

## BYLAWS FOR IMMANUEL LUTHERAN CHURCH

These Bylaws are numbered to match the equivalent section of the Constitution. Currently there are no Bylaws for Constitution sections 1,2,3 and 7.

### Chapter 4.

#### STATEMENT OF PURPOSE

- C4:02.01 Immanuel Lutheran Church, Eden Prairie, Minnesota (hereinafter designated as “this congregation”) invites all of its members and visitors who have been prepared to receive the Sacrament, to participate regularly in Holy Communion.
- Participation in the Lord’s Supper is the reception of “the body and blood of our Lord Jesus Christ give with bread and wine, instituted by Christ himself for us to eat and drink.”
  - We hold that all who seek the love and forgiveness of Christ are welcome to receive these gifts and Holy Communion.
- C4.03.01 Children from the fifth grade on who have been prepared by the Pastoral and other ministerial staff for participation in the Sacrament but not yet confirmed, are permitted and invited to share the Lord’s Supper. However, the decision when and if they should participate is left to the individual youth and his/her family in consultation with a pastor.
- C4.03.02 Record of participation in Holy Communion shall be entered upon the books of the congregation.
- C4.04.01 The reporting and authority structure for this congregation shall be the following:
- The Congregation Council reports to the congregation.
  - The Executive Committee, standing committees, and all other committees formed by the Congregation Council report to the Congregation Council.
  - The senior pastors report to the Congregation Council.
  - All associate pastors, associates in ministry, and lay staff report to the senior pastors.
- C4.04.02 The committees of the Congregation Council shall be:
- Long Range Planning
  - Worship, Music & Arts
  - Adult Faith Formation
  - Children’s Education
  - Evangelism
  - Parish Fellowship
  - High School Youth
  - Middle School Youth
  - Property
  - Stewardship
  - Social Ministry
- C4.05.01 The Long-range Planning Committee, in consultation with the ministerial staff, shall be responsible for review the Mission Statement of the church. A formal review of the Mission Statement shall be conducted at least every four years. Any changes shall be presented to the Congregation Council for approval.

### Chapter 5

#### POWERS OF THE CONGREGATION

- C5.03.01 Adjustments in the salary of the pastor(s) shall be the responsibility of the Congregation Council, subject to the congregation’s approval of the budget.

### Chapter 8

#### MEMBERSHIP

- C8.02.0 Admission to Baptized Membership
- Children, on or both of whose parents or guardians are members of this congregation, shall, upon received as baptized members of this congregation.
  - Children neither of whose parents or guardians are members of this congregation shall, upon Christian baptism duly recorded as a ministerial act performed under the auspices of this congregation, be received as baptized members of this congregation unless there is

understanding that, for good reason, they will be enrolled as baptized members of another 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 and baptized adults mentally incompetent for Confirmation shall be received as baptized members of this congregation upon admission of one or both parents or guardians to membership, or by consent of one or both parents of guardians, or by action of the Congregation 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, upon confession of faith and Christian baptism duly recorded as a ministerial act performed under the auspices of this congregation, be received as baptized members of this congregation.

C8.02.02 Admission to Confirmed Membership

- a. Baptized persons, not previously confirmed members of a Lutheran congregation, who have received instruction and have given evidence of having adequate understanding and acceptance of the teachings of the Word of God as confessed by the Lutheran Church shall be admitted to confirmed membership by affirmation of faith.

C8.02.03 Admission to Voting Membership

- a. The Congregation Council shall be responsible for determining the voting membership in accordance with the qualification specified in the constitution.

C8.05.01 Termination of Membership

- a. In the event of a member's death, that person's name shall be removed from the membership roll, but remembered thereafter as one of the saints in heaven.
- b. Members who have been dismissed, who have resigned, who have transferred to other Lutheran congregations without transfer have thereby terminated their membership in the congregation have surrendered all membership rights.
- c. Members who move away shall be encouraged to become active in the fellowship of a congregation in their new community and when appropriate, transfer their membership. Any confirmed members in good standing desiring to change their membership to another Lutheran congregation shall, upon request, receive a Letter of Transfer.
- d. At the first Congregation Council meeting after the conclusion of each year, a report shall be made by a committee or by a member designated by Congregation Council of all confirmed members who have not taken Holy Communion during the previous calendar year and who have not made a contribution of time, talent, or money according to the congregation's records for the previous year. These individuals shall lose the right to vote and shall not be counted in the membership statistics of the congregation. The names of such persons and the records, however, shall be kept in the files for a period of two years thereafter. During this time, the pastoral staff shall arrange for these people to be contacted and Encouraged to take part in the congregational life or to transfer to another congregation. If a person resumes participation and contribution within the two year period, he/she shall be dismissed from the congregation by action of the Congregation Council and, if possible, be notified of this action.

Chapter 9  
THE PASTOR

C9.01.01 A Letter of Call shall be signed by the residing officer and the secretary of the congregation meeting at which the call was voted and shall be attested by the signature of the Bishop of the Synod.

C9.03.01 The congregation requires that its pastor(s) shall be loyal to the congregation and its constitution.

C9.12.01 The pastor(s) shall be responsible for keeping accurate record of membership and of ministerial acts, in a manner recommended by the Congregation Council, which shall remain the property of the congregation. The pastor(s) shall report these statistics to the congregation annually, and when required, to the Secretary of the ELCA. Upon leaving the congregation, the pastor(s) shall complete the records of ministry up to the time of departure.

## Chapter 10

### CONGREGATIONAL MEETING

- C10.01.01 The annual congregation meeting will be held within 30 days after the end of each fiscal year and after the Congregation Council meeting held in the first month following the close of the fiscal year. The date shall be specified by the Congregation Council at least 60 days prior to the meeting date.
- C10.01.02 The current roster of voting, confirmed, and baptized members shall be determined after the close of each fiscal year and prior to each annual congregation meeting.
- C10.01.03 The business at the annual congregation meeting shall include:
- a. Opening devotion
  - b. Approval of the minutes of the previous meeting
  - c. Statement of Mission
  - d. Reports of the pastor(s), other ministerial staff, Congregation Council, Financial Secretary, Treasurer, committees, and others
  - e. Elections
  - f. Approval of budget
  - g. Unfinished business
  - h. New business
  - i. Closing prayer
- C10.06.01 At all Congregation meetings, if more than one ballot is required in a 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 on the first ballot; after the second ballot to limit the balloting to the two candidates receiving the highest number of votes.

## Chapter 12

### CONGREGATION COUNCIL

- C12.01.01 Membership of the Congregation Council
- a. The Congregation Council shall consist of not less than 16 members with one or more elected to the following specific positions:
    - a. President
    - b. Vice President
    - c. Secretary
    - d. Treasurer
    - e. Financial Secretary
    - f. Long Range Planning Chairperson
    - g. Worship, Music & Arts Chairperson
    - h. Adult Faith Formation Chairperson
    - i. Children's Education Chairperson
    - j. Evangelism Chairperson
    - k. Parish Fellowship Chairperson
    - l. High School Youth Chairperson
    - m. Middle School Youth Chairperson
    - n. Property Chairperson
    - o. Stewardship Chairperson
    - p. Social Ministry ChairpersonThe Congregation Council members shall each be elected for a term of two years, but in such a manner that after the first election, one-half (or approximately one-half) is elected each year.
  - b. In addition to the requirements of congregational membership stated in C8.04 of the constitution, qualifications for membership on the Congregation Council shall include such practical ability as is needful in promoting the various interests of the congregation as outlined in the duties of the various committees of the council.
  - c. No member of the Congregation Council shall serve more than two consecutive terms. An unexpired term of less than one year shall not be considered a term of office.
  - d. If a member of the Congregation Council is absent from three consecutive regular meetings without an excuse acceptable to the

Council, that member forfeits membership. A member having two consecutive unexcused absences from regular meetings shall be notified thereof by the Secretary.

- C12.01.02 Duties of Officers of the Congregation Council
- a. Duties of the President:
    - Preside at all meetings of the congregation, the Congregation Council, and Executive Committee
    - With the Pastor(s), oversee the work in all areas charged to the Committees
    - Perform any other duties as defined by the Congregation Council
  - b. Duties of the Vice-President:
    - Preside at meetings in the absence of the President
    - Perform any other duties as defined by the Congregation Council
  - c. Duties of the Secretary:
    - Keep the minutes of the meetings of the Congregation Council, the congregation, and the Executive Committee
    - Preserve the Congregation Council's official records as defined by the Congregation Council
    - Monitor adherence to the requirements in the constitution and bylaws
    - Perform any other duties as defined by the Congregation Council
  - d. Duties of the Treasurer:
    - Be bonded
    - Be custodian of all funds of the congregation and shall disburse all such funds in accordance with the decisions of the congregation or the Congregation Council
    - Assist the Auditing Committee in preparing an audited report and presenting it at the annual congregation meeting
    - Perform any other duties as defined by the Congregation Council
  - e. Duties of the Financial Secretary:
    - Be bonded
    - Keep a record of all congregational income
    - Assist the Auditing Committee in preparing an audited report and presenting it at the annual congregation meeting.
    - Perform any other duties as defined by the Congregation Council
- C12.05.02 Duties of the Committees Chairpersons
- a. Prepare an annual budget request for their respective committee
  - b. Prepare an annual report for their respective committee.
  - c. Oversee the direction and work of their committee.
  - d. Present a report of its activities to the Congregation Council at the monthly meetings.
  - e. Perform any other duties as defined by the Congregation Council.
- C12.06.01 The Congregation Council shall see that the use of property is handled in the following manner:
- a. The property of the congregation shall be for the use of the congregation in its normal function as a Lutheran Church and shall not be used in any way not in harmony with the purpose of the congregation.
  - b. Buildings which are the property of the congregation shall not be lent or rented to any group or individual not affiliated with the congregation or with the ELCA unless application for such use has been approved by the Congregation Council.
- Chapter 13  
CONGREGATION COMMITTEES
- C13.01.01 Duties of the Executive Committee
- a. oversee the spiritual health and well-being of the congregation in concert with the ministerial staff.
  - b. Perform the human resources functions, including but not limited to: staff job descriptions, staff performance reviews, and staff salary adjustments

- c. Perform the financial resource functions including but not limited: creating the budget and reporting the financial position of the church
- d. Perform any other duties as defined by the Congregation Council
- C13.07.01 Define Responsibilities of Congregation Council Committees
  - a. oversee the spiritual health and well-being of the Congregation in concert with the ministerial staff
  - b. provide current, approved job descriptions for their committee representative on the Congregation Council (committee chair)
  - c. define minimum number of members for their committee
  - d. define descriptions of all their committee responsibilities
  - e. perform any other duties as defined by the Congregation Council
- C13.07.02 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.
- C13.07.03 The candidates proposed by the Nominating Committee shall be made know to the congregation in conjunction with the announcements of the special or annual congregation meeting at which the election is to take place.
- C13.07.04 In addition to the candidates proposed by the Nominating Committee, additional nominations may be made from the floor.
- C13.07.05 Each year the Audit Committee shall audit all financial records for the pervious fiscal year of the congregation proper, and shall present its report to the annual meeting in writing. The Audit Committee shall carefully examine all insurance policies to determine the amount and kind of insurance in force and include this report in its statement.

Chapter 14.

ORGANIZATIONS WITHIN THE CONGREGATION

- C14.01.01 All organizations within this congregation shall submit an annual report to the church office at least 14 days prior to the annual meeting.

Chapter 18

CONTINUING RESOLUTIONS

- C18.01.01 The Executive Committee will ensure that current, approved, job descriptions exist for each position on the Congregation Council with descriptions of committee responsibilities.
- C18.01.02 The Congregation Council shall also have authority to appoint special committees as may from time to time be necessary or advisable, the term of service of these special committees to terminate when the assigned project is completed.