

BYLAWS
St. Luke Lutheran Church
Evangelical Lutheran Church in America
Sacramento, CA
December 7, 1997
Revised December 12, 2010, Effective January 1, 2011

Note: The bylaws are codified with sets of numbers: the constitution chapter number, the related constitutional provision number, and a two-digital. Thus, one bylaw provision related to "Membership" is codified C8.02.01.

Chapter 1
NAME AND INCORPORATION

B1.11.01. The fiscal year of this church is the calendar year.

Chapter 2
CONFESSION OF FAITH

B2.02.00. **Conflicting Loyalties**

B2.02.01. While the facilities of this congregation shall be open to all people to share in its worship, instructions, pastoral care, and fellowship, this congregation rejects all fellowship with organizations, secret or open, which are avowedly religious or which practice forms of religion without confessing faith in the Triune God and in Jesus Christ as the eternal Son of God incarnate to be our only Savior from sin.

B2.02.02. Ceremonies of lodges or other such organizations shall not be permitted in the facilities or on the premises of this congregation.

Chapter 4
STATEMENT OF PURPOSE

B4.03.00. **Communion Participation**

B4.03.01. This congregation encourages all its members, who have been prepared to receive the Sacrament, to participate regularly in Holy Communion.

B4.03.02. Preparation for Holy Communion will normally be provided for persons as young as ten years of age.

B4.03.03. Participation in Holy Communion shall be open to all communing Christians who believe that Jesus Christ is present in the Sacrament and to receive him is to receive the forgiveness of sin.

B4.03.04. A record of member participation in Holy Communion shall be maintained.

Chapter 8 MEMBERSHIP

- B8.02.01. When a parent or guardian of a baptized child becomes a member of this congregation, the baptized child also becomes a member of this congregation upon consent of the parent or guardian.
- B8.02.02. A confirmed member of this congregation remains a confirmed member if he/she has been active in the church life, during the current or preceding year. The status of a confirmed member who does not meet this criteria will be changed from a confirmed member to a non-participating member, upon recommendation of the pastor and approval of the Congregation Council.
- B8.02.03. When the parent or guardian of an unconfirmed member becomes a non-participating member, the unconfirmed member also becomes a non-participating member, upon recommendation of the pastor and approval of the Congregation Council.
- B8.02.04. The Congregation Council shall adopt the roster of voting members of this congregation in accordance with the provisions of the constitution and bylaws.

Chapter 9 THE PASTOR

- B9.01.01. A call for an assistant pastor shall be issued only with the concurrence of the pastor of this congregation.
- B9.04.01. A call for a pastor or assistant pastor shall be issued in accordance with the procedures and form approved by the Evangelical Lutheran Church in America.
- B9.05.01. If the pastor receives a call from another congregation, he/she shall:
a. consult with the Congregation Council; and
b. announce his/her decision as quickly as feasible, normally within three weeks.

Chapter 10 CONGREGATION MEETING

- B10.01.01. The annual congregation meeting shall be held in December.
- B10.01.02. Blank.
- B10.01.03. The annual budget for the following fiscal year shall be adopted at the annual congregation meeting.
- B10.04.01. A current roster of voting members shall be available at each meeting of this congregation.

Chapter 11 OFFICERS

- B11.01.01. The duties of each officer shall be as specified in the constitution and these bylaws, as detailed by continuing resolutions, and as follows:
- a. **President:** The president shall preside at the meetings of the Congregation Council and of this congregation. In addition, the president shall prepare the agenda for such meetings, act as the chief elected officer of this congregation, and perform other duties as necessary.
 - b. **Vice President:** The vice president shall perform the duties of the president in the absence of the president.
 - c. **Secretary:** The secretary shall keep minutes of meetings of the Congregation Council and of this congregation. In addition, the secretary shall prepare and maintain official correspondence for this congregation, maintain records of elections and terms of the Congregation Council members, maintain records (including rosters) of committee and board memberships, and perform other duties as directed by the president or Executive Committee.
 - d. **Treasurer:** The treasurer shall have custody of all funds of this congregation and shall receive and disburse such funds in accordance with the decisions of this congregation and of the Congregation Council. Such duties include preparing, processing, and maintaining records of all financial transactions and preparing monthly reports (including a treasurer's report) for the Finance Board and the Congregation Council. The Executive Committee, with the approval of the Congregation Council and in cooperation with the treasurer, may appoint an individual or employ a firm to assist the treasurer (such as a bookkeeper or accountant). The responsibilities, authority, and duties of such assistant to the treasurer shall be approved by the Congregation Council prior to such appointment or employment.

Chapter 12 CONGREGATION COUNCIL

- B12.01.01. Voting members eligible to be a Congregation Council member shall be limited by following:

- a. Congregation Council members shall be 18 years or older when they are installed.
 - b. Salaried lay workers may not serve as Congregation Council members.
- B12.01.02. In addition to the candidates recommended by the Nominating Committee, additional nominations may be made from the “floor” at the time of the election.
- B12.01.03. Each Congregation Council member shall be entitled to only one vote on each issue requiring a vote, regardless of the number of Congregation Council positions he/she represents at that time.
- B12.04.01. The duties and responsibilities of the Congregation Council, regarding the life and activities of this congregation, shall be as specified in the constitution and these bylaws, as detailed by continuing resolutions, and as follows:
- a. Shall elect the Sunday School superintendent from the list of candidates nominated by the Education Board, when necessary and justifiable. If a superintendent is not elected, the Chairperson of the Education Board shall act as the Sunday School Superintendent.
 - b. Shall meet at least once a year with all board and committee members and the Financial Secretary to review the life, work, and program of this congregation.
 - c. Shall select delegates to any group or meeting in which this congregation is entitled representation as provided by *C5.04 of the constitution.
 - d. Shall have the Finance Board conduct an annual audit of congregation’s insurance policies and report its findings to the Congregation Council including any recommended revisions in coverage.
 - e. Shall maintain this congregation’s records as follows:
 - 1) All records of this congregation shall be retained by and remain the property of this congregation.
 - 2) Unless otherwise specified herein, the Executive Committee shall be responsible for maintaining this congregation’s records.
 - 3) In cooperation with the pastor, a record shall be maintained of baptized, confirmed, and voting members and of ministerial acts performed by the pastor. When the call of a pastor is to be terminated, the pastor shall assist the Executive Committee in bringing said records up to date prior to his/her date of termination.
 - 4) A record of the minutes of the meetings of the

Congregation Council and of this congregation shall be maintained by the secretary of this congregation.

5) In cooperation with the treasurer, a record of the financial matters and transactions of this congregation shall be maintained by the Finance Board.

6) If this congregation is dissolved, the official records of this congregation shall be placed in the archives of Evangelical Lutheran Church in America.

B12.05.01. The duties and responsibilities of the Congregation Council, regarding the financial and property matters of this congregation, shall be as specified in the constitution and these bylaws, as detailed by continuing resolutions, and as follows:

- a. Shall review, make adjustments, and recommend salaries of the pastor(s) and salaried lay workers, as part of the annual budget preparation process.
- b. Shall receive reports regularly from the treasurer and ascertain that the expenditures are within the budget approved by this congregation.
- c. Shall limit the total annual budget expenditures to an amount that does not exceed the total annual budget amount approved by congregation, unless this congregation approves otherwise. When determining the total annual budget expenditures, the following expenditures shall not be included.
 - 1) Expenditures for which funds are received (or raised) and expended for a specific designated purpose; for example, special ELCA benevolences, memorials, and designated fund raisers (i.e., "pass through" funds).
 - 2) Expenditures required to resolve a declared emergency situation.
- d. Shall ensure that the treasurer and others who have access to the funds of this congregation are adequately bonded.
- e. Shall have an annual audit conducted of the financial records of this congregation. The findings of the annual audit shall be reported, in writing, to the congregation as part of the comprehensive report specified in section C12.09 of the constitution.
- f. Shall closely monitor expenditures and ensure all expenditures, regardless of funding source (budgeted, Special Funds, reserves, savings, etc.), conform to the applicable expenditure limits and expenditure approval requirements as specified in adopted continuing resolutions.

- B12.09.01. Annual reports from this congregation pastor(s), officers, boards, committees, other organizations, and the Financial Secretary shall be distributed to the members in January following the given year.
- B12.11.01. Notices of special Congregational Council meetings shall be provided not less than five days prior to the meeting and shall be announced at a public worship service if one is held during that period.

Chapter 13

CONGREGATION COMMITTEES, BOARDS AND FINANCIAL SECRETARY

B13.01.00. **Executive Committee**

B13.01.01. The president of this congregation shall be the chairperson of the Executive Committee. The secretary of this congregation shall be the secretary of the Executive Committee.

B13.01.02. The Executive Committee shall normally meet once a month. Special committee meetings may be called by the chairperson and shall be called by the chairperson at the request of at least one-half of its members. Notice of each special meeting shall be given to all who are entitled to be present.

B13.01.03. A quorum for the transaction of business by the Executive Committee shall consist of a majority of its members.

B13.02.00. **Nominating Committee**

B13.02.01. The chairperson of the Nominating Committee shall be appointed by the Executive Committee. At its first meeting, the committee shall elect its secretary.

B13.02.02. The Nominating Committee shall meet as required to complete successfully its responsibilities. Notice of each meeting shall be given to all who are entitled to be present.

B13.02.03. A quorum for the transaction of business by the Nominating Committee shall consist of a majority of its members.

B13.03.00. **Audit Committee**

B13.03.01. The Audit Committee shall meet as required to complete successfully its responsibilities. Notice of each meeting shall be given to all who are entitled to be present.

B13.04.00. **Mutual Ministry Committee**

B13.04.01. The chairperson of the Mutual Ministry Committee shall be appointed jointly by the president and the pastor. At its first meeting of the year, the committee shall elect its secretary.

B13.04.02. The Mutual Ministry Committee shall meet as required to fulfill successfully its responsibilities, but in no case less than once every three months. Notice of each meeting shall be given to all who are entitled to be present.

- B13.04.03. A quorum for the transaction of business by the Mutual Ministry Committee shall consist of a majority of its members.
- B13.05.00. **Facility Usage Committee**
- B13.05.01. The chairperson of the Facility Usage Committee shall be appointed by the Executive Committee. At its first meeting of the year, the committee shall elect its secretary.
- B13.05.02. The Facility Usage Committee shall meet as required to complete successfully its responsibilities, but in no case less than once every three months. Notice of each meeting shall be given to all who are entitled to be present.
- B13.05.03. A quorum for the transaction of business by the Facility Usage Committee shall consist of a majority of its members.
- B13.06.00. **Call Committee**
- B13.06.01. The chairperson of the Call Committee shall be elected by the Congregation Council. At its first meeting, the committee shall elect its secretary.
- B13.06.02. The Call Committee shall meet as required to complete successfully its responsibilities. Notice of each meeting shall be given to all who are entitled to be present.
- B13.06.03. A quorum for the transaction of business by the Call Committee shall consist of a majority of its members.
- B13.06.1.00. **Stewardship Committee**
- B13.06.1.01. The chairperson of the Stewardship Committee shall be appointed by the Executive Committee, but shall not be the pastor or Financial Secretary. The Financial Secretary shall act as the secretary.
- B13.06.1.02. The Stewardship Committee shall meet as required to complete successfully its responsibilities. Notice of each meeting shall be given to all who are entitled to be present.
- B13.06.1.01. A quorum for the transaction of business by the Stewardship Committee shall consist of a majority of its members.
- B13.08.00. **Boards**
- B13.08.01. Each board shall normally meet once a month. Special board meetings may be called by the chairperson and shall be called by the chairperson at the request of at least one-half of its members. Notice of each special meeting shall be given to all who are entitled to be present.
- B13.08.02. A quorum for the transaction of business by a board shall consist of a majority of its members.
- B13.10.01. The membership of the boards shall be in accordance with the constitution, these bylaws, continuing resolutions, and as follows:
- a. At its first meeting of the year, each board shall elect a secretary.

- b. The Sunday School superintendent shall be an ex officio member of the Education Board.
- c. The choir director and organist shall be ex officio members of the Worship and Music Board.
- d. Blank.
- e. Salaried lay workers may not serve on the board that supervises their position. Staff supervisory assignments shall be as specified in a current continuing resolution.
- f. Household members of any salaried lay worker may not serve as the chairperson of the board that supervises the worker's position.

B13.16.00. **Financial Secretary**

B13.16.01. The Financial Secretary shall be 18 years or older when he/she is installed.

B13.18.00. **Duties of Committees, Boards and Financial Secretary**

B13.18.01. The duties of committees, boards and Financial Secretary shall be in accordance with the constitution and these bylaws, and as detailed by continuing resolutions.

B13.18.02. The duties of the **Executive Committee** shall be to perform the general administration, personnel management and administration, records and file management, and strategic planning functions for this congregation. In addition, the Executive Committee shall ensure that each board has sufficient membership.

B13.18.03. The duties of the **Nominating Committee** shall be to recruit, select, and establish a list of candidates and volunteers for vacant positions for the Congregation Council, boards, committees, Financial Secretary, and other positions. The Nominating Committee shall secure the consent of each candidate to serve, if elected, prior to placing the candidate on a ballot.

B13.18.04. The duties of the **Audit Committee** shall be to perform an audit, annually, on the previous year's financial records of this congregation.

B13.18.05. The duties of the **Mutual Ministry Committee** shall be to foster and facilitate communication and cooperation among the pastor(s), lay professionals, salaried lay workers, and the congregation.

B13.18.06. The duties of the **Facility Usage Committee** shall be to coordinate, administer, and develop policies and procedures for short-term and long-term agreements with non-congregational organizations and persons regarding the use of this congregation's facilities.

B13.18.07. The duties of the **Call Committee** shall be to recruit, evaluate, select, and establish a list of recommended candidates to fill a

pastor vacancy.

- B13.18.07.1. The duties of the **Stewardship Committee** shall be to provide leadership and direction in developing a strong program of Christian stewardship for the growth and edification of this congregation as well as its individual members. Annually, the Committee shall develop and conduct a “time and talent” survey and a pledge program. Pledge records for individuals, including names and amounts, shall be confidential and shall be only reported to, and known by, the Financial Secretary.
- B13.18.08.
- a. **Community Concerns Board:** Shall provide leadership, education, direction, and support for worthy programs and efforts to mitigate social concerns especially within the community in which this congregation’s facilities are located.
 - b. **Education Board:** Shall provide leadership and supervision of the education program of this congregation.
 - c. **Evangelism Board:** Shall provide leadership and direction in inviting and welcoming people into the community of believers in Jesus Christ. And shall also provide leadership and direction in providing congregational care.
 - d. **Finance Board:** Shall manage all matters relating to legal and corporate affairs, financial programs, and financial records of this congregation, except those involving short-term and long-term facility-usage agreements under the jurisdiction of the Facility Usage Committee.
 - e. **Property Board:** Shall have general custodial management of this congregation’s property and facilities.
 - f. Blank.
 - g. **Worship and Music:** Shall provide leadership and direction for the worship services and music activities of this congregation.
 - h. **Youth Board:** Shall develop and supervise the youth activities of this congregation.
- B13.18.09.
- a. The duties of the **Financial Secretary** shall be to 1) maintain records of all contributions by individuals, 2) prepare monthly and requested reports for the Finance Board and Congregation Council, and 3) prepare reports for individuals, all in accordance with B13.18.09.b. of these bylaws.
 - b. Records of contributions for each individual shall be confidential and shall be reported to only the individual who made the contributions.

Chapter 18
CONTINUING RESOLUTIONS

- 18.01.01. No continuing resolution may conflict with the constitution or these bylaws.

(End Bylaws)