

BYLAWS

Updated February 10, 2019

PART I – COMMUNION PARTICIPATION

1. This congregation invites all people to participate regularly in Holy Communion.
2. Holy Communion is the body and blood of our Lord Jesus Christ given with bread and wine, instituted by Christ himself for us to eat and drink.* All are welcome at the table to grace.

PART II – CONFLICTING LOYALTIES

1. While the buildings of the congregation shall be open to all people to share in its worship, instruction, pastoral care, and fellowship, the congregation rejects all fellowship with organizations, secret or open, 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, and which thus teach salvation by works.
2. Ceremonies of lodges or other such organizations shall not be permitted in the buildings or on premises of the congregation; nor shall its pastor(s) or lay assistant(s) take part in any such ceremonies wherever they are conducted.
3. There shall be no political endorsements or financial support for candidates for office, political parties, super PACS and lobbying groups. The Faith Lutheran Church facilities will not be used for such purposes.

PART III – MEMBERSHIP

1. Baptized members

A child, one or both of whose parents or guardians are members of the congregation shall, upon receiving Baptism, become a baptized member.

A child, neither of whose parents or guardians are members of the congregation shall, upon receiving Baptism, become a baptized member of the congregation, unless for good reason he/she is to be a

that congregation.

A child baptized in another congregation shall be received as a baptized member in this congregation when a transfer has been received, or when the child is commended to the care of this congregation by his/her parents or guardian.

An unbaptized adult who has received instruction and has given evidence of adequate understanding and acceptance of the teachings of the Word of God as confessed by the Evangelical Lutheran Church in America, shall upon confession of faith and baptism, become a baptized member of the congregation.

2. Confirmed Members

A baptized adult, not previously a confirmed member of a Lutheran congregation, shall become a confirmed member of this congregation after having received instruction, having given evidence of adequate understanding of the teaching of the Word of God as confessed by the Evangelical Lutheran Church of America, and having publicly affirmed his/her faith.

A baptized member of the congregation shall become a confirmed member through the rite of Confirmation, except that an adult who has become baptized member in accordance with the provisions of Section A-4 of this part of the bylaws shall be considered a confirmed member without participation in the rite of Confirmation.

An applicant for membership who presents a Letter of Transfer which certifies that he/she is a confirmed member in good standing of a Lutheran congregation shall become a confirmed member of the congregation upon approval by the Congregation council. The acceptance of the applicant shall be reported to the congregation.

An applicant for membership who presents evidence of Confirmation in a Lutheran congregation but does not have a Letter of Transfer shall be admitted to confirmed membership by affirmation of faith before the congregation.

Voting Members

All confirmed members will be included in a list of voting members maintained by the congregation secretary. To continue on the voting list a member must abide by C8.02 of the Faith Lutheran Church constitution, and

2. participate in the life and worship of the congregation.

A person may be reinstated by fulfilling the obligations of the voting membership.

D. Discontinuance of Membership

1. The congregation shall, in the event of the moving of a member from the community, encourage the member to request a transfer to a Lutheran congregation which can serve him/her effectively. Should the member fail to request a transfer, a Lutheran congregation in the community of his/her residence shall be notified.
2. A confirmed member in good standing desiring to change membership to another Lutheran congregation shall, upon request, receive a Letter of Transfer.
3. A baptized member of the congregation may be removed from membership if that person fails to participate in the life and worship of the congregation. A confirmed member who does not, for a period of one year, partake of Holy Communion, support the church with offerings, and does not appear to desire to participate in the life and worship of the congregation shall be visited by the pastor and congregational officers and be encouraged to active membership. If, during the second year, the member does
be removed from the membership
roster of the congregation, but be retained on a responsibility list as one who is in special

PART IV – THE PASTOR

1. When the congregation has voted to call a pastor, it shall issue a Letter of Call to the pastor-elect in a form approved by the Evangelical Lutheran Church in America. A call to a member of the clergy to be an assistant pastor shall be issued only with the concurrence of the pastor of the congregation and in accordance with the provision of this paragraph.
2. A pastor who receives a call to another ministry, shall consult the Congregation Council or, if desired, the congregation before reaching a decision. The pastor shall announce the decision as quickly as possible, normally within (3) three weeks. The synod bishop shall be notified of the decision by the pastor. When a call has been accepted, the pastor shall terminate his/her ministry as soon as feasible, normally within a month.
3. Clergy qualified according to Chapter 9 of the constitution may occasionally perform pastoral functions in this congregation with the approval of the congregation and its pastor or, in case of a vacancy in the pastorate, with the approval of the congregation and the synod bishop.

PART V – MEETINGS OF THE CONGREGATION

1. The current roster of voting, confirmed, and baptized members shall be available at each meeting of the congregation.
2. The first-quarter meeting shall receive the annual reports from all the organizations of the congregation. Such reports, including a financial statement, shall be submitted in writing to the pastor not later than January 15.
3. Delegates to any groups or meetings in which the congregation is entitled to representation shall be elected at the first-quarter congregation meeting.
4. Voting by written ballot shall be required:
 1. to fill the elective offices of the congregation;
 2. to adopt or amend the Articles of Incorporation and Bylaws;
 3. to call a pastor or sever official connections with him/her;
 4. to suspend or dismiss from office, any person holding an elective office of the congregation, as provided except in accordance with C12.01;
 5. to vote on a budget.

PART VI – OFFICERS AND COUNCIL MEMBERS

1. Membership and Meetings of the Congregation Council

In addition to the provisions of the constitution, the following shall govern membership on the Congregation Council and the conduct of its meetings:

1. Only voting members of the congregation shall be eligible for membership on the Congregation Council. That person shall be exemplary in conduct, in personal Bible
Any officer or council member who neglects these privileges shall forfeit the right to serve in his/her elected or appointed position.
 2. A member of the Congregation Council whose position is not represented by vote at two (2) consecutive regular meetings shall be consulted by the president of the congregation. If the position is not represented by vote at (3) three consecutive regular meetings, the Congregation Council shall declare the office vacant, in accordance with Chapter 12 of this constitution, and elect a successor until the next congregation meeting.
 3. At its next meeting the congregation shall elect Congregation Council members necessary to fill all vacancies.
- ### 2. Duties and Responsibilities of the Congregation Council

In addition to the duties and responsibilities provided in the Constitution, the Congregation Council shall:

1. Secure necessary staff other than the pastor(s), such as administrative assistant, director

of education, Christian day school teacher, business administrator, church musician, parish worker, youth worker, intern, custodian, etc. and fix and review annually their salaries and work guidelines. No salaried person shall chair the committee in the ministry for which that person is paid.

2. Review annually the salary of the pastor(s), and make adjustments from time to time within the limits of the total budget approved by the congregation.
3. Receive reports regularly from the treasurer to ascertain that the expenditures are within the budget approved by the congregation.
4. Assure itself that the treasurer and others who have access to funds of the congregation are adequately bonded.
5. Appoint annually, **no later than the November Congregation Council meeting**, an **audit** committee composed of (3) three voting members of the congregation according to the provisions of C13.03.
6. Be responsible for the buildings and premises of the congregation so that their use is normally limited to the functions of the congregation. Should groups or individuals wish to use church premises, application shall be made to the Congregation Council for its approval. Use of all other church property must be approved by the appropriate committee.
7. The congregation Council shall exercise discipline in accordance with the provisions of this constitution and its Bylaws.

3. Duties of its Officers

1. The president shall preside at the meetings of the Congregation Council and of the congregation.
2. The vice-president shall preside at the meetings of the Congregation council and of the congregation in the absence of the president. He/she shall bring to the attention of the nominating committee needs for nominees to be elected as delegates to all conventions and meetings for which the congregation is eligible for representation. The vice-president shall be liaison between our congregation and the church at large.
3. The secretary shall keep the minutes of the congregation Council and of the congregational meetings and shall have access to the archives of the congregation, which shall be kept in the church office.
4. The treasurer shall receive and disburse funds in accordance with the decisions of the congregation or the congregation council.
5. The financial secretary shall maintain records of all contributions and make regular reports to the Congregation Council, to the members as required by the Congregation council, and to the congregation at the three annual meetings.

4. Duties of Committees

1. **Nominating Committee** shall be responsible to secure names for all officers elected by the congregation. (C13.02)
2. **Audit Committee** shall audit the fiscal records of the congregation and report its findings in writing at the April Congregation Council meeting. (C13.03)

3. **Mutual Ministry Committee** (*see C13.04*)
4. The **Budget Committee** shall prepare a proposed budget and submit it to the Congregation Council by the September Council meeting, for consideration at the last-quarter congregation meeting. Should this budget later be found to exceed the 110% limit imposed by the Constitution (C12.05d.), the budget shall be reconsidered, with the necessary adjustments, at the first-quarter meeting the following year.
5. The **Call Committee** procedure shall follow the guidelines provided by the Oregon Synod. (C13.06)

PART VII – PARISH RECORDS

The records of the congregation shall be and remain the property of the congregation. The pastor shall be responsible for the maintenance of the congregational records, except as otherwise provided herein. The pastor shall report to the secretary of The Evangelical Lutheran Church in America such statistics as may be requested and shall annually report to the congregation a summary of his/her ministerial acts. Upon the termination of his/her service to the 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, voting members, and ministerial acts. These reports shall be made current and recorded in the Annual Report;
2. The minutes and reports of the Oregon Synod and Handbook of The Evangelical Lutheran Church in America;
3. The minutes of the meetings of the congregation and of the Congregation Council, for which the secretary of the congregation shall be responsible;
4. The financial record of the congregation, for which the treasurer of the congregation shall be responsible;
5. Gift and contributions to the memorial funds. These records shall be kept in the Church office, and the keeping of such records shall be the responsibility of the church office, secretary, **and the Mission Endowment Committee.**

PART VIII – COMMITTEE RESPONSIBILITIES

1. The **Chairperson of Evangelism and Mission** shall:
 1. Form a committee of at least (3) three members, and shall conduct regular meetings not less than once a month and elect from its membership a secretary, and a vice-chairperson to the Congregation Council;
 2. Identify and recommend goals and objectives for the work of evangelism in the congregation;
 3. Develop ways of reaching out to the unchurched in the community with the Gospel of

- Jesus Christ in order to bring them to faith in Christ and fellowship with the Church;
4. Seek out the inactive members of the congregation and use every means to restore them to active participation in the life and work of the Church;
 5. Faithfully sustain and develop the spirit of Christian Fellowship, encourage meaningful participation in the mission of the church, and seek new commitments to Jesus Christ;
 6. Make witnessing and serving foremost functions that flow out of the faith and worship life of the congregation, thus giving reality and relevance to the profession of faith in the living God;
 7. Seek out the members of the congregation who have special physical, emotional, psychological, mental, or spiritual needs and minister the Gospel of Jesus Christ;
 8. _____
of ministering to the whole person, and make recommendations accordingly;
 9. Set in motion the forces and training programs which will cause the congregation, rather than the committee itself, to fulfill the responsibilities of evangelism;
 10. _____
the programs and activities
of the Evangelical Lutheran Church in America, its affiliated organizations, and the ELCA approved ecumenical groups;
 11. Report regularly to the congregation Council on its activities and to the congregation at its regular meetings;
 12. Give new church members and all existing members a copy of this constitution and its Bylaws.

2. The **Chairperson of Worship and Church Music** shall:

1. Form a committee of at least (3) members, and conduct regular meetings not less than one each month and elect from its membership a secretary, and a vice-chairperson to the Congregation Council;
2. Seek to interpret and enrich the worship life of the church;
3. Give leadership, counsel, and guidance in all matters pertaining to worship and church music within the congregation;
4. Be responsible for all elements needed for, and contributing to, regular and special services, including hospitality, ushering and assistance with the communion services. The altar guild shall be responsible to this committee for the preparation of the Communion service and the care of all paraments and vestments;
5. Together with the pastor, shall be responsible for all salaried music personnel;
6. Propose guidance for music to be used in the worship services and at weddings and funerals, with the counsel of the pastor;
7. Recruit and develop musical talent for both present and future services;
8. Report regularly to the congregation Council on its activities and to the congregation at regular meetings;
9. _____
churchwide committees on
worship and music.

3. The **Chairperson of Stewardship and Resources** shall:

1. Form a committee of at least (3) three members, and shall conduct regular meetings not less than once each month and elect from its membership a secretary, and a vice-chairperson to the Congregation Council;
2. Encourage liberal, thankful, worshipful giving on the part of the membership. Study the best stewardship literature available, and sponsor stewardship talks, discussions, and forums in order that the congregations covered;
3. Serve as the principal financial officer of the congregation and monitor the treasury functions and provide financial management;
4. Provide the Congregation Council or any organization in the congregation with manpower for any specific work project, doing so through an updated Time and Talent enlistment program;
5. Inform the congregation of the stewardship challenges of the synod and regional churchwide body;
6. Work with the pastor, **Endowment Committee**, and the congregation Council in encouraging and handling memorial and legacy gifts to the world wide mission program of the Evangelical Lutheran Church in America and Faith Lutheran congregation, and gratefully acknowledge such gifts;
7. Report regularly to the Congregation Council on its activities and to the congregation at regular meetings;
8. committees and personnel.

4. The **Chairperson of Youth and Family** shall:

1. Form a committee of at least (3) three members, and conduct regular meetings not less than once each month, and elect from its membership a secretary, and a vice-chairperson to the Congregation Council;
2. Assist in Christian education for the whole congregation;
3. Promote through guidance and activities, **along with the Youth Minister, when applicable**, a youth program that is meaningful for the whole person in the strengthening of personal faith in God, worship, education, witness, stewardship, service, fellowship and recreation;
4. Promulgate the Evangelical Lutheran Church in America synod, regional and churchwide program for Faith Lutheran Youth and related youth ministries;
5. Seek to involve the entire congregation in ministry to youth of both congregation and community;
6. Support the work of education in the congregation in all settings;
7. If there is an active Sunday School, submit candidates for leadership to the nominating committee.
8. Seek to motivate youth and families toward a desire for continued Christian learning

throughout life and thoughtful contact with them;

9.

to members in the Armed Forces;

10. Report regularly to the Congregation Council on the concerns and activities of youth and to the congregation at its regular meetings;

11.

youth activities and on parish, college, and theological education;

5. The **Chairperson of Fellowship and Social Concerns** shall:

1. Form a committee of at least (3) three members, and shall conduct regular meetings not less than once each month, and elect from its membership a secretary, and a vice-chairperson to the Congregation Council;

2. Think, plan, stimulate, coordinate, and supervise the ministry of social concerns in the congregation and the community and also minister to members of the armed forces;

3. In cooperation with the Chairperson of Education, help the members of the congregation understand the issues that concern members of the community, the nation, and the world, and the bearing of Christian faith upon them;

4. Survey the needs of individual members of the congregation and community to see what social problems call for action, and devise ways of meeting those needs;

5. Promote fellowship within the congregation through programs of regular visits and discussions to generate better communication between members and the Congregation Council, and provide for new member orientation and care;

6. Report regularly to the Congregation Council on its activities and to the congregation at the regular meetings;

7.

6. The **Chairperson of Property Management** shall:

1. Form a committee of at least (3) three members, shall conduct regular meetings not less than once each month, and elect from its membership a secretary, and a vice-chairperson to the Congregation Council;

2. Be responsible for the care, maintenance, repair, and improvement of all physical properties owned by the congregation, checking all items in detail for such care at least once each year;

3. Propose necessary maintenance service to the Congregation Council, including recommendations as to the responsibilities, remuneration, etc. for these services;

4. Select a committee, subject to council approval, when special circumstances arise.

5. Approve payment each month of all budgeted expenditures, doing so as each item warrants;

6. Be responsible for adequate insurance coverage of all kinds, presenting such programming to the Congregation Council for approval;

7. Report regularly to the Congregation Council on its activities and to the congregation at the regular meetings.