

Zion Evangelical Lutheran Church Bylaws

(Approved by Council Oct. 11, 2018; Final edit Oct. 12, 2018)

Inactive members

B 8.02. Members who have not communed and made a contribution of record during the current or preceding year shall be considered inactive members

- a. In accordance with the ELCA and Zion constitution, inactive members do not have voting privileges within the congregation.
- b. A list of inactive members will be prepared annually by the church secretary for review and action by the executive committee.
- c. Inactive members can return to voting member status by communing and making a contribution of record.

Congregation Meetings

B 10.01. Congregation meetings shall be held in November and January. The November meeting will allow for the election of Congregation Council members by written ballot, and the approval of a church budget for the coming year, also by written ballot. Other business may be brought before the congregation as necessary. The January meeting is to hear and respond to the various reports of the Congregation Council committees and pastor. Other business may be brought before the congregation as necessary.

Congregation Council Officers

B 11.01. The officers of the Congregation Council shall have the following responsibilities:

- a. The president:
 - a. Shall oversee Congregation Council meetings as well as the congregation meetings in November and January.
 - b. Heads the Executive Committee, which is responsible for performance reviews of church employees, and dealing with other matters that may arise in between council meetings.
 - c. Is responsible for preparation of annual budget in anticipation of the congregation meeting in November. A preliminary budget should be approved by council by October.
 - d. Outside communication: From time to time, Synod or other governing bodies will request certain communication for information such as pastoral compensation information, etc. While such communication will be directed at the president, the president shall decide who best within the organization can handle the request. The president shall maintain oversight responsibility for the accuracy of that information.
 - e. Legal communication: From time to time, the various teams may require legal documents such as building permit, zoning variances, loan application, etc. It shall be the responsibility of the president to verify that such permits and applications

(when required) are obtained, and are completed accurately. The president need not personally obtain these, but will maintain oversight authority.

- b. The vice president:
 - a. Is a member of the Executive Committee.
 - b. Shall chair one of the Congregation Council committees.
 - c. Shall chair Congregation Council meetings or congregation meetings in the absence of the president or at the request of the president.
- c. The secretary:
 - a. Is a member of the Executive Committee.
 - b. Is to keep written minutes of every Congregation Council meeting, the two congregation meetings in November and January as well as any other specially called council meetings, executive team meetings or congregation meetings. The minutes from each Congregation Council meeting are to be kept in a notebook and a copy given to the church secretary for the monthly newsletter. At the congregation meetings, the council secretary is responsible for reading minutes from the previous congregation meeting.
- d. The treasurer:
 - a. Is elected by the congregation at the annual meeting and may be re-elected indefinitely. Duties of the treasurer include, but are not limited to, overseeing weekly counting of monetary contributions; setting priorities for approval of bills for payment by the church secretary; preparing month and annual financial reports; and preparing parochial reports requested by Synod.
 - b. The treasurer will also provide the congregation with a year-end financial report.
 - c. The treasurer may also be an elected member of Congregation Council, but may not serve as president, vice president or secretary.
 - d. The treasurer will be a member of the Executive Committee and the Audit Committee.

Congregation Council

B 12.11. The Congregation Council shall meet once a month at a time and day to be established by Congregation Council members. The meetings shall be open to members of the congregation. Responsibilities of Congregation Council members include:

- a. Support the church with your time, talents and treasures.
- b. Be faithful with your worship attendance on Sunday mornings as well as other special worship celebrations.
- c. Uplift the church, the pastor and its people in your prayers.
- d. Whenever possible, attend the fellowship activities of the church.
- e. Be positive about the church, its ministry, its people and its pastor.
- f. Listen to the concerns of others and work to seek out solutions in conjunction with the pastor and council members.
- g. Count and record the offerings on Sunday mornings with another council person.
- h. Attend monthly Congregation Council meetings.
- i. Be responsible for one of the committees of this congregation: Fellowship, Meeting Human Needs, Every Member Involvement, Christian Education, Property, Stewardship or Worship.

The president and the secretary are not asked to chair one of the committees, although the president and the pastor are ex-officio members of all committees.

- j. Attend the two annual congregation meetings in November and January.
- k. Provide a written report for the monthly newsletter.
- l. Be challenged by the educational life of the parish and make an effort to be a part of it.
- m. Submit a budget for your committee in preparation of the annual budget.
- n. Attend the annual Congregation Council retreat in early January to elect officers, name committee chairs and establish goals and objectives for the year.

Executive Committee

B 13.01.a. The Executive Committee will conduct, at minimum, an annual performance review of all church employees, including but not limited to the pastor, church secretary, custodian and music director. This team shall set appropriate pay levels for such employees for approval by the Congregation Council.

B 13.01.b. The Executive Committee is responsible for creating job descriptions for all church employees that are to be approved by council.

B 13.01.c. The president, vice president, and secretary hold check-signing responsibilities for the church. All checks require two signatures, typically that of the church secretary and one of the officers.

Council committees

B 13.07. The following committees shall be overseen by Congregation Council:

- a. Fellowship: A Congregation Council member is the liaison to the Fellowship Committee and is responsible for the oversight of the monthly or bi-monthly fellowship events and coffee fellowships after church. Traditionally, a Fellowship team has been formed to plan the monthly or bi-monthly fellowship events with various people taking responsibility for these events. Pastor gives to the Fellowship Committee suggested coffee fellowship times for the coming year and the Fellowship team decides what will be served and who will be responsible for providing items. The Fellowship Committee is responsible for the annual church picnic.
- b. Worship: A Congregation Council member is the liaison to the Worship Committee, which consists of the pastor, music director, worship assistants and any other member who may be interested. The Worship Committee oversees the worship and music life of the congregation. Usually the Worship team meets once a month (typically the first Wednesday of the month) after choir practice from 8-9 p.m. The committee chairman/chairwoman sets the agenda for the meeting and oversees it.
- c. Stewardship: A Congregation Council member is the liaison to the Stewardship Committee, whose purpose is to increase our awareness and meaning of stewardship (i.e. direction of funds and benevolence). Responsibilities include: end-of-year letters to go along with financial statements; ordering of church envelopes (including the special envelopes and their direction of funds, i.e., special ministries, Lutherlyn, World Hunger, Food Cupboard, etc.); and provide educational opportunities about Stewardship (Mission Investment Fund, Planned Giving, and Remembering the Church). The stewardship committee is also

responsible for the promotion and oversight of the electronic giving programs. The committee is also responsible for an annual audit of all church records, including that of the Cemetery Association.

d. Property: A Congregation Council member is the liaison to the Property Committee. The committee is responsible for the maintenance of the church building and grounds, the church parsonage, the garage, and the picnic shelter. The Property Committee should assess and prioritize the projects annually. The committee chair will establish “work days” each year to get the church in order. In the winter, the Property Committee is responsible for securing person(s) to plow the driveway, and making sure the sidewalks are cleared, particularly for Sunday service. The Property Committee is to secure bids for the mowing of the church grounds and award the bid.

e. Christian Education: A Congregation Council member is the liaison to the Christian Education Committee, which typically consists of our Sunday School teachers as well as anyone interested in education at Zion. This committee is to secure and, if need be, train, Sunday School teachers and substitutes for the educational year; make sure supplies and curriculum are available; help to organize and carry out the events for Rally Day; secure a director for the Children’s Program/Hymn Sing in December; help to plan or enlist a group to plan Vacation Bible School; and provide direction as to where the monthly Sunday School offerings will be directed. In addition this team oversees the Cradle Roll Program and the upkeep of the church library. If there is not a pastor, the team cares for the First Communion and Confirmation programs.

f. Meeting Human Needs: A Congregation Council member serves as liaison to the Meeting Human Needs Committee. The committee is responsible for appointing a representative to the Southwest Butler County Food Cupboard, which meets four times a year at Zion, and communicating any Food Cupboard needs of our church. Health Ministries is categorized under this committee to provide monthly blood pressure screenings and to help educate the congregation on health issues. The team looks for ways to serve those in need both in our congregation as well within our community. A focus of this team should be support for our homebound members, college students and military personnel families. From time to time this team is responsible for providing, organizing and/or distribution of pre-made meals to be delivered to those members of the congregation in need, whether due to illness or handicap. Working with the Stewardship Committee, the Meeting Human Needs Committee is also responsible for our Synod benevolence.

g. Every Member Involvement: A Congregation Council member is the liaison to the Every Member Involvement Committee. The focus of this committee is to involve all of Zion’s members in its mission, worship, and fellowship life. The committee is responsible for helping with visitation /contact with our inactive members. The EMI Committee oversees the production and distribution of recordings of the Sunday morning services, as well as welcoming and involving visitors/new members to the church. This committee may be combined with the Meeting Human Needs Committee if there are fewer than nine Congregation Council members.