

Lord of Life Lutheran Church
Saint Simons Island, Georgia
*** * * * BYLAWS * * * ***

Chapter 17 of constitution

MISSION OBJECTIVE

The purpose of this congregation is:

- to provide opportunities for the worship of our God.
- to create and sustain a loving and caring fellowship.
- to foster an environment where youth can mature in Christ.
- to proclaim the good news of our Lord.
- to serve our neighbors in need.
- to support the ministries of the Evangelical Lutheran Church in America.

Chapter 1.

NAME AND INCORPORATION

C1.11.01 The corporate seal of the Lord of Life Lutheran Church (hereinafter referred to as either Lord of Life, this congregation, or the Church) shall be a circle containing a smaller circle. Within the larger and around the outside of the smaller circle shall be the words, "LORD OF LIFE LUTHERAN CHURCH, ST. SIMONS ISLAND GA." In the center of the smaller circle shall be a double-ended boat riding on the waves with a cross as the mast.

Chapter 5.

POWERS OF THE CONGREGATION

C5.04.01 During the Fourth Quarter Congregation Meeting, the congregation may choose layperson(s) from its voting members to serve as voting members of the Synod Assembly as well as layperson(s) to represent the congregation at meetings of any conference, cluster, coalition, or other area subdivision of which it is a member. The number of persons to be elected by the congregation and other qualifications shall be prescribed in guidelines established by the synod.

Chapter 8.

MEMBERSHIP

C8.05.01 A confirmed member who fails to commune and a make a contribution of record for two consecutive years shall be removed from the voting and confirmed membership rolls but maintained on the baptized membership rolls by communing and making a contribution of record in the same year. An associate member who fails to commune and make a contribution of record for two consecutive years shall be removed from the membership rolls.

Chapter 10.

CONGREGATION MEETINGS

C10.01.01 The Congregation's biannual meetings shall be held during the second quarter and fourth quarter of the year, on days set by the Congregation Council. Business at the Second Quarter Congregation Meeting shall include, but not be limited to, election of members of the Congregation Council. Business at the Fourth Quarter Congregation Meeting shall include, but not be limited to, the approval of the Church budget. Any other business required by the Constitution shall be taken up at either meeting.

C10.06.01 All elections, when there is more than one candidate, should be by secret ballot. In events prohibiting safe meetings, elections may be held as specified in C10.08. The candidate receiving the majority of votes cast shall be declared elected. Should no candidate receive a majority on the first ballot, the name of the candidate receiving the lowest number of votes shall be dropped from the list and another ballot taken. This procedure shall be repeated until an election by majority results.

C10.06.02 When more than one candidate is to be elected to the same office, a majority of the votes cast is necessary for election. Should more than one ballot be necessary, a candidate having received a majority shall be declared elected and shall not be reconsidered.

Chapter 11.

OFFICERS

C11.01.01 The President

- a. The President of this Congregation shall serve a two-year term in office and may not be eligible to serve more than two consecutive terms.

- b. The President shall preside at all meetings of this Congregation, the Congregation Council, and any other Congregation assemblies called for the purpose of conducting Church business.
- c. The President shall be a member of the Congregation Council, if not an elected member of that body, and shall be an ex-officio member of all Church committees.
- d. The President, with Council approval, shall have the power to appoint committee members to special committees created by the Congregation Council.
- e. The President shall perform other duties as required by these bylaws or by this Congregation.

C11.01.02 The Vice President

- a. The Vice-President shall serve a two-year term in office and may not be eligible to serve more than two consecutive terms.
- b. The Vice-President shall perform the duties of the President during any absence of the President or at the direction of the President.
- c. The Vice-President shall perform such other duties as assigned by this Congregation, President or Congregation Council.

C11.01.03 The Secretary

- a. The Secretary shall serve a two-year term in office and may not be eligible to serve more than two consecutive terms.
- b. The Secretary shall record the minutes of all Congregation meetings and maintain a permanent record in the archives.
- c. The Secretary shall record the minutes of all Congregation Council meetings and maintain a permanent record in the archives.
- d. The Secretary shall keep a record of all Council Policies, Bylaws, and Continuing Resolutions of this Congregation.
- e. The Secretary shall be responsible for the official correspondence of the Congregation as directed by the President of the Church Council or by the Pastor.

- f. The Secretary shall keep a current record of all officers, council, and committee members elected by this Congregation together with the respective terms of office.
- g. The Secretary, through the President or Vice President, shall notify members of the Council, in advance, of every meeting and provide them with the minutes of the previous meeting.
- h. The Secretary shall perform such other duties as directed by the President, the Congregation Council, or this Congregation.

C11.01.04 The Treasurer

- a. The Treasurer shall serve a two-year term in office and may not be eligible to serve more than three consecutive terms.
- b. The Treasurer shall maintain and keep an accurate record and account of all Church monies received through the Financial Secretary and disbursed.
- c. The Treasurer shall make payments by check of all expenditures authorized by the Congregation or Congregation Council.
- d. The Treasurer shall pay current obligations:
 - 1. in accordance with standard business practices at the first of each month, or by the date specified.
 - 2. as directed by this Congregation or the Congregation Council.
- e. The Treasurer shall render a full written report of the Church's financial condition to the Congregation at the annual meeting and to the Council monthly.
- f. The Treasurer shall prepare and submit the books for an audit at the end of each fiscal year.
- g. The Treasurer shall assure that all specifically designated funds are disbursed correctly.
- h. The Treasurer shall perform other duties as directed or assigned by this Congregation or Congregation Council.
- i. The Treasurer may appoint, with approval by the Congregation Council, an Assistant Treasurer. The Assistant Treasurer shall act as the Treasurer in the Treasurer's absence and perform other duties as assigned by the Treasurer.

Chapter 12.

CONGREGATION COUNCIL

C12.01.01 Six voting members of the Congregation shall be elected to the Congregation Council at the Second Quarter Congregation Meeting.

Chapter 13.

CONGREGATION COMMITTEES

C13.01.01 Duties of the Executive Committee

- a. The Executive Committee (President, Vice President, Treasurer, Secretary) has authority over the affairs of the Congregation during the period between Council Meetings, provided that none of its acts conflict with or modify any action taken by the Council. It shall perform actions necessary in the interest of the Council between meetings and shall report upon its work at the regular Council Meetings. None of its acts shall conflict with the Constitution, Bylaws, or Continuing Resolutions of the Congregation.
- b. The Executive Committee shall be available to give counsel when disputes arise within this congregation.
- c. The Executive Committee will appoint Council Members as Directors to oversee and provide administrative guidance to each Program Committee of the Congregation.

C13.02.01 Selection of the Nominating Committee: The Congregation Council shall submit to this Congregation at its Second Quarter Meeting the names of 6 voting members of this Congregation who are not currently serving on the Congregation Council and who have agreed to run for election to the Nominating Committee. At the Second Quarter Congregation Meeting, additional nominations can be made from the floor. Term of service begins immediately upon election. The President shall appoint a chair from the elected membership.

C13.02.02 Duties of the Nominating Committee: The Nominating Committee shall submit to this Congregation at least 10 days in advance of the Second Quarter Congregation Meeting, a slate of 6 eligible candidates willing to serve on the Congregation Council. Care should be taken to be certain that nominations are representative of the make-up of the entire congregation, including confirmed youth, and reflect the total scope of the Council's responsibilities. The Pastor will serve on this committee

with voice, but no vote. At the Second Quarter Congregation Meeting additional nominations can be made from the floor.

C13.03.01 Audit Committee

- a. The Congregation Council may elect each December, by majority vote, a member for the Audit Committee. Term of service begins January 1st. Any vacancies would be filled as the need arises by majority vote. The President shall appoint a chair from the elected membership.
- b. This committee shall audit all the financial records of the Congregation, its officers, its staff and its organizations in accordance with procedures as determined by the Evangelical Lutheran Church in America.

C13.04.01 Mutual Ministry Committee

- a. Committee Term starts on January first. The chairman is appointed by the Council President.
- b. Support, prioritize, strengthen, improve, and encourage professional staff.
- c. Conduct yearly reviews of staff and report findings to council. Written reports will be submitted to the finance committee if raises are in order. This must be done 30 days prior to Fourth Quarter Congregational Meeting.

C13.05.01 Program Committees would be appointed by the Congregation Council to assist the Council in fulfilling its responsibilities and to involve others in the ministry of the Congregation.

C13.06.01 A Congregation Archives should be maintained by this Congregation. To properly care for the same, an Archivist should be appointed by the Congregation Council to maintain an accurate history of this Congregation. Provision would be made in this Congregation budget for funding supplies necessary to carry out this project. The archives should be kept on the property of the church and/or saved electronically.

C13.06.02 The duties and responsibilities of the Program Committees of the congregation shall be specified in the Continuing Resolutions.

C13.06.03 Each Program Committee will have as a member, at least one Council Member, whose duties are to oversee and provide administrative guidance.