. Use of undesignated gifts of greater than \$10,000 or two percent (2%) shall be decided by a congregational vote.
13. Recommend to the Congregation Council the use of outside legal counsel for review of contracts, deeds, other contractual matters, and other matters warranting counsel as necessary.
14. Carry out all requests for major purchases, repairs, and replacement of church property and equipment as approved by this congregation and Congregation Council.
15. Recommend to the Congregation Council all policies (including fees) governing the use or rental of church property and equipment by all persons or groups inside or outside this congregation.
16. Conduct an annual inventory of all church properties, equipment, and supplies, including acquisition date and approximate value of each item.
17. Conduct routine inspection of church properties and equipment and to insure that adequate maintenance and timely repairs and/or replacement are provided.
18. Provide adequate custodial/maintenance help. Meet with custodians to discuss the care of the buildings, maintenance needs and other related concerns regarding custodial services.
19. Provide custodians with detailed lists of the required daily, weekly, monthly, and/or annual maintenance tasks.
20. Make an annual inspection of church properties and equipment and recommend to the congregation needed repairs, improvements or replacements.
21. Issue keys for church property and keep and review annually a list of the keys issued.

22. Provide adequate storage space for all church properties, equipment and supplies, and supervise the use and orderly maintenance of same.
23. Routinely inspect all property twice a year for fire hazards, safety hazards, and for handicapped accessibility.
24. Enlist the service of congregation members for special repairs, improvements, cleaning, painting, decorating, landscaping and other projects as necessary.
25. Provide for any urgent or emergency repairs or replacement of equipment, as well as all normal repairs and alterations for which budget funds have been allocated.
26. Appraise, or have appraised, the real and personal property of the congregation when deemed necessary. Appraise, or have appraised, any real property offered to the congregation as a gift or for purchase by the congregation and make recommendations to the Congregation Council accordingly.
27. Oversee the relationship with any and all tenants now or in the future.
28. Oversee any approved ongoing fundraisers which benefit the congregation as a whole. Such fundraisers may include but are not limited to: a silent auction and a taco stand.
29. Appoint special committees as necessary to carry out the work of this Board and oversee their work. Such committees may include but are not limited to: buildings and grounds committees, decorating committees, fundraising committees.
30. Carry out such other responsibilities and tasks as may be assigned from time to time by this congregation and/or the Congregation Council.
31. Annually evaluate the effectiveness of this Board's work and ministry and make changes as needed.
32. Pray for the work of this board and its ministry teams and they work to carry out the mission of this congregation and this Board.

E. Responsibilities of the Board of Youth and Educational Ministries

The basic responsibilities of the Board of Youth and Educational Ministries (BOYEM) are to provide, plan, promote and oversee the faith formation and educational programs of the church. The duties of the BOYEM shall include, but are not necessarily limited to:

1. Recommend to the Congregation Council programs for effective faith formation ministries from birth to adult, including regular educational programs, special events, and retreats.
2. Recommend to the Congregation Council programs for mission, service and fellowship for children and youth through college age.
3. Determine, approve, evaluate and revise program policies as necessary.
4. Appoint ministry teams as necessary to carry out the work of this board.
5. Oversee and monitor the work of the ministry teams to plan and implement all programs and ministries approved by the Congregation Council, with the goals of forming faith, deepening discipleship, encouraging mission and service within our congregation, in our community and in the world, and equipping leaders. The

ministry teams may include, but are not limited to: children's education ministries (such as Sunday morning children's programs, Vacation Bible School and other special events), adult education, confirmation, middle school ministry, high school ministry, young adult ministry, fundraising, and library.

6. Assist the ministry teams in recruiting and equipping volunteer leadership for all educational programs and fundraising efforts.
7. Review and approve curriculum to be used in education programs to ensure appropriateness.
8. Annually prepare proposed budgets for each ministry team and submit to the Board of Trustees for inclusion in the annual budget presented for approval by the Congregation Council and the congregation.
9. Review and monitor the annual budget assigned to the BOYEM and its ministry teams.
10. Determine fundraising needs for various programs, special events or mission/service activities.
11. Approve appropriate fundraisers for BOYEM programs and activities or recommend approval by the Congregation Council as necessary.
12. Provide appropriate resources for and supervision of any ongoing fundraiser.
13. Actively participate in church and community events to promote the congregation's youth ministries and programs.
14. Pray for the work of this board and its ministry teams as they work to nurture the faith formation of children, youth and adults in this congregation, the community, and beyond.
15. Carry out such other responsibilities and tasks as may be assigned from time to time by this congregation and/or the Congregation Council.
16. Annually evaluate the effectiveness of this Board's work and ministry and make changes as needed.
17. Pray for the work of this board and its ministry teams as they work to nurture the faith formation of children, youth and adults in this congregation, the community, and beyond.

## **PART V CONGREGATIONAL COMMITTEES**

### **A. Executive Committee**

The duties of the Executive Committee are:

1. Determine the agenda for meetings of the Congregation Council;
2. Together with the Congregation Council, plan the annual and special meetings of this congregation;
3. Conduct the annual review and affirmation of the Pastor;
4. Carry out motions, continuing resolutions, and other responsibilities and tasks as may be assigned by this congregation and Congregation Council.

**B. Nominating Committee**

1. The Nominating Committee shall submit the name of one qualified candidate for each open position, including officers, board members, standing committees, synod convention delegates, delegates to other organizations/activities, and other groups as determined by this congregation and/or Congregation Council.
2. The Nominating Committee shall share the job description for that position and secure the consent of each candidate prior to publication.
3. The list of candidates shall be made public to the congregation with the notice of the annual meeting at least ten (10) days prior to the annual meeting at which the candidates will be elected. Following publication of the list of qualified candidates, any voting member of this congregation may submit additional names for election. Such name(s) shall be placed in nomination by the Nominating Committee, along with the candidates previously nominated, provided that:
  - a) such names are submitted at least seven (7) days prior to the congregation meeting; and
  - b) the Nominating Committee shall have reviewed the status of each proposed candidate and found that person to be spiritually eligible and willing to serve.
4. The names of the candidates shall be listed alphabetically should more than one person be nominated for a position.
5. Should a position become vacant between annual meetings of this congregation, the Nominating Committee shall submit to the Congregation Council the name of one qualified candidate. The Congregation Council may then appoint such candidate to fill any unexpired term until the next annual meeting. Unexpired terms must be filled at the next regular meeting of this congregation.
6. The Nominating Committee shall make every effort to present an inclusive slate of candidates.

**C. Audit Committee**

The Audit Committee shall:

1. verify the monthly financial statements have been reconciled by the Treasurer and reconciliation reports are signed and dated;
2. verify that all the church funds are being handled properly;
3. verify that donations with specific stipulations are being recorded and carried out;
4. determine that there is a system of checks and balances in place and that the system is being followed;
5. verify that the church has adequate insurance coverage;
6. affirm that donor records are kept and donors receive quarterly statements of their contributions;
7. verify that all disbursements are supported by written documentation;
8. report any additional assets the church may have in the form of securities, bonds, CDs or other savings;
9. determine the balances on any loans or mortgages the church has incurred;
10. offer suggestions for improvement in any area needing changes.



11. Review the receipts, investments, and disbursements of the "Hope Lutheran Mission Endowment Fund."

**D. Mutual Ministry Committee**

1. The basic objective of the Mutual Ministry Committee is to affirm and strengthen the mission of the congregation and the ministry of the pastor through listening and clarifying, sharing and communicating, reviewing and reflecting.
2. Committee members are accountable to one another for maintaining discretion or confidentiality when personal information is shared during a meeting.
3. The Mutual Ministry Committee shall:
  - a) develop open communication about the expectations, attitudes and concerns within the congregation, the community and the pastor;
  - b) identify early warning signs of misunderstandings
  - c) become a "listening post" for the pastor and people;
  - d) serve as a group where the pastor could test new ideas;
  - e) act as a "sounding board" in time of personal and professional stress;
  - f) help plan continuing education that benefits both the mission of the congregation and the ministry of the pastor;
  - g) annually assess the working conditions, compensation, housing, and benefits provided for the pastor and make recommendations to the Congregation Council or appropriate committee;
  - h) report to the Congregation Council the summarized work of the committee during the past year and the committee's plans for the coming year and state formal recommendations without disclosing confidential items or detailed background information when the matters are personal.

**E. Shared Ministry Committee**

The basic objectives of the Shared Ministry Committee are:

1. contact and encourage new members for service to the congregation and endeavor to stir up the talents of all members for use in Christ's work in and beyond this congregation;
2. maintain a program to discover and enlist for Kingdom service the talents the God has given all members;
3. be responsible for maintenance of congregational time and talent file at all times and provide for the immediate recording of these gifts and abilities of incoming members.

**PART VI HOPE LUTHERAN MISSION ENDOWMENT FUND**

Pursuant to C5.05 of our constitution, the Congregation of Hope Lutheran Church, Jordan, Minn., hereby establishes a committee and its guidelines to carry out the activities of a Mission Endowment Fund. The following bylaws shall be inserted in the constitution where indicated.

C13.05.01. Hope Lutheran Mission Endowment Fund will consist of three members elected at the annual Congregation Meeting. The term of office will be three years, with the first slate of members serving staggered terms. Each year following the initial appointment, one member will be elected. Members are eligible for a maximum of eight consecutive years on the committee. In addition to the elected members, the pastor of the congregation shall be an ex-officio, with voice and vote, member of the committee. The Treasurer of the congregation shall maintain the account of the Hope Lutheran Mission Endowment Fund.

C13.05.02. The duties of the Hope Lutheran Mission Endowment Fund Committee shall include the following:

A. To fulfill the purpose of the Hope Lutheran Mission Endowment Fund, that is to provide annual distributions beyond the operating budget of this congregation to ministries as stated below:

- Provide for the enrichment of Hope Lutheran Church youth through the funding of activities, education, or programs that fulfill the mission of the church
- Provide scholarships to approved colleges supported by the ELCA
- Provide funding for local, non-profit organizations to accomplish their goals serving the Jordan area
- Provide for extraordinary programs, capital improvements or other ministry initiatives within this congregation that fulfill the mission of the church.

B. To make such distributions within the following prescribed limits on funding:

The committee may authorize distributions limited to the lesser of 5% of fund assets at the beginning of the calendar year, or the fund's annual income of the prior year. Fund income is defined to include interest and dividends received, realized gains, and unrealized gains.

C. To determine how the Fund assets will be invested, including the asset allocation.

The investment objective will be to provide long-term growth so the annual distribution will keep pace with inflation, i.e., the annual distribution will maintain its purchasing power. The committee shall create an Investment Policy Statement to be approved by the Congregation Council. The Investment Policy Statement will guide the investment decisions for the Fund's assets; to wit, it will detail the selection process of eligible asset categories and specific investment options. It will also provide guidelines for monitoring the investment policy and the Fund's performance.

The committee shall report at least quarterly to the Congregation Council on any and all activity within the Fund. Annual accounting and a report of ministries supported through the Fund shall be distributed to the Congregation at its annual meeting.

D. To encourage gifts to the Hope Lutheran Mission Endowment Fund through education and promotion of the Fund.

E. To respond to Congregation request, under an unforeseen emergency situation, to use principal of the Fund to help the Congregation rectify an economically devastating situation. Such a disbursement must be approved by the Congregation during the annual meeting or a special Congregation meeting.

F. To accept undesignated gifts received by this Congregation, such as, but not limited to, bequests, life insurance proceeds and remainder from life income agreements. To convert non-cash assets to their highest cash value in a timely manner.