

**Saint Paul Lutheran Church
Pine Island, Minnesota
Bylaws – January 16, 2008**

1. COMMUNION PARTICIPATION (Cf. Chapter 2 of Constitution)
 - 1.1. This congregation invites all of its members who have been prepared to participate regularly in Holy Communion.
 - 1.2. Baptized believers of all ages are invited to the sacrament of Holy Communion.
 - 1.3. Instruction for Holy Communion will normally be provided for persons in the fifth grade during Lent.
 - 1.4. Holy Communion is open to all baptized Christians who accept the Lutheran teaching on this sacrament.
 - 1.5. It shall be made known to prospective participants that the belief of this congregation is:
 - 1.5.1. Participation in the Lord's Supper is the reception of "the body and blood of our Lord Jesus Christ given in with and under the bread and wine, instituted by Christ himself for us to eat and drink."
 - 1.5.2. We hold that a "person is well prepared and worthy who believes these words, given and shed for you for the remission of sins. But anyone who does not believe these words, or doubts them, is neither prepared nor worthy, for the words 'for you' require simply a believing heart."
 - 1.6. Holy Communion participation shall be recorded. If a member of another congregation communes, notice shall be sent to that congregation.
2. MEMBERSHIP (Cf. Chapter 8.05 of Constitution)
 - 2.1. The congregation shall, in the event of the removal of a member from the community it serves, encourage the member to request a transfer to a Lutheran congregation which can serve that member effectively. Should the member fail to request a transfer, a Lutheran congregation in the community of that member's residence shall be notified.
 - 2.2. A confirmed member who does not, for a period of one year, partake of Holy Communion, support the church with his/her offerings, and does not appear to desire to participate in the life and worship of the congregation shall be contacted by letter or phone call, encouraging them to active membership. If, during the second year, the confirmed member does not actively participate, the member's name shall be removed from the membership roster of the congregation but be retained on a responsibility list as one who is in special need of the congregation's prayer and concern.
3. THE PASTOR (Cf. Chapter 9 of Constitution)
 - 3.1. The pastor(s) shall be an advisory member of Boards and Committees and shall serve as the Spiritual Leader(s) of the Congregation.
 - 3.2. The pastor(s) shall consult with the officers, committees and boards in matters pertaining to their areas of responsibility.
4. MEETINGS OF THE CONGREGATION (Cf. Chapter 10 of Constitution)
 - 4.1. The annual meeting of the congregation shall be held during the month of January. The announcement of the time and place of the annual meeting of the congregation shall be made at two consecutive Sunday services immediately preceding the meeting; and by mail to all voting members at least 10 days in advance of the date of the meeting.
 - 4.2. The current roster of voting members shall be available at each meeting of the congregation.
 - 4.3. The voting members at 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 pastor(s) not less than 10 days before such meeting.
 - 4.4. Unless otherwise ordered, Robert's Rules or Order, latest edition, shall govern parliamentary procedure of all congregational meetings.

**Saint Paul Lutheran Church
Pine Island, Minnesota
Bylaws – January 16, 2008**

5. OFFICERS (Cf. Chapter 11 of Constitution)
 - 5.1. General duties of the **Executive Officers**:
 - 5.1.1. Congregation officers shall work with the pastor(s) to promote the nurturing of the faith and well being of the congregation. They shall give a good Christian witness by attendance at worship, Holy Communion, and attendance at the meetings of the Congregation Council and the congregation.
 - 5.2. Specific duties of the Executive Officers:
 - 5.2.1. The **president** of the congregation is the chairperson of all meetings of the congregation and its Congregation Council.
 - 5.2.1.1. The president shall be the chairperson of the Personnel Committee.
 - 5.2.1.2. The president shall be an advisory member of all Standing Committees and Congregation Committees.
 - 5.2.1.3. The president shall be a member of the Finance Committee.
 - 5.2.1.4. The president or vice president shall be the convener of the Nominating Committee.
 - 5.2.1.5. The president or vice president shall serve as an advisory member of the Special Gifts Fund Committee.
 - 5.2.2. The **vice president** shall assist the president in fulfilling the duties of the Office of president and shall see that all officers and committees operate according to their duties.
 - 5.2.2.1. The vice president shall preside at all meetings in the absence of the president or whenever requested to do so by the president.
 - 5.2.2.2. The vice president shall serve on any active Call Committee as the Congregation Council representative.
 - 5.2.2.3. The vice president shall be nominated for the Office of the President after serving a two year term as vice president.
 - 5.2.2.4. The vice president shall serve as a member of the Personnel Committee.
 - 5.2.3. The **secretary** shall keep the minutes of the Congregation Council, congregation meetings, and shall oversee the records of the congregation, including up-to-date copies of the constitution and bylaws, which shall be available to the membership.
 - 5.2.3.1. The secretary shall oversee all correspondence for the Congregation Council.
 - 5.2.3.2. The secretary shall oversee the publication of Congregation Council minutes to be posted in the fellowship hall.
 - 5.2.3.3. The secretary shall work together with the Communications Committee promoting communication and understanding of the life and work of the Christian community of the congregation.
 - 5.2.4. The **treasurer**, financial secretary, and financial administrator shall keep, in the name of the congregation, in a financial institution designated by the Congregation Council, all monies belonging to the congregation. These positions shall be insured, such insurance to be paid for by the congregation.
 - 5.2.4.1. The treasurer shall work with the financial administrator to pay all bills promptly, as approved by the Congregation Council, or the congregation. The treasurer and the financial administrator both shall sign all checks. In absence of either the treasurer or financial administrator, the president of the congregation will be the second signature on all checks.
 - 5.2.4.2. Written monthly financial reports shall be submitted to the Congregation Council.

**Saint Paul Lutheran Church
Pine Island, Minnesota
Bylaws – January 16, 2008**

- 5.2.4.3. Written annual financial reports including a summary of all receipts and disbursements shall be submitted to the congregation at its annual meeting.
 - 5.2.4.4. The congregation's financial records shall be audited annually. The financial records shall be available to the Audit Committee.
 - 5.2.4.5. The treasurer shall serve as a member of the Stewardship Committee.
 - 5.2.4.6. The treasurer shall work with the financial secretary to see that all worship offerings are counted, deposited, and recorded. The treasurer will present a list of counters and substitutes for annual approval by the Congregation Council.
 - 5.2.4.7. The treasurer and financial administrator will be members of the Finance Committee.
6. CONGREGATION COUNCIL (Cf. Chapter 12 of Constitution)
- 6.1. In addition to the provisions of the constitution, the following shall govern membership on the Congregation Council and the conduct of its meetings:
 - 6.1.1. At its annual meeting, the congregation shall elect a Congregation Council which shall consist of the Executive Committee and nine non-executive, voting members, each elected to chair one of the following nine **Standing Committees** of the congregation.
 - 6.1.1.1. Building and Grounds Committee
 - 6.1.1.2. Communications Committee
 - 6.1.1.3. Education Committee-Adult
 - 6.1.1.4. Education Committee-Youth
 - 6.1.1.5. Evangelism Committee
 - 6.1.1.6. Mission Committee
 - 6.1.1.7. Stewardship Committee
 - 6.1.1.8. Worship and Music Committee
 - 6.1.1.9. Youth Ministries Committee
 - 6.2. General duties of the non-executive members and their standing committees:
 - 6.2.1. Each elected committee chair shall form a committee from the voting members of the congregation. Confirmed members who have not attained the age of majority may serve in an advisory capacity.
 - 6.2.2. Each elected committee chair shall submit a written report to the Congregation Council, describing work accomplished, new work discussed, and any recommendations.
 - 6.2.3. Each elected committee chair shall submit a newsletter article as needed.
 - 6.2.4. Each elected committee chair shall be responsible to the congregation and the Congregation Council for the execution of the duties assigned to the Standing Committee to which elected.
 - 6.2.5. Each elected committee chair shall submit a committee budget for the following year to the Executive Committee by October 1 each year.
 - 6.3. Specific duties of the non-executive members and their Standing Committees:
 - 6.3.1. **Building and Grounds Committee**. This committee shall be responsible for the general maintenance, appearance, upkeep and repair of the property of the congregation. Their duties shall specifically include, but not be limited to: housekeeping, cleaning, sanitization of the facilities, regular maintenance of fire safety equipment and first aid supply boxes on the premises, and keeping a complete inventory of all property for insurance purposes.

**Saint Paul Lutheran Church
Pine Island, Minnesota
Bylaws – January 16, 2008**

- 6.3.2. **Communications Committee.** This committee shall be responsible for promoting communication and understanding of the life and work of our congregation as a Christian community. Their duties shall specifically include, but not be limited to:
- 6.3.2.1. Establish a relationship between the congregation and local community, the National ELCA, the office of the SEMN Synod of the ELCA, the Cannon River Conference of the SEMN Synod of the ELCA, and any and all charitable organizations maintained and supported by the congregation, including church colleges, seminaries, bible camps, and campus ministries of the ELCA.
 - 6.3.2.2. Publicize activities in and around the community and the church.
 - 6.3.2.3. Keep family and member picture board current.
 - 6.3.2.4. Select a task force to oversee a picture directory as needed and update annually.
- 6.3.3. **Education Committee-Adult.** This committee shall be responsible for the life-long learning of members of this congregation. This committee shall coordinate its activities to complement the work of the Education Committee-Youth. Their duties shall include, but not be limited to:
- 6.3.3.1. Selection of materials for all classes offered for post-confirmation (high school) and adult study.
 - 6.3.3.2. Recruit and train teachers.
 - 6.3.3.3. Make available bible study and/or adult forums.
 - 6.3.3.4. Work in cooperation with the staff persons (clergy or lay) responsible for education.
 - 6.3.3.5. The Chairperson shall be a member of the Personnel Committee.
- 6.3.4. **Education Committee-Youth.** This committee shall be responsible for providing input and assistance to the Education Director(s) for the effective education of the youth of the congregation. The Education Committee-Youth will aid in developing effective teaching ministries, including the teaching and training of teachers and leaders. This committee shall specifically address the education of 3 year olds through 7th grade. Their duties shall include, but not be limited to:
- 6.3.4.1. Assist the Education Director(s) to complete teacher recruitment and training, staffing of all education committees (Sunday School, Vacation Bible School, Christmas Program, Teacher Recruitment, Seder Meal, and Curriculum).
 - 6.3.4.2. Assist the Education Director(s) in ordering and presenting bibles to third graders.
 - 6.3.4.3. Assist the Education Director(s) in confirmation stole making and the confirmation banquet.
 - 6.3.4.4. Communicate with the Education Committee-Adult.
 - 6.3.4.5. Annually review the Education Committee-Youth budget.
- 6.3.5. **Evangelism Committee.** This committee shall be responsible for the out-reach program of the congregation, encouraging evangelism – reaching out to touch and share God’s love – thereby encouraging personal growth and the realization that everyone is a minister.
- 6.3.5.1. This committee shall work to include all youth and adults in the evangelism of this congregation.
 - 6.3.5.2. Other duties include, but are not limited to:
 - 6.3.5.2.1. Organize a welcome for new members to the congregation.

**Saint Paul Lutheran Church
Pine Island, Minnesota
Bylaws – January 16, 2008**

- 6.3.5.2.2. Assist during the organization and implementation of the every member visitations.
- 6.3.5.2.3. The Chairperson is a member of the Personnel Committee.
- 6.3.6. **Mission Committee**. This committee shall be responsible for developing the awareness of mission within the congregation. Members of this committee are encouraged to view mission in the broadest sense of outreach in this world and to challenge the congregation to meet needs in the world community. Committee duties shall include, but not be limited to:
 - 6.3.6.1. Oversee Responion Fund.
 - 6.3.6.2. Inform the congregation in matters of global mission. This is to include information regarding active missions of the ELCA, its World Hunger program, Lutheran World Relief, and other opportunities to participate in global mission.
 - 6.3.6.3. Address physical and spiritual needs of the local community.
 - 6.3.6.4. Address social issues relevant to our living in the world.
 - 6.3.6.5. Work in cooperation with the clergy as a regular practice.
- 6.3.7. **Stewardship Committee**. This committee shall promote Christian stewardship of time, talents, and finances on the part of all members of the congregation.
 - 6.3.7.1. This committee shall encourage proportionate/percentage giving.
 - 6.3.7.2. This committee shall be responsible for time and talent sheet updates each year, collect the information from the members of the congregation, and provide the information to the appropriate chairpersons.
 - 6.3.7.3. The committee will receive the help of the Evangelism Committee when planning and implementing every member visitations
 - 6.3.7.4. The chairperson will be a member of the Finance Committee.
- 6.3.8. **Worship and Music Committee**. This committee shall be responsible for promoting Christian worship in a meaningful way that adds depth to the worship life of the congregation. Their duties shall specifically include, but not be limited to:
 - 6.3.8.1. Secure ushers, greeters, communion assistants, lay readers, and children sermon presenters.
 - 6.3.8.2. Provide and encourage education for those involved in the worship service.
 - 6.3.8.3. Assist the pastor(s) in promoting Christian worship in liturgy, music for services, and worship material.
 - 6.3.8.4. Provide for maintenance, care and upkeep of any and all musical instruments owned by the church.
 - 6.3.8.5. Provide for the use of banners and other works of art in the sanctuary.
 - 6.3.8.6. The Chairperson of this committee shall be a member of the Personnel Committee.
- 6.3.9. **Youth Ministries Committee**. This committee shall be responsible for involving youth grades 6-12 in the life and work of this congregation. Members of this committee will participate in youth activities.
 - 6.3.9.1. The chairperson of this committee is to communicate the needs and activities of the youth to the Congregation Council.
 - 6.3.9.2. Other responsibilities include, but are not limited to:
 - 6.3.9.2.1. Work in cooperation with the staff persons (clergy and lay) responsible for youth.

**Saint Paul Lutheran Church
Pine Island, Minnesota
Bylaws – January 16, 2008**

6.3.9.2.2. The Chairperson of this committee shall be a member of the Personnel Committee.

7. CONGREGATIONAL COMMITTEES (Cf. Chapter 13 of Constitution)

7.1. **Audit Committee.**

- 7.1.1. This committee is responsible for auditing the financial records of this congregation.
- 7.1.2. This committee will consist of three voting members.
- 7.1.3. Members are elected for a three year term at the annual meeting. A new member will be elected each year.
- 7.1.4. This committee will review all financial records of the congregation prior to its January annual meeting and/or at such other times as the Congregation Council or the congregation may direct.
- 7.1.5. The committee will present its report in written form.

7.2. **Call Committee.**

- 7.2.1. This committee will conduct its business according to the guidelines in C6.03.c, C9.01, and C13.05 of Saint Paul Lutheran Church's constitution.

7.3. **Nominating Committee.**

- 7.3.1. The Congregation Council president or vice president will convene this committee. After being instructed by the convener concerning their responsibilities, including the positions needing nominations, this committee will elect a chairperson from its membership.
- 7.3.2. This committee will nominate one or more candidates for each elected office to be filled. Delegates to the synod and other church conventions will be nominated. Consent of each nominee will be secured after informing the nominee of the responsibilities of the elected office.
- 7.3.3. In addition to the candidates submitted by the nominating committee, additional nominations may be made from the floor at the special or annual meeting.

7.4. **Personnel Committee.**

- 7.4.1. This committee shall consist of the president of the congregation who shall serve as chairperson, all full-time pastors, the immediate past president of the congregation, the vice president, and the chairpersons of the committees of Education-Adult, Evangelism, and Worship and Music.
- 7.4.2. This committee shall be responsible to the Congregation Council for the development of policy, general oversight of the regular staff performance reviews, annual salary reviews, and development and maintenance of the congregation's Personnel Manual.
- 7.4.3. The president and vice president of the congregation shall do performance and salary reviews of the staff (clergy and lay). The past president of the congregation may be invited to participate in the reviews.
- 7.4.4. This committee shall review personnel policies and procedures and make recommendations as needed to the Congregation Council.
- 7.4.5. This committee shall perform its designated role(s) in the operation of the grievance process. (Refer to Personnel Manual)
- 7.4.6. This committee shall perform other personnel duties as assigned by the Congregation Council.

**Saint Paul Lutheran Church
Pine Island, Minnesota
Bylaws – January 16, 2008**

7.5. Special Gifts Committee.

- 7.5.1. This committee shall encourage, receive and administer gifts given to Saint Paul Lutheran Church through bequests in wills, charitable remainder and other trusts, charitable gift annuities, assignment of life insurance, and transfers of property (cash, stocks, bonds, real estate). These gifts shall be received and administered in a manner consistent with the policies of the ELCA and this congregation and the Investment Policy Statement (IPS) of Saint Paul Lutheran Church.
- 7.5.2. All assets are to be held in the name of Saint Paul Lutheran Church Special Gifts Fund.
- 7.5.3. The purpose of the Special Gifts Fund is to enhance the work and mission of Saint Paul Lutheran Church apart from the general budget fund expenses of the congregation. No portion of the Special Gifts Fund shall be used for the annual operating of the congregation except in particular, temporary, difficult circumstances, where the ongoing fiscal operation of the church is in jeopardy. (These are examples, but are not limited to: unable to meet payroll, to avoid repossession or foreclosure of church assets, or termination of essential utilities.) Under those circumstances, the four executive officers of the Congregation Council, the Congregation Council, or a legally called meeting of the congregation may authorize the use of the Special Gifts Fund for annual operating purposes.
 - 7.5.3.1. The full-time pastor(s) and the president or vice-president of the Congregation Council shall be advisory members of this committee.
 - 7.5.3.2. This committee shall meet at least semi-annually, or more frequently as deemed by it in the best interest of the Special Gifts Fund.
 - 7.5.3.3. A quorum shall consist of three members. A majority present and voting shall carry any motion or resolution.
 - 7.5.3.4. The committee shall elect from its membership a chairperson and secretary. The chairperson, or member designated by the chairperson, shall preside at all committee meetings.
 - 7.5.3.5. The secretary shall maintain complete, accurate minutes of all committee meetings and supply a copy to all committee members, the Congregation Council, and the church office.
 - 7.5.3.6. The financial administrator shall maintain complete and accurate books of accounts for the Special Gifts Fund. The financial administrator and treasurer shall sign all checks and all other necessary documents on behalf of the congregation in furtherance of the purposes of the Special Gifts Fund. In absence of either the treasurer or financial administrator the president of the congregation will be the second signature on all checks and any other necessary documentation. These positions shall be insured, such insurance to be paid for by the congregation.
 - 7.5.3.7. The books shall be audited annually by the Audit Committee.
 - 7.5.3.8. This committee shall submit for the annual report a full and complete audited account of the administration of the Special Gifts Fund for the preceding year. However, the Congregation Council may request a report at any time, and the congregation may request a report at any special meeting.
 - 7.5.3.9. This committee may request other members of the congregation to serve as investment advisory members and, at the expense of the Special Gifts Fund

**Saint Paul Lutheran Church
Pine Island, Minnesota
Bylaws – January 16, 2008**

income, may provide for such professional counseling on investments or legal matters as it deems to be in the best interests of the Special Gifts Fund.

- 7.5.3.10. Members of this committee shall not be liable for losses which may be incurred upon investments of the assets of the Special Gifts Fund except to the extent such losses shall have been caused by bad faith or gross negligence. No member shall be personally liable as long as he/she acts in good faith and with ordinary prudence. Each member shall be liable only for his/her own willful misconduct or omissions, and shall not be liable for the acts or omissions of any other member. No member shall engage in any self dealing or transactions with the Special Gifts Fund in which the member has direct or indirect financial interest and shall at all times refrain from any conduct in which his/her personal interests would conflict with the interests of the Special Gifts Fund.
- 7.5.3.11. This committee may hold, sell, exchange, rent, lease, transfer, convert, invest, reinvest, and in all other respects manage and control the assets of the Special Gifts Fund, including stocks, bonds, debentures, mortgages, notes or other securities, as in their judgment and discretion they deem wise and prudent with subsequent execution by the financial administrator.
- 7.5.3.12. The committee shall consider distribution of the Special Gifts Fund in the following ways, but shall not be limited to these:
- 7.5.3.12.1. Capital improvements, debt reduction, or building program of this church;
- 7.5.3.12.2. Out-reach into the community, including, but not limited to, grants to ELCA colleges, seminaries, social service agencies, institutions and agencies to which this congregation relates, and to special programs designed for those persons in the parish area who are in spiritual and/or economic need;
- 7.5.3.12.3. Missions of the ELCA at home and overseas, including but not limited to, grants to the ELCA for mission, professional leadership, educational ministries, world mission and ecumenism, and the ELCA Mission Investment Fund.
- 7.5.3.13. Programs for support shall be recommended by the committee and approved by the Congregation Council for funding.

END OF BYLAWS