

IMMANUEL LUTHERAN CHURCH

BYLAWS

8.02.01. ADMISSION TO BAPTIZED MEMBERSHIP

- a. Children, one or both of whose parents or guardians are members of this congregation, shall be received as baptized members of this congregation upon receiving Christian Baptism.
- b. Children, whose parents or guardians are not members of this congregation, shall be received as baptized members of this congregation upon Christian Baptism duly recorded as a ministerial act performed under the auspices of this congregation. They may be enrolled as baptized members of another Lutheran Congregation, in which case notice of the Baptism shall be sent to the congregation in which the child is to be enrolled as a baptized member.
- c. Children baptized in other congregations shall be received as baptized members of this congregation upon admission of one or both parents or guardians to membership, or by consent of the Church Council.
- d. Unbaptized adults who have received instruction and have given evidence of having an adequate understanding and acceptance of the teachings of the Word of God as confessed by the Lutheran Church shall be received as baptized members of this congregation upon affirmation of faith and Christian Baptism duly recorded as a ministerial act performed under the auspices of this congregation.

8.02.02. ADMISSION TO CONFIRMED MEMBERSHIP

- a. Baptized adults who have not been members of the congregation shall be admitted to confirmed membership through the rite of Affirmation of Baptism upon receiving instruction and giving evidence of having an adequate understanding and acceptance of the teachings of the Word of God as confessed by the Lutheran Church.
- b. However, previously unbaptized adults received as baptized members according to the provisions of 8.02.01.d shall be recognized as confirmed members.

c. Children who are baptized members of the congregation shall be admitted to confirmed membership through participation in the rite of confirmation.

d. Those applicants for membership who present Letters of Transfer which show them to be confirmed members in good standing in other Lutheran congregations shall be admitted to confirmed membership upon acceptance of their Letters of Transfer by the Church Council.

e. Applicants for membership who present evidence of confirmation in a Lutheran congregation but do not have Letters of Transfer shall be admitted to confirmed membership when the Church Council 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 through the rite of Affirmation of Baptism.

8.04.01. COMMUNION PARTICIPATION

a. Participation in Holy Communion shall be open to the following Christians:

1. Baptized members who have completed communion instruction taught by the pastor(s). Ordinarily this instruction will occur at the fifth grade, though the specific age is determined through mutual conversation that includes the pastor(s), the child, and the parents or sponsors involved.

2. Members of other Lutheran churches who have been instructed and declared ready for Communion participation by their own congregations;

3. Members of other Christian churches who, in good conscience, can affirm that Jesus Christ is truly present in the bread and wine, giving Himself to His repentant people as His words declare;

b. In accordance with the desire to express the unity of the Christian church at the Lord's Table, this congregation shall do the following:

1. Publicly announce the Lutheran Doctrine of the Real Presence at each service of Holy Communion, either verbally and/or by printed word;

2. As part of that announcement, welcome non-Lutheran Christians

to the Lord's Table who, in good conscience, can affirm that Jesus Christ is truly present in the bread and wine, giving Himself to His repentant people as His words declare.

c. Within these provisions, the responsibility for decision about communing is placed upon the individual Christian.

d. Record of participation in Holy Communion shall be entered upon the books of the congregation. If a member of another congregation communes, notice shall be sent to his/her pastor.

8.05.01. DISCONTINUANCE OF MEMBERSHIP

Members who move away shall be encouraged to transfer their membership. A confirmed member in good standing desiring to change his/her membership to another Lutheran congregation shall, upon request, receive a Letter of Transfer.

A confirmed member who in the judgement of the Church Council shows no interest in attending church services and does not partake of Holy Communion and who does not contribute to the congregational treasury according to the congregation's records for one year, shall be contacted by the Pastor and/or a member of the Church Council and/or a member of the congregation for the purpose of expressing concern and encouraging renewed participation in congregational life.

If such a member does not resume activity within a five-year period, he/she shall be subject to having his/her name removed from the membership list of this congregation.

10.01.01. CONGREGATIONAL ANNUAL MEETING

The annual meeting of this congregation shall be held on the fourth Sunday in January. The specific time of the meeting will be determined by the Church Council and notice given to the members according to the provision of 10.03.

10.01.02. ORDER OF BUSINESS

The order of business at the annual congregational meeting shall be:

- a. Opening devotions;
- b. Approval of minutes of the previous annual meeting;
- c. Report of Pastor(s), Church Council President, Treasurer, committees and/or organizations;

- d. Elections;
- e. Approval of proposed budget;
- f. Unfinished business;
- g. New Business;
- h. Closing Prayer.

10.06.01. VOTING

In the following cases voting shall be by written ballot:

- a. To elect members of the Church Council;
- b. To adopt or amend the articles of incorporation, constitution, or the bylaws of the congregation;
- c. To call a pastor or to request his resignation;
- d. To excommunicate a member from the congregation or to remove a member from office in the congregation;
- e. To sever membership in the North American Lutheran Church;
- f. To dispose of, encumber, or purchase real property;
- g. When requested by 10 or more voting members present.

10.06.02. CANDIDATE FOR OFFICE

No candidate for office shall be declared elected unless such candidate has received a majority of votes cast. If more than one ballot is required in an election, a motion shall be in order to limit the balloting, after the first ballot, to the three candidates receiving the highest number of votes; and after the second ballot, to limit the balloting to the two candidates receiving the highest number of votes cast.

11.01.01. DUTIES OF THE PRESIDENT

The President shall preside at meetings of this congregation and at the meetings of the Church Council. In the event of the President's inability to serve, the Vice-President shall preside. The President also chairs the Executive Committee, serves on the budget committee, serves on the Call Committee, and serves on the Immanuel Lutheran Church Endowment Fund Committee.

11.01.02. DUTIES OF THE VICE-PRESIDENT

The Vice-President acts for the President in the President's absence.

11.01.03. DUTIES OF THE SECRETARY

The Secretary shall keep accurate minutes of all meetings of the Church Council and the congregation. The recorded minutes shall be preserved permanently by the congregation in its archives.

11.01.04. DUTIES OF THE TREASURER

The Treasurer, with the assistance of the Financial Secretary, shall keep accurate records of all income and disbursements and make a written report of all financial transactions to the congregation monthly and annually. The Treasurer also serves on the Budget Committee, and the Immanuel Lutheran Church Endowment Fund Committee.

11.01.05 ELECTION OF OFFICERS

For each office, a written ballot of nomination shall be cast. A second ballot shall be cast for election from those candidates nominated on the first ballot. A candidate having a clear majority of votes on this second ballot shall be declared elected. If there is not a clear majority, another ballot shall be cast, eliminating all but the top three candidates. Additional ballots shall be cast until a candidate receives a clear majority, with each additional ballot eliminating the candidate with the least votes.

12.05.01 OFFICIAL AND LEGAL DOCUMENTS

Unless otherwise specifically authorized by this congregation or the Church Council, all official and legal documents of the congregation relating to the sale, conveyance, purchase or encumbrance of real estate or the borrowing of money, shall be signed on behalf of this congregation by the President or the Vice-President, together with the Secretary or Treasurer when two signatures are required. When only one signature is required, it shall be the signature of the President or the Vice-President.

12.05.02 AUTHORIZATION OF EXPENDITURES

The Church Council may spend up to \$10,000 for any expenditures not included in the annual budget of the congregation without seeking congregational approval. The Church Council shall use its judgment on whether to seek approval on expenditures below this amount.

13.02.01 PARISH EDUCATION COMMITTEE

The Parish Education Committee shall oversee the conduct and promotion of the Sunday School, Bible Study Programs, Confirmation Program, Vacation Bible School, and other educational activities.

13.03.01 SUNDAY SCHOOL COMMITTEE

This committee is responsible for the recruitment, support, and training of teachers and for the encouragement and development of learning opportunities for nursery through high school students.

13.04.01 VACATION BIBLE SCHOOL COMMITTEE

The Vacation Bible School Committee shall be responsible for the planning, promotion, and management of the Vacation Bible School. This committee is responsible for the recruitment, support and training of teachers and staff and also for the securing and coordinating whatever other volunteer help is needed.

13.06.01 PROPERTY COMMITTEE

The Property Committee shall be responsible for the regular care and repair of the congregation's buildings and grounds and other property.

13.07.01 EVANGELISM COMMITTEE

The Evangelism Committee will seek to offer and coordinate efforts to share the good news of Jesus Christ to the members of Immanuel, to the community in which we serve, and the world in which we live.

13.08.01 FELLOWSHIP COMMITTEE

The Fellowship Committee will strengthen the fellowship among all congregation members spiritually and socially. The committee will seek ways to nourish mutual cooperation, trust, and enjoyment among all members of the congregation.

13.09.01 STEWARDSHIP COMMITTEE

The Stewardship Committee shall encourage members of Immanuel to grow in offering their gifts for the work of the Church. The committee will offer programs and educational opportunities which will challenge members to respond to the generous gifts of God.

13.10.01 SOCIAL MINISTRY COMMITTEE

The Social Ministry committee will seek ways to help our members serve the physical needs of the broader community as well as the world.

13.11.01 VOLUNTEER SERVICES COMMITTEE

The Volunteer Services committee will help to recruit and coordinate members of Immanuel as they share their talents with the congregation.

13.12.01 WORSHIP COMMITTEE

The Worship Committee will aid in coordinating the worship services at Immanuel in order to strengthen and enrich the spiritual life of the congregation.

13.13.01. NOMINATING COMMITTEE

The Nominating Committee shall nominate one or more candidates for each office to be filled and shall secure the consent of each candidate to serve if elected. The candidates shall be made known to the congregation through the annual report distributed prior to the annual meeting. In addition to the candidates submitted by the Nominating Committee, nominations may be made from the floor during the annual meeting.

13.15.01. AUDITING COMMITTEE

The Auditing Committee shall audit the financial accounts of the congregation and submit its findings in the annual report distributed in advance of the annual meeting.