

BY-LAWS
Resurrection Lutheran Church
Changes Made To Reflect NALC Membership 2019
Port Clinton, Ohio

Chapter 1

MISSION STATEMENT

This congregation may, from time to time, adopt a mission statement which will provide direction for its programs.

Chapter 2

HOLY COMMUNION

BL2.01 Participation in Holy Communion shall be open to baptized members of this congregation and to individual members of other congregations who accept the Lutheran teaching in regard to Holy Communion as set forth in BL2.03.

BL2.02 For baptized members participating see BL2.03

BL2.03 Holy Communion requires sincere repentance, faith in Jesus Christ as Savior, and an earnest desire to amend one's sinful life, as well as acceptance of the scriptural teaching of the Real Presence of Christ with His Body and Blood in The Sacrament. Such registration forms or announcements shall be used as will make prospective participants aware of these requirements.

BL2.04 A baptized member having reached the age of twelve or completed the fifth grade can participate in Holy Communion providing the following is adhered:

1. The parents or sponsors, the pastor and a representative of the Board of Deacons, see that the children are duly instructed and have a clear understanding concerning:
 - a. The presence of Christ in the sacrament.
 - b. The blessing of the forgiveness of sins and Christ's salvation which is ours in the sacrament.
 - c. The remembrance that Christ died to take away our sins.

BL2.05 Record of participation in one Holy Communion shall be maintained. If a member of another congregation communes, notice shall be sent to his/her pastor.

Chapter 3

MEMBERSHIP:

Membership in this congregation shall consist of Baptized members, Confirmed members, Voting members and Associate members, in accordance with Chapter 8 of the constitution of Resurrection Lutheran Church

BL3.01 Baptized members shall be those baptized in this congregation; or minor children received, by letter of transfer, as members who have been baptized, in The Name Of The Triune God, in another congregation and not yet confirmed in their faith. Baptized members who have not yet participated in the Rite of Affirmation of Baptism shall be permitted a voice in congregational meetings, but have no right to vote. A baptized member who has not participated in First Communion, will receive a blessing at the altar. A roll of baptized members will be kept in the Church Office.

BL3.02 Confirmed members are those who are on the roll of confirmed membership at the time of adoption of these by-laws; or members who may become confirmed within this congregation; or who are received, by letter of transfer, from another Christian congregation which observes the Small Catechism. They are eligible to participate in the Sacrament of Holy Communion. A roll of confirmed members will be kept in the Church Office.

- a. A Confirmation program shall be offered regularly for the preparation of baptized youth to become Confirmed Members. Generally, a baptized member who is ten (10) year of age or older, or has completed the fifth grade shall be eligible for this program and encouraged to participate.
- b. Confirmed members who have not participated in Holy Communion and made a contribution of record in the current or preceding calendar year shall be considered to be **inactive confirmed members**. As such, they shall remain within the continuing concern of the congregation and conscientious pastoral care shall be made available.
- c. Inactive confirmed members shall be restored to active confirmed membership when they again participate in Holy Communion and make a contribution of record to the congregation.
- d. A brief Small Catechism class will be available from the pastor for any baptized adult member wishing to become a Confirmed member.

BL3.03 Voting members are those confirmed members who have communed and made a contribution of record during the current or previous calendar year. They shall have a voice and vote at all meeting of the congregation.

BL3.04 Associate members are members wishing to maintain active membership in another Christian congregation while desiring to participate actively in the life and mission of this congregation. They shall have all the privileges and duties of membership, except voting and/or holding elected office. A roll of associate members will be kept in the Church Office.

BL3.05 Discontinuance of Membership: membership in this congregation may be discontinued according to Chapter 8.05 of the Constitution of this congregation: due to transfer, neglect of membership participation, death; or when membership is suspended for discipline.

BL3.06 Discipline of members: A situation may occur which requires the discipline of a member or members. The procedure shall be:

- a. A written complaint shall be submitted the Church Council. If the complaint appears valid by the Council, together with the pastor, the Council will schedule a meeting with the accused member(s) to consider whether disciplinary action should be taken.
- b. The member(s) will be requested to appear before the Church Council and will be advised, in writing, at least ten (10) days prior to the meeting. Such written notice will include the reason for possible discipline as well as the time and place of the meeting.
- c. If the member(s) fail to appear with no valid excuse, the Council may proceed with the hearing and reach a conclusion in his/her/their absence.
- d. At least a two-thirds (2/3) vote of the members of the Church Council who are present shall be required to approve disciplinary action.
- e. Disciplinary action may be one of the following:
 1. Censure before the Church Council, with appropriate action prescribed to address the wrongdoing;
 2. Suspension from membership until affirmation of amendment and repentance occurs;
 3. Exclusion from membership and denial of the Sacraments.

In the event of (e.2) or (e.3) above, the action of the Congregation Council shall be in writing.

Chapter 4 OFFICERS

The officers of this congregation shall be a president, a vice-president, a recording secretary, and a financial secretary. Voting members who are at least 18 years of age shall be eligible to serve. They shall, with the pastor, comprise the Executive Council. The officers shall begin serving on the first of January following their election, installation having been within a regular worship service prior to that date.

BL4.01 The President shall be the chief officer of the congregation, The Congregation Council, and the Executive Committee.

- a. The president shall preside at all meetings of the congregation, the Congregation Council, and the Executive Committee. In the event that he/she is unable to preside, he/she will appoint the vice-president or another member of the Congregation Council to preside.
- b. The president, together with the pastor shall prepare the agenda for meetings of the congregation and the Congregation Council.
- c. The president shall be elected for a term of two (2) years, and shall serve no more than two (2) consecutive terms in that office.
- d. The president shall be elected to serve beginning in an even-numbered year.

BL4.02 The Vice-President shall provide support to the president within and outside of meetings of the Congregation Council. She/he may preside at meetings of the congregation or the Congregation Council in the absence of the president. He/she shall have a working knowledge of the constitution of this congregation and its by-laws, and shall advise the president and the Congregation Council in carrying out the provisions thereof.

- a. The vice-president shall be elected for a term of two (2) years, and shall serve no more than two (2) consecutive terms in the same office.
- b. The vice-president shall be elected to serve beginning in an odd-numbered year.

BL4.03 The Recording Secretary shall keep accurate minutes of proceedings of all meetings of the congregation and of the Congregation Council, with the recorded minutes distributed at or before the next succeeding meeting. The minutes, on approval, shall be preserved in the archives.

- a. The recording secretary shall be elected for a term of two (2) years, and shall serve no more than two (2) consecutive terms in the same office.
- b. The recording secretary shall be elected to serve beginning in an even-numbered year.
- c. Minutes will record all members in attendance as well as any guests.
- d. Minutes will include the date and time of the call to order and the close of the meeting.
- e. The recording secretary shall report pertinent communications to the Congregation Council and send formal communications as directed by the Congregation Council.
- f. In the event the recording secretary is unable to attend a meeting, the president may appoint someone to serve in his/her stead. The appointee need not be a member of the Church Council.

BL4.04 The Financial Secretary shall maintain records of all contributions to the congregation and make regular reports to the Congregation Council, and to the congregation, protecting the anonymity of members.

- a. The financial secretary shall be elected for a term of two (2) years, and shall serve no more than two (2) consecutive terms in the same office.
- b. The financial secretary shall be elected to serve beginning in an odd-numbered year.

Chapter 5

THE CONGREGATION COUNCIL

As described in the Constitution of this Congregation, the membership of the Congregation Council shall consist of the pastor(s), the officers of the congregation, and not more than twenty (20) other members of the congregation.

BL5.01 Any voting member of this congregation may be elected to serve on the Congregation Council, subject to the limits of service for said office.

BL5.02 A council position shall be declared vacant if the council member:

- a. Ceases to be a voting member of this congregation; or ...
- b. Is absent from four (4) consecutive Congregation Council meetings without a cause.

BL5.03 The Congregation Council shall meet at least once in each calendar quarter, or as shall be set the Executive Council. The time and place of the meeting shall be announced at least one week prior to any regular meeting or two weeks prior to any special meeting at worship service(s) of the congregation.

BL5.04 A quorum for conduct of business of any meeting of the Congregation Council shall be one-half the membership of the Congregation Council.

BL4.05 A council member who is absent from two (2) consecutive regular meetings shall be consulted by the president. In the event of an absence from four (4) consecutive regular meetings without valid excuse, the council shall declare the position vacant and elect, by majority vote of those present, a voting member of the congregation to serve the unexpired term. Such unexpired term shall not count as election.

Chapter 6

MEETINGS OF THE CONGREGATION

The annual meeting of the congregation shall be held in the month of November, not to conflict with the Sunday following Thanksgiving. Announcement of the date and time of the meeting shall be made at two public worship services preceding the meeting; the said services to be one week apart; or by written notice to the voting members mailed no less than ten (10) days prior to the meeting.

BL6.01 The current roster of voting, confirmed, and baptized members shall be available at each meeting of this congregation.

BL6.02 The annual meeting shall receive reports from the pastor and all organizations of this congregation. Such reports shall be submitted in writing to the Church Office not less than ten (10) days prior to the meeting.

BL6.03 The president shall preside at the annual meeting, which shall open with devotions prepared by the pastor. The pastor shall serve as an advisor during the meeting.

BL6.04 At the annual meeting, the Nominating Committee shall present a list of nominees for each office to be filled, the candidates having given consent to the Nominating Committee for their names to be submitted. Additional names may be submitted from the floor, provided each person nominated gives her/his consent.

BL6.05 Special Meetings may be called by the Congregation Council. A notice of such a meeting will be mailed to all voting members no less than ten (10) days prior to the meeting and will be announced at two public worship services preceding the meeting, the said services no less than one week apart. The notice will state the purpose(s) for the Special Meeting, and no other business may be conducted.

Chapter 7

THE BOARD OF DEACONS

This congregation shall have a Board of Deacons which shall have oversight, with the pastor(s) of matters relating to worship of this congregation.

BL7.01 The Board of Deacons shall be comprised of eight (8) members. They shall be elected at an annual meeting of the congregation. Four (4) members shall be elected in a given year to serve a term of two (2) years. No member may serve more than two (2) terms in the same office.

BL7.02 The Board of Deacons shall annually elect from its membership, by majority vote, a chairperson and a secretary.

BL7.03 The Board of Deacons shall conduct regular meetings not less than once each month at such time and place as they shall determine.

BL7.04 The Board of Deacons shall develop a program of evangelism.

BL7.05 The Board of Deacons shall implement witness and service in the community, and shall invite congregation members to participate.

BL7.06 The Board of Deacons will make a report of its activities to the congregation at its annual meeting.

Chapter 8

THE BOARD OF TRUSTEES

The Board of Trustees shall have oversight, with the pastor(s) of the building(s) and grounds belonging to this congregation, and shall be responsible for their maintenance and upkeep; shall, together with the Financial Secretary, have responsibility for the financial affairs of the congregation; and shall have oversight with the pastor(s) of proper use of all properties.

BL8.01 The Board of Trustees shall consist of at least four (4) members which shall be elected at the annual meeting of the congregation. At least one member shall be elected in any year, to serve a term of three (3) years. No member may serve more than two (2) terms in the same office.

BL8.02 The Board of Trustees shall annually elect from their membership a chairperson and a secretary.

BL8.03 The Board of Trustees shall conduct regular meetings not less than once each month at such time and place as they shall determine.

BL8.04 The Board of Trustees, together with the Financial Secretary, shall annually prepare a budget to be presented before the Congregation Council, which when approved will be presented to the congregation at its annual meeting.

BL8.05 The Board of Trustees shall share the duties of management of all monies with the Financial Secretary. The member of the board shall rotate responsibility for counting, recording, and depositing offerings; transferring funds; and updating accounts of the congregation.

BL8.06 The Board of Trustees shall regularly report to the Financial Secretary all financial transactions and the current status of all congregation assets and liabilities. Such reports shall be shared with the Congregation Council on a regular basis. It is expected that all expenditures will be in keeping with the current budget.

BL8.07 The Board of Trustees shall be empowered to grant permission for use of the congregation's building and grounds, in keeping with the mission and vision of this congregation. An outside group or organization desiring use of the building or grounds

will submit a request in writing which shall include full description of the purpose(s) and activity planned.

BL8.08 The Board of Trustees will make a report of its activities to the congregation at its annual meeting.

Chapter 9

THE BOARD OF EDUCATION

BL9.01 A Board of Education shall be elected at the annual meetings of this congregation, in total four (4) members. Two (2) members shall be elected in a given year, to serve a term of two (2) years. No members shall serve more than two consecutive terms in the same office.

BL9.02 The Board of Education shall annually elect from its membership a chairperson and a secretary.

BL9.03 The Board of Education shall conduct regular meetings no less than once each month at such time and in such place as they may determine.

BL9.04 The Board of Education, together with the Church School Superintendent, shall develop an effective teaching ministry. This includes, but is not limited to, a plan for Sunday School instruction for children up to age 12 or the 5th grade in school. It may also include the training of teachers and leaders; a plan for Vacation Bible School or similar summer program for youth; a plan for Bible Study and Christian education for every member of the congregation.

BL9.05 The Board of Education may nominate candidates for Church School Superintendent to the Congregation Council.

BL9.06 The Board of Education will report its activities to the annual meeting of the congregation.

Chapter 10

THE PASTOR

BL10.01 When this congregation has voted to call a pastor, it shall issue a Letter of Call to the pastor-elect, in a form approved by The North American Lutheran Church. It shall be signed by the chairman and the secretary of the meeting at which the Call was voted, and shall be attested by the signature of the NALC Bishop. A call to a clergyman to be an assistant pastor shall be issued only with

the concurrence of the pastor of this congregation and in accordance with the provisions of this paragraph.

BL10.02 The Call shall normally be for an indefinite time. A Call issued to an assistant pastor may be for a definite time.

BL10.03 If a pastor receives a Call to another ministry, he/she shall consult the Congregation Council, or if he/she desires, the congregation before reaching a decision. He/she shall announce his/her decision as quickly as possible, normally within three (3) weeks. He/she shall notify the NALC Bishop of his/her decision. When a Call has been accepted, the pastor shall terminate his/her ministry as soon as feasible, normally within a month.

BL10.04 The Church Council and/or Church Call Committee shall recommend pastoral candidates who are able and willing to live in accordance with the **NALC policy**.

BL10.05 The Church Council and/or Church Call Committee shall not knowingly recommend the Call of a practicing homosexual pastor into the service of this congregation.

Chapter 11

PARISH RECORDS

BL11.01 The records of this congregation shall be and remain the property of this congregation. The pastor shall be responsible for the maintenance of the records, except as otherwise provided herein. Upon termination of his/her service to this congregation he/she shall have brought the records up-to-date prior to his/her departure. The records shall consist of:

1. The roster of baptized, confirmed, and voting members.
2. The ministerial acts performed by the pastor.
3. The minutes and reports of the church meetings of this congregation and the Congregation Council, for which the secretary of this congregation shall be responsible.
4. The financial records of this congregation, for which the treasurer of this congregation shall be responsible.

BL11.02 The pastor shall report to the secretary of the North American Lutheran Church such statistics as may be requested and shall annually report to this congregation a summary of his/her ministerial acts.

Adopted: October 13, 2020