

## BY-LAWS

As amended January 3, 2021

### ARTICLE 1: MEMBERSHIP

B 1.01 The body of people received as members of Hope Lutheran Church shall constitute the Congregation.

B 1.02 Members of the Congregation shall consist of those baptized persons on the roll of the Congregation who have declared and maintain their membership in accordance with these By-Laws.

B 1.03 Baptized members are those persons who have been received by the Sacrament of Holy Baptism in this Congregation or who have been previously baptized in the name of the Triune God, Father, Son and Holy Spirit.

B 1.04 Confirmed members are baptized persons who have affirmed their faith as a result of instruction and the Rite of Confirmation, those who have been received by adult baptism, by affirmation of faith through the new member process, or by certificate/letter of transfer from another Lutheran Congregation.

B 1.05 Voting members are confirmed members who have communed and made a financial contribution of record during the current or preceding year.

B 1.06 Membership shall be terminated for the following reasons: death, resignation, transfer or release, or inactivity. Such removal shall be by action of the Church Council in consultation with the Pastor.

### ARTICLE 2: POWERS OF THE CONGREGATION

B 2.01 The Congregation is authorized to:

- a. Call a Pastor;
- b. Terminate the Call of a Pastor;
- c. Appoint or terminate the service of a lay leader;
- d. Approve the annual budget;
- e. Acquire real and personal property by gift, purchase, or other lawful means;
- f. Hold title to and use its property for any and all activities consistent with its purpose;
- g. Sell, mortgage, lease, transfer or dispose of its property;
- h. Conduct any and all business deemed necessary at the annual or any specially called meetings of the Congregation.
- i. Carry out all other duties in accordance with the Constitution and By-Laws of this Congregation.

## ARTICLE 3: CONGREGATIONAL MEETINGS

B 3.01 The annual meeting of the Congregation shall be held in January of each year.

B 3.02 A special meeting of the Congregation may be called by:

- a. The Pastor;
- b. A majority vote of the Church Council;
- c. A petition of at least 10% of the voting members of the Congregation.

B 3.03 Notices of all meetings of this Congregation shall be given at the worship services on the preceding two consecutive Sundays and/or by mail to all voting members at least 10 days prior to the date of the meeting.

B 3.04 A quorum for any regular or special meeting shall be those voting members in attendance at the meeting either in person or via a live registered electronic meeting format.

B 3.05 All actions of the Congregation shall be decided by simple majority vote, unless otherwise specified in the Constitution and/or By-Laws of this Congregation.

B 3.06 Business transacted at a special Congregational meeting is limited to the purpose stated in the notice of the meeting.

B 3.07 Robert's Rules of Order shall govern all Congregational meetings.

B 3.08 All regular and special meetings of the Congregation shall be presided over by the President of the Church Council or the Vice President in the absence of the President.

## ARTICLE 4: GOVERNING BOARD

B 4.01 The governing board of Hope Lutheran Church shall be called the Church Council.

B 4.02 The Church Council shall consist of:

1. President
2. Vice President/Staff Relations
3. Secretary/Stewardship
4. Treasurer/Finance
5. Properties
6. Evangelism/Missions
7. Worship
8. Education
9. Family Life

B 4.03 Members of the Church Council shall be elected at the annual meeting of the Congregation. Members of the Church Council must be voting members of the Congregation.

B 4.04 Each member of the Church Council will be elected for a two year term. The Council members' terms shall be staggered so that approximately one-half of the members are elected each year. No member shall be eligible to serve more than three consecutive full terms.

B 4.05 In case of a resignation of a Council member, the Church Council may appoint a voting member of the Congregation to serve in the created vacancy until the election at the next annual meeting of the Congregation.

B 4.06 The pastor shall serve as a non-voting member of the Church Council.

B 4.07 A compensated staff member of Hope Lutheran Church may not serve as a voting member of the Council.

B 4.08 The Church Council shall conduct all business of Hope Lutheran Church not reserved for the Congregation. The Church Council shall:

- a. Prepare an annual budget including the following expense categories; Education, General Administration, Properties, Staff, and Worship. Mission & Evangelism shall be in an amount equal to 10% of the previous year's actual General Fund Income. This will be added to the above five categories to complete the total expense budget, which shall be presented to the Congregation along with an income budget.
- b. Following adoption of the annual budget by the Congregation, the Church Council may not incur any obligations in excess of 10 percent of the total obligations without additional Congregational approval, and only if revenue is available to fund these additional obligations;
- c. Review and approve all expenditures;
- d. Prepare an annual report for consideration of the Congregation at the annual meeting.
- e. Employ, supervise, and make all relevant decisions regarding employees of the Congregation within the constraints of the budget approved by the Congregation at the annual meeting. All decisions regarding the employment of the Pastor shall remain under the control of the Congregation as set forth in section B 2.01 and Article 5.
- f. Conduct all necessary day to day business of the Congregation except as set forth in any other specific section of the Constitution or these By-Laws.
- g. At the December meeting appoint two voting members as an audit committee to conduct an audit of the church's financial records maintained by the Treasurer. The committee shall report the results of the audit to the Council prior to the presentation of the annual financial report to the congregation.

B 4.09 The Church Council and/or its designee shall maintain the following records:

- a. Membership,

- b. Baptisms,
- c. Confirmands,
- d. Communicants,
- e. Marriages, and
- f. Burials.

B 4.10 The Church Council and/or its designee shall evaluate/ review the work performance of all staff on an annual basis.

B 4.11 The Church Council shall meet as often as necessary, but no less than nine meetings per year. Council meetings can never be missed in two consecutive months.

B 4.12 The Church Council shall be responsible for reporting all matter of concern regarding the business of Hope Lutheran Church to the Congregation on a regular basis as deemed necessary.

B 4.13 A quorum of the voting members of Church Council must be present to conduct business. A quorum will consist of 51% of the members of the Church Council.

B 4.14 It shall be the responsibility of the Church Council to review the church roster on an annual basis.

#### ARTICLE 5: PASTOR

B 5.01 The authority to call a Pastor shall reside with the Congregation and shall be accomplished by a majority ballot vote of the voting members present at a meeting called for that purpose.

B 5.02 The specific duties of the Pastor, the compensation of the Pastor, and all other matters pertaining to the service of the Pastor shall be included in the Letter of Call.

B 5.03 The Call of the Congregation, when accepted by the Pastor, shall constitute a continuing mutual relationship and commitment.

B 5.04 The Call of the Pastor may be terminated for one or more of the following reasons:

- a. Death of the Pastor;
- b. Mutual agreement by the Pastor and the Congregation to terminate the Call;
- c. Completion of a Call for a specified number of years;
- d. Resignation of the Pastor;
- e. Disqualification of the Pastor because of doctrinal differences, morality issues, or neglect of duties;
- f. Physical or mental incapacity of the Pastor; or
- g. Dissolution of the Congregation.

B 5.05 The termination of the Call of the Pastor shall be accomplished through a majority ballot vote of the voting members present at a meeting called for that purpose.

B 5.06 A Call committee shall be convened within 30 days after the termination of an existing Call.

#### ARTICLE 6: SPECIAL COMMITTEES

B 6.01 As needed special committees may be formed by the Church Council for a specific purpose. The Church Council shall be responsible for appointing members to and overseeing the activities of such committees. Such committees shall be dissolved at the end of their assigned purpose. Examples of such committees may include but are not limited to: nominating committee, audit committee or Call committee.

#### ARTICLE 7: AMENDMENTS TO BY-LAWS

B 7.01 Changes to these By-Laws may be proposed by any voting member of the Congregation. Such proposed changes must be submitted in writing to the Church Council at its regular monthly meeting at least forty-five (45) days prior to a regular annual meeting or specially called Congregational meeting. The Church Council shall notify the Congregation of the proposed change at least two (2) weeks prior to the meeting.

B 7.02 The Church Council may draft proposed changes to these By-Laws and submit them for approval of the Congregation as provided for in Section B 7.03.

B 7.03 Any proposed changes to these By-Laws may be approved at any legally called meeting of the Congregation by a simple majority vote of the voting members present at said meeting.

#### ARTICLE 8: MARRIAGE

B 8.01 This Congregation believes marriage to be a holy union between one man and one woman. Therefore, marriages, civil unions or blessings of persons in same-gender relationships will not be performed in this church building, authorized by this Congregation or performed by the Pastor called to serve this Congregation.

