

Hope Lutheran Church Bylaws

- Chapter 4** Statement of Purpose
- C4.04.01** The Officers of the congregation are as stated in C11.01.
- C4.04.02** In addition to the officers there shall be a financial secretary who will be responsible for recording the receipts of the congregation.
- C4.04.03** The following committees may be formed as necessary:
1. Worship & Music
 2. Personnel
 3. Evangelism
 4. Youth
 5. Property
 6. Christian Education
 7. Lay Ministry
 8. Finance
 9. Parish Fellowship
 10. Stewardship
 11. Endowment
- C4.04.04** Each committee will elect its own chairperson.
- C4.04.05** All committees will report to the church council in writing on a regular basis.
- Chapter 8** Membership
- C8.02.01** A child, one or both of whose parents or guardians are members of the congregation, shall, upon receiving baptism, become a baptized member.
- C8.02.02** A child, neither of whose parents or guardians is a member of the congregation shall, upon receiving baptism, become a baptized member of the congregation, unless for good reason that child is be a baptized member of another congregation in which case that child's membership shall be transferred to that congregation.
- C8.02.03** A child baptized in another congregation shall be received as a baptized member in the congregation when a transfer has been received.
- C8.02.04** An unbaptized adult who has received instruction and has given evidence of an adequate understanding and acceptance of the teachings of the word of God as confessed by the Lutheran Church, shall upon confession of faith and receiving baptism, become a baptized member of the congregation.
- C8.02.05** When one or both parents of baptized children are received as members of the congregation, such children will be received as baptized members with the consent of the parent or parents.
- C8.02.06** When a baptized child is an orphan or a ward of someone who moves into the area served by this congregation, the child may be received as a baptized member when it is commended to the care of this congregation by the congregation which baptized the child.
- C8.02.07** Baptized adults, not previously members of a Lutheran congregation, shall become confirmed members of this congregation after receiving instruction of the Word of God as confessed by the Lutheran Church and publicly affirming their faith.
- C8.02.08** Baptized members of the congregation shall become confirmed members via the rite of confirmation, except that adults who have become baptized

members in accordance with the provisions of section C8.02.04 of this part of the bylaws shall be considered confirmed members without participation in the rite of confirmation.

- C8.02.09** Applicants for membership who present a letter of transfer which certifies that they are confirmed members in good standing of a Lutheran congregation shall be confirmed members of this congregation upon approval by the church council. The acceptance of applicants shall be reported to the congregation.
- C8.02.10** Applicants for membership who present evidence of confirmation in a Lutheran congregation but do not have a letter of transfer shall be admitted to confirmed membership when the pastor has determined that they meet the standards of Christian faith and life indicated in the constitution and bylaws and when they have reaffirmed their faith before the congregation.
- C8.02.11** The church council shall be responsible for providing a current roster of voting members of the congregation in accordance with the provisions of the constitution and bylaws. The roster of voting members shall be available at all regularly called meetings of the congregation.
- C8.04.01** Participation in Holy Communion shall be open to confirmed members, properly instructed youth of this and other Christian congregations, and all baptized Christian prepared to join in the celebration by confession of sin and trusting in God's grace.
- C8.05.01** The congregation shall in the event of the removal of a member from the community it serves, encourage the member to request a transfer to a Lutheran congregation which can serve that member effectively. Should the member fail to request a transfer, a Lutheran congregation in the community of that member's residence shall be notified.
- C8.05.02** Confirmed members desiring to change their membership to another Lutheran congregation shall, upon request, receive a letter of transfer.
- C8.05.03** Confirmed members who do not, for a period of one year, participate in holy communion, support the church with a contribution of record and do not appear to desire to participate in the life and worship of the congregation shall be visited by the pastor and/or designated lay members during the second year shall be encouraged to become active members. If during the third year, those confirmed members do not actively participate, their names shall be removed from the membership roster but be retained on a responsibility list of those who in special need of the congregation's prayers and concern.
- C8.05.04** A child, neither of whose parents or guardians is a member of the congregation, may be removed from the roster of baptized members and retained in a responsibility list if that child is no longer participated in the life and worship of the congregation.
- C8.05.05** Members who have been dismissed or who have resigned and members who have transferred to other Lutheran congregations or who are definitely know to have become members of other congregations without transfer, shall lose their membership in the congregation.

Chapter 10

Congregation Meeting

C10.01.01

The annual Congregation meeting will be held in January or February of each year. The exact date and time will be determined by the Church Council.

- C10.01.02** At its annual meeting the congregation shall elect a church council of no more than 12 members.
- C10.01.03** Reports from all organizations of the congregation shall be presented at the annual meeting. These reports, including financial statements, shall be submitted in writing to the church office at least two weeks before the annual meeting.
- C10.01.04** Voting members of the congregation shall elect a nominating committee in accordance with C13.01 of the constitution.
- C10.01.05** In addition to the candidates submitted by the nominating committee, additional nominations may be made from the floor.
- C10.01.06** The church council shall fill any vacancies that may occur on the nominating committee.
- C10.01.07** The order of business at the annual meeting may be:
1. Opening devotions
 2. Approval of minutes
 3. Reports of the pastor(s), church council, treasurer, committees, organizations, and others.
 4. Elections
 5. Approval of budget
 6. Unfinished business
 7. New business
 8. Announcements of election results
 9. Closing prayer
- C10.01.08** In the following cases voting shall be by ballot:
1. Election of the church council – except if no positions are contested. Election by unanimous ballot is permitted.
 2. Adapting or amending the articles of incorporation, constitution, or bylaws of the congregation.
 3. Calling a pastor or requesting his/her resignation.
 4. Severing membership in the ELCA
 5. Disposing of, mortgage, or purchasing real property.
 6. If requested by ten or more voting members present.
- C10.05.01** Absentee ballots may be obtained at the church office. Such ballots will not be mailed.
- C10.05.02** The church secretary will determine if those who pick up absentee ballots are eligible voters.
- C10.05.03** The church secretary shall keep a record of all those who pick up absentee ballots.
- C10.05.04** Absentee ballots must be returned to the church office before the day of any scheduled congregation meeting.
- C10.05.05** Any other voting details that may be required regarding absentee ballots will be determined by the church council.

Chapter 11

Officers

- C11.01.01** The president shall preside at meetings of the church council, and of the congregation and shall assume any other duties as assigned by the council or congregation.
- C11.01.02** The vice-president shall assume the president's duties if the president is absent.

C11.01.03 The council secretary shall keep minutes of church council and congregation meetings.

C11.01.04 The treasurer shall oversee the disbursement of budgeted funds of the congregation.

Chapter 14

Organizations within the Congregation

C14.02.01 The Congregation Council shall create an Endowment Fund of Hope Lutheran Church (Endowment Fund). The purpose of the Endowment Fund shall be to promote, foster, solicit and receive funds and property of every kind and nature whatsoever, when by gift, bequest, devise or otherwise, in any form, from any person, party or entity, to hold and administer such as fund and property, and to expend and disburse only the income received therefrom for such religious, educational, and charitable purposes which are approved, sponsored, supported, or undertaken by, or related to the activities of Hope Lutheran Church.

C14.02.02 The Congregation Council shall, in its annual reporting to the congregation, render a report of the status of the Endowment fund, including an audit of properties held, income from said holdings, loans from the fund, and disbursement from the Fund.

C14.02.03 The Congregation Council shall have full discretion in the management of the Endowment Fund. Management polices for the Endowment Fund shall be adopted by the Congregation Council and shall be published to the congregation. Management polices may be adopted or amended by a 2/3 vote of the Congregation Council.