



**Prince of Peace Lutheran Church
Roseville, Minnesota**

CHURCH BYLAWS

**Approved by the Congregation at its
Annual Meeting on January 27, 2008**

SECTION I (Constitution, Article II)

[TO BE REVISED, PER CONGREGATION VOTE.]

SECTION II (Constitution, Article VII)

THE CONGREGATIONAL MEETING

1. All congregational meetings shall open with the Word of God and prayer and shall close with prayer.
2. The President of the congregation shall preside at the congregational meetings unless the meeting otherwise decides.
3. In the following cases the vote shall be by ballot:
 - a. To adopt or amend the Articles of Incorporation, Constitution, or Bylaws of this congregation.
 - b. To sever official connections with a pastor.
 - c. To suspend or dismiss any other officer of the congregation or congregation council member.
4. The order of business at the annual meeting shall be:
 - a. The minutes
 - b. The reports of the
 - i. Pastor(s)
 - ii. President, Congregational Council
 - iii. Committees
 - iv. Treasurer and Auditing Committees,
 - v. And other reports
 - c. Unfinished business
 - d. New Business
 - i. Presentation of Financial Report
 - ii. Other Business
 - e. Elections

5. A voting member who has not been excused by the Congregation Council or the congregation, who has not communed for two years, and is shown by Treasurer of the Congregation's record to have not contributed for a period of two years, shall through such failure forfeit his/her right to vote until the Congregational Council reports that he/she has fulfilled his/her reasonable obligation. The intent of this paragraph is not to obscure the priority which the congregation ascribes to the faithful participation in the worship and communion services.
6. The Secretary of the Congregation together with the Financial Recording Secretary shall at each congregational meeting provide the president with the correct alphabetical list of the voting members.
7. In all matters not specifically provided for herein, procedure shall be according to Robert's "Rules of Order."
8. The Annual Meeting shall be held in January.

SECTION III
(Constitution, Article VI)

REMOVAL FROM MEMBERSHIP DUE TO INACTIVITY

Membership as defined in C8.05 of the Constitution may be terminated for inactivity. Inactivity shall be defined as not communing for three years; according to the Treasurer of the Congregation has not contributed for a period of three years; and evidence of non-attendance or refusal of pastoral contact. The Congregation Council should make an attempt to contact prior to termination.

SECTION IV
(Constitution, Article X)

DUTIES OF OFFICERS AND CONGREGATION COUNCIL

The congregation shall be careful and conscientious about selecting candidates for officers.

The individuals who are nominated for Congregational office must have a good reputation with regard to their Christianity. They must be diligent hearers of the Word of God and regular partakers of Holy Communion. They must manifest an interest in the affairs of the Kingdom, be willing and cheerful givers, friendly toward and ready to serve anyone, and honest before the world. They should have the necessary knowledge and understanding of doctrine, a practical outlook and good judgment; above all things, they should fear God as becomes Christians. In short they shall have shown themselves to be righteous, faithful, judicious, earnest and diligent Christians, truly interested in the Kingdom of God and fully aware of their high responsibilities also to the community at large.

THE CONGREGATION COUNCIL

It shall be the duty of this Congregation Council to assist the Pastor(s) in the spiritual care of the congregation.

It shall be the duty of the Congregation Council to promote a Christian sense of stewardship among all the members of the congregation.

It shall be its duty to see to it that the House of God is not diverted to any uses contrary to its character.

OFFICERS of the congregation and a brief but not inclusive list of duties are:

1. **PRESIDENT** — Preside at congregational and Congregation Council meetings, make designated appointments, work with the Pastor(s) in leading the congregation - its officers, committees and members at large.
2. **VICE PRESIDENT** — Substitute for the President when absent, assume significant responsibilities and committees assignments by appointment or election.
3. **SECRETARY** — It shall be the duty of the Secretary to keep minutes of the meetings of the congregation to preserve its archives and to keep the minutes of the Congregation Council.
4. **TREASURER** — The treasurer shall be the custodian of all funds of the congregation, local and synodical, and disburse all such funds in accordance with the authorization given by the Congregation Council or congregation. The Treasurer shall present a duly audited account of the financial status of the congregation to the annual meeting in addition to monthly report to the Congregation Council.

OTHER ELECTED NON-OFFICER POSITIONS

- 1 **FINANCIAL RECORDING SECRETARY** — The Financial Recording Secretary shall keep a record of all pledges of the congregation; send statements to all members showing their record of contributions; and send additional statements when so directed by the Congregation Council. A complete annual statement of collections and individual contributions shall be prepared.
- 2 **DEPOSITS SECRETARY** — The Deposits Secretary shall receive all collections, individual contributions and special offerings, make deposits, and provide the Treasurer with receipts for same.
- 3 **HEAD USHERS** — The Head Ushers shall be responsible for working with the Pastor(s) and worship committee; selecting committees of ushers for each Sunday and supervising their work. The head ushers shall take an accurate count of attendance at all services and make arrangements for communion services.
- 4 **COMMITTEE CHAIRS** — The Committee Chairs shall develop, implement, and direct programs, activities, work and outreach in each Congregational Life Area. Committees may form sub-committees/ad hoc/ task force to carry out programs, activities work and/outreach.
- 5 **NOMINATING COMMITTEE** — The Nominating Committee together with the Pastor(s) and the President of the congregation shall prepare a list of nominations for all elected offices. This list shall be published and distributed to the congregation at least seven days prior to the annual meeting.
- 6 **AUDITING COMMITTEE** — The Auditing Committee shall audit all financial accounts and report at the annual meeting.

- 7 **CALL COMMITTEE** — The Call Committee shall meet with the synod representative. They shall develop a congregational profile, a position description, and the interview process. They shall select candidates for interview, observe candidates in pastoral setting, and make recommendation to congregation. The Letter of Call shall be issued by the President of Congregation meeting the requirements of C9.04 of the Constitution.
- 8 **REPRESENTATIVE TO THE SAINT PAUL SYNOD** (*one-year term*) — This position shall be responsible to:
 1. Attend conference caucus (usually a Sunday afternoon in February) to begin orientation to synod.
 2. Meet with pastors and delegates to prepare for issues at synod assembly.
 3. Attend a two-to-three-day synod assembly as a voting member.
 4. Report to congregation on experience and actions of assembly.

APPOINTMENTS

EXECUTIVE COMMITTEE — This committee shall be attentive to matters which may cross several committees or officer lines and serve the Pastor(s) and other staff as a small discussion group for matters not otherwise falling in a specific area of responsibility. The Executive Committee should be especially mindful of the need for long range building and program planning. The Executive Committee has no power to act without Congregation Council approval.

PERSONNEL COMMITTEE — This committee shall make recommendations on matters of Pastor(s) and staff performances, pay, benefits, dismissals, etc. The Personnel Committee has no authority to act but works through the various committees, officers, pastor(s), Congregation Council, etc.

SECTION V REPORTS OF ORGANIZATIONS

All committees and organizations handling funds within the congregation shall submit accounts to the Congregation Council prior to the annual meeting for inclusion in the Annual Report.

SECTION VI AMENDMENTS TO THE BYLAWS

A proposed amendment to these Bylaws must be presented at a regularly called meeting. If the amendment is approved at this meeting by a majority, it shall be referred to a subsequent regularly called meeting, when a majority vote shall be required for adoption.

Updated January 27, 2008