

HOPE LUTHERAN CHURCH BYLAWS
Jordan, Minnesota
Approved by Council 11-19-24 and Effective January 2025

Our mission is to GATHER in faith, GROW in grace and GO forth in service. We are a people of Hope, committed to creating a welcoming community where all are embraced, nurtured and empowered. We seek to encourage, connect and commune with others. Our aim is to nourish souls, strengthen bonds and inspire a shared journey of faith in Christ as we work together to transform lives and communities.

PART 1 COMMUNION

1. Participation in Holy Communion shall be open to all who desire to commune at the Lord's Table.

PART II MEMBERSHIP

See Section C8 of Hope Lutheran's Constitution for full description

1. The Pastor and the Executive Board shall report to the Congregation Council when members have been inactive for two (2) years.
2. The Pastor or their designate shall have attempted to contact each member prior to reporting to the Congregation Council. Following such report, those members who have chosen not to fulfill the obligations of active voting members will be removed from active membership of the church. Such members will be included in the mailing and/or e-mail distribution lists of the congregation unless requested otherwise.

PART III CONGREGATIONAL MEETING

ANNUAL MEETING

1. The current roster of eligible voting members shall be available at each meeting of the congregation.
2. The date shall be selected by the Congregation Council.
3. Announcements of time and place shall be made at two regular worship services immediately preceding the annual meeting as provided in the constitution.
4. 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.

ELECTION PROCEDURE

5. The candidates for each office, with their consent, will be announced with the annual meeting notice.
6. Additional nominations may be made from the floor by any voting member.
7. Elections shall be by accepted ballot.

PART IV CONGREGATION COUNCIL

CONGREGATION COUNCIL RESPONSIBILITIES

THE PRESIDENT SHALL:

1. Preside at the meetings of the Congregation Council and of the congregation.
2. Receive reports for the annual meeting.
3. Review and approve all official correspondence of the Congregation Council and committees.
4. Sign all official documents on behalf of the congregation.
5. Serve as an ex officio member of all church committees and boards.

THE VICE PRESIDENT SHALL:

1. Preside at the meetings of the Congregation Council and congregation in absence of the president.
2. Convene the nominating committee.
3. Communicate with all personnel employed by the church the need to 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.
4. Serve as an ex officio member of all church committees and boards.
5. Ensure annual formal employee reviews are conducted and placed in a permanent personnel file.

THE SECRETARY SHALL:

1. Keep the minutes of the congregation council and congregational meetings.
2. Oversee maintenance of all church policies and non-financial records.
3. Countersign all official documents on behalf of the congregation.

THE TREASURER SHALL:

1. Oversee all funds of the congregation and oversee the receipt and disbursement of such funds in accordance with the decisions of the Congregation Council.
2. Monitor records of all contributions and make regular reports to the Congregation Council and to the congregation as needed.

3. Verify the filing of all Federal and State tax forms.
4. Assist in the preparation of the annual budget for the Congregation Council.
5. Ensure the financial stability of the church.
6. Ensure designated gifts are managed and used for their intended purposes.

PART V CONGREGATION BOARDS

ALL CONGREGATIONAL BOARD RESPONSIBILITIES:

1. Elect a chairperson and secretary for the purpose of conducting orderly meetings.
2. Meeting minutes shall be kept and submitted to the Congregation Council for inclusion in the church records.
3. Select a Council representative to serve as a voting member of the Congregation Council. An alternate representative may attend Council meetings and vote on behalf of the board.
4. Hold meetings as required, but no less than once each month.
5. Encourage open communication with each other when responsibilities overlap.
6. Report at regular Congregation Council meetings.
7. Provide a written report for the annual congregational meeting.
8. Prepare a budget and submit it to the Trustees prior to the formal budget process.
9. Monitor the annual budget assigned to the respective Board.
10. Expenditures in excess of each board's approved budget must be submitted to Trustees for review with final approval by Council.
11. All fundraising activities for designated purposes require prior Council approval.
12. Annually evaluate the effectiveness of the Boards' work and ministry and make changes as needed.
13. Appoint special committees as necessary to carry out the work of this Board and oversee their work.
14. Work with all other Boards and their ministry teams as necessary to meet the needs of the congregation.
15. Pray for the work of the boards and ministry teams, and their work to carry out the mission of this congregation.
16. Carry out such other responsibilities and tasks as may be assigned from time to time by this congregation and/or the Congregation Council.

BOARD OF DEACON RESPONSIBILITIES:

1. Congregational Life: 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.
2. Stewardship: 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.
3. Worship: provide for, direct, and supervise all aspects of worship (including the music, drama and arts) in this congregation.

4. Evangelism: encourage the members of this congregation in the work of spreading the Gospel.
5. Public Relations: 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.
6. Provide spiritual leadership in the congregation, working with the pastor to guide the work, witness, worship, and service of the congregation.
7. 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.

BOARD OF TRUSTEES RESPONSIBILITIES:

LEGAL

1. The trustees shall have charge of the general management of all matters relating to legal and corporate affairs.
2. Assure that all who have access to the funds of the congregation are adequately bonded.
3. Annually examine and evaluate the adequacy of all types of insurance for church property and equipment and negotiate insurance contracts for adequate protection.
4. Appraise or have appraised the real and personal property of the congregation and any real property offered to the congregation as a gift or for purchase by the congregation, when deemed necessary.
5. Conduct an annual inventory of all church properties, equipment, and supplies, including acquisition date and approximate value of each item.

BUDGET

6. Receive reports quarterly from the treasurer to ascertain that expenditures are within the budget approved by the congregation.
7. 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.
8. Annual expenditures shall not exceed the total budget by more than 2.5% without approval by the congregation, excluding designated gifts.
9. 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. Annually review budgeting procedures of the congregation and recommend to the congregation any necessary improvements or revisions.
10. Oversee any approved ongoing fundraisers which benefit the congregation as a whole. Such fundraisers may include but are not limited to: silent auction, craft fair and taco stand.

BUILDING

11. Carry out all requests for major purchases, repairs, and replacement of church property and equipment as approved by this congregation and Congregation Council.
12. Maintain a list of routine, monthly and annual tasks to insure that adequate maintenance and timely repairs and/or replacement are provided, to include fire hazards, safety hazards, and for handicapped accessibility.
13. Provide adequate custodial/maintenance help. Meet with custodians to discuss the care of the buildings, maintenance needs and other related concerns regarding custodial services.
14. Provide custodians with detailed lists of the required daily, weekly, monthly, and/or annual maintenance tasks.
15. Issue keys for church property and keep and review annually a list of the keys issued.
16. Provide adequate storage space for all church properties, equipment and supplies, and supervise the use and orderly maintenance of same.
17. Enlist the service of congregation members for special repairs, improvements, cleaning, painting, landscaping, decorating, and other projects as necessary.
18. 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.
19. Oversee the relationship with all tenants.

MISCELLANEOUS

20. 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, decorating, and fundraising.
21. Approve Audit Committee members as provided by the Nominating Committee.
22. Review annual audit results and recommendations.
23. 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.
24. Evaluate and make recommendations to the Congregation Council for use of undesignated gifts by individuals. Use of undesignated gifts of greater than \$10,000 shall be decided by a congregational vote.

BOARD OF YOUTH AND EDUCATION RESPONSIBILITIES

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. Identify fundraisers for BOYEM programs and activities, prior approval by the Congregation Council as necessary.
9. Provide appropriate resources for and supervision of any ongoing fundraiser.
10. Actively participate in church and community events to promote the congregation's youth ministries and programs.

PART VI CONGREGATIONAL COMMITTEE DUTIES

EXECUTIVE COMMITTEE

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(s).
4. Be responsible for the negotiation of wages of all congregation employees based on annual reviews and convey said recommendations to the Trustees.
5. Carry out motions, continuing resolutions, and other responsibilities and tasks as may be assigned by this congregation and Congregation Council.

NOMINATING COMMITTEE

1. Start meeting in October in preparation for the annual meeting candidate nomination.
2. 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. Names are submitted at least seven (7) days prior to the congregation meeting.
 - b. Each candidate shall be 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.

AUDIT COMMITTEE

1. The Audit Committee shall not include Council members.
2. Verify the monthly financial statements have been reconciled by the Treasurer and reconciliation reports are signed and dated.
3. Verify that all the church funds are being handled properly.
4. Verify that donations with specific stipulations are being recorded and carried out.
5. Determine that there is a system of checks and balances in place and that the system is being followed.
6. Verify that the church has adequate insurance coverage.
7. Affirm that donor records are kept and donors receive quarterly statements of their contributions.
8. Verify that all disbursements are supported by written documentation.
9. Report any additional assets the church may have in the form of securities, bonds, CDs or other savings.
10. Determine the balances on any loans or mortgages the church has incurred.
11. Offer suggestions for improvement to Trustees.
12. Review the receipts, investments, and disbursements of the "Hope Lutheran Mission Endowment Fund.
13. Audit the records of the congregation at calendar year-end and report the findings in writing to Trustees.

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. Shall be accountable to one another for maintaining discretion or confidentiality when personal information is shared during a meeting.
3. Develop open communication about the expectations, attitudes and concerns within the congregation, the community and the pastor.
4. Identify early warning signs of misunderstandings.
5. Become a "listening post" for the pastor and people.
6. Serve as a group where the pastor could test new ideas.

7. Act as a "sounding board" in time of personal and professional stress.
8. Help plan continuing education that benefits both the mission of the congregation and the ministry of the pastor.
9. Annually assess the working conditions, compensation, housing, and benefits provided for the pastor and make recommendations to the Congregation Council or appropriate committee.
10. 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.

SHARED MINISTRY COMMITTEE

1. Contact and encourage 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. 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 VII 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 legal name that corresponds with the Federal Taxpayer ID# of this fund is **Hope Lutheran Foundation**.

1. Shall 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.
2. Provide annual distributions beyond the operating budget of this congregation to ministries as stated below:
 - a. Provide for the enrichment of Hope Lutheran Church youth through the funding of activities, education, or programs that fulfill the mission of the church.
 - b. Provide scholarships to approved colleges supported by the ELCA.
 - c. Provide funding for local, non-profit organizations to accomplish their goals serving the Jordan area.
 - d. Provide for extraordinary programs, capital improvements or other ministry initiatives within this congregation that fulfill the mission of the church.
3. Distributions are 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.

4. Determine how the Fund assets will be invested, including the asset allocation.
5. 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 shared with 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.
6. 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.
7. Encourage gifts to the Hope Lutheran Mission Endowment Fund through education and promotion of the Fund.
8. 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.
9. Accept undesignated gifts received by this Congregation, such as, but not limited to, bequests, life insurance proceeds and remainder from life income agreements. Convert non-cash assets to their highest cash value in a timely manner.