

BYLAWS OF ADVENT LUTHERAN CHURCH  
Adopted June 12, 2016

Section I.  
CONGREGATION MEETINGS

Item 1. The annual meeting of this congregation shall be held on a date to be fixed at the prior annual meeting.

Item 2. A special congregation meeting may be called by the pastor, the congregation council, or the president of this congregation, and shall be called by the president of the congregation upon the written request of 10% percent of the members eligible to vote. The president of the congregation council shall call a special meeting upon request of the synodical bishop. The call for each special meeting shall specify the purpose for which it is to be held, and no other business shall be transacted.

Item 3. Notice of all meetings of this congregation shall be given at the services of worship on the preceding two consecutive Sundays and by mail or electronic means, as permitted by state law, to all members at least 10 days in advance of the date of the meeting.

Item 4. Twenty percent (20%) of the members eligible to vote shall constitute a quorum.

Item 5. Voting by proxy or by absentee ballot shall not be permitted.

Item 6. All actions approved by the congregation shall be by majority vote of those members present and voting, except as otherwise provided in the Constitution or by state law.

Item 7. Robert's Rules of Order, latest edition, shall govern parliamentary procedure of all meetings of this congregation.

Section II.  
OFFICERS

Item 1. The officers of this congregation shall be a president, vice president, secretary, treasurer, and financial secretary. The officers shall be members of the congregation eligible to vote.

Item 2. No officer shall hold more than one office at a time.

Item 3. If any officer ceases to be a member of the congregation or resigns from office, that person's office shall at once be declared vacant by the congregation council, which shall fill the vacancy for the unexpired term.

Item 4. The congregation shall elect the president and vice-president at its annual meeting, and they shall serve for one year or until their successors are elected. Any member of the congregation who has been a member of the congregation council for at least one year is eligible to serve as president or vice-president. Their terms shall begin on July 1 or the beginning of the congregational year. The president and vice-president shall be eligible to serve no more than two full terms consecutively.

Item 5. The president shall preside over all council and congregation meetings and shall serve as liaison between the council and the congregation. He or she shall be an *ex officio* member of all committees and ministries, and shall have voice and vote in them. In the absence of the president, the vice-president shall assume the duties of the president. The president should ensure that:

a. Meetings of the congregation and council are properly announced and held in accordance with the provisions of the Constitution and Bylaws;

b. Required reports to the council, congregation, or other entities are submitted and filed in a timely manner;

c. A current description of duties and, if appropriate, the standards for evaluation are provided to any persons employed by, under contract to, or serving as an officer for Advent Lutheran Church.

Item 6. At the first meeting in each congregational year, the congregation council shall appoint a secretary, a treasurer, and a financial secretary. They shall be appointed from among the members who are not currently serving as elected members of the council. Their terms shall begin at the close of the meeting at which they are appointed, and they shall serve for one year or until their successors are appointed. They may be re-appointed.

Item 7. The secretary shall keep accurate minutes of all meetings of the congregation and of the council in a volume or place provided by the congregation, which shall be preserved in its archives.

Item 8. The financial secretary shall keep a record of all receipts of the congregation. The financial secretary shall furnish monthly reports as required by the council, supervise the tabulating and keeping of a record of the envelope and other offerings of the congregation, and provide to donors an annual report of their contributions.

Item 9. The treasurer shall keep the books of account of this congregation. With the advice and approval of the church council, the treasurer shall select financial institutions for all funds, investments, and credit cards in the treasurer's care. The treasurer shall disburse the respective funds according to the direction of the congregation or the council. The treasurer shall make monthly remittance on the benevolence assignments to the treasurer of the synod. The treasurer shall report monthly to the council as to the financial condition of the congregation. The treasurer shall provide a financial

report to the congregation at its annual meeting. The treasurer shall submit the books for audit annually and at such other times when directed by the council.

Item 10. The congregation council may appoint individuals as desired to assist the secretary or the financial officials, who shall work with such officials and be responsible to them.

### Section III. CONGREGATION COUNCIL

Item 1. The voting membership of the congregation council shall consist of the pastor, the president, the vice-president and not more than eight (8) nor fewer than four (4) additional members of the congregation. Any member of the congregation eligible to vote may be elected, subject only to the limitation on the length of continuous service permitted in that office. A member's place on the congregation council shall be declared vacant if the member a) resigns; b) ceases to be a member of this congregation; or c) is absent from four successive regular meetings of the congregation council without cause.

Item 2. The members of the congregation council except the pastor shall be elected by the congregation at the annual meeting to serve for two years or until their successors are elected. Members of the congregation council shall be eligible to serve no more than two full terms consecutively. Their terms shall begin July 1 or the beginning of the congregational year as set by the congregation council. Newly elected congregation council members shall be installed at worship on a mutually agreed upon Sunday.

Item 3. Should a member's place on the congregation council be declared vacant, the congregation council shall elect, by majority vote, a successor until the next annual meeting.

Item 4. The congregation council shall have general oversight over the life and activities of this congregation, and in particular its worship life, to the end that everything be done in accordance with the Word of God and the faith and practice of the Evangelical Lutheran Church in America. The duties of the congregation council shall include the following:

a. To lead this congregation in stating its mission, to do long-range planning, to set goals and priorities, and to evaluate its activities in light of its mission and goals.

b. To approve congregation membership; to establish voting eligibility for members who have reached the age of 16 years or upon confirmation.

c. To invite and encourage all members of this congregation to be involved in worship, learning, witness, service, and support.

d. To oversee and provide for the administration of this congregation to enable it to fulfill its functions and perform its mission.

e. To maintain supportive relationships with the pastor(s) and staff and help them annually to evaluate the fulfillment of their calling or employment.

f. To be examples individually and corporately of the style of life and ministry expected of all baptized persons.

g. To promote a congregational climate of peace and goodwill and, as differences and conflicts arise, to endeavor to foster mutual understanding.

h. To arrange for pastoral service during the sickness or absence of the pastor.

i. To emphasize partnership with the synod and church-wide organization of the Evangelical Lutheran Church in America as well as cooperation with other congregations, both Lutheran and non-Lutheran, subject to established policies of the synod and the Evangelical Lutheran Church in America.

j. To recommend and encourage the use of program resources produced or approved by the Evangelical Lutheran Church in America.

k. To seek out and encourage qualified persons to prepare for the ministry of the Gospel.

Item 5. The congregation council shall be responsible for the financial and property matters of this congregation.

a. The congregation council shall not have the authority to buy, sell, or encumber real property unless specifically authorized to do so by a meeting of the congregation. The congregation council may approve the use of the congregation's property and buildings by other non-profit organizations or groups who do not charge fees for attendance and whose goals and purposes are not inconsistent to the congregation's mission.

b. The congregation council shall prepare an annual budget for approval by the congregation and shall ascertain that the financial affairs of this congregation are being conducted efficiently, giving particular attention to the prompt payment of all obligations and to the regular forwarding of benevolence monies to the synodical treasurer.

c. The congregation council shall be responsible for this congregation's investments and its total insurance program.

Item 6. The congregation council shall see that the provisions of the Constitution, its Bylaws, and Continuing Resolutions are carried out.

Item 7. The congregation council shall provide for an annual review of the membership roster.

Item 8. The congregation council shall be responsible for the employment and supervision of the staff of this congregation. Nothing in this provision shall be deemed to affect the congregation's responsibility for the call, terms of call, or termination of call of any employees who are on a roster of the church.

Item 9. The congregation council shall maintain minutes of its meetings and shall submit a comprehensive report to this congregation at the annual meeting.

Item 10. The congregation council shall normally meet once a month. Special meetings may be called by the pastor or the president, and shall be called by the president at the request of at least one-half of its members. Its meeting shall be open to all members of the congregation, except when the congregation council, by a two-thirds vote, determines that a specific matter must be resolved in closed session. Advance notice of meetings shall be given to all members of the congregation council and, to the extent practicable, to all members of the congregation, especially those whose responsibilities or activities may be affected by the council's decisions at that meeting.

Item 11. A quorum for the transaction of business shall consist of a majority of the members of the congregation council, including the pastor or interim pastor, except when the pastor or interim pastor requests or consents to be absent and has given prior approval to the agenda for a particular regular or special meeting, which shall be the only business considered at that meeting. Chronic or repeated absence of the pastor or interim pastor who has refused approval of the agenda of a subsequent regular or special meeting shall not preclude action by the congregation council, following consultation with the synodical bishop.

Item 12. The congregation council and its committees may hold meetings by remote communication, including electronically and by telephone conference; and, to the extent permitted by state law, notice of all meetings may be provided electronically. Minutes or a written record of these meetings shall be maintained.

Item 13. The council may appoint ministers to oversee various responsibilities as determined by the council and shall provide a written description of each minister's responsibilities and authority.

Item 14. The Council is required to adopt a Conflict of Interest Policy providing for full disclosure by Council members, officers or employees.

#### Section IV. CONGREGATION COMMITTEES

Item 1. A Nominating Committee of two members of the congregation with voting privileges, one of whom, if possible, shall be an outgoing member of the congregation council, shall be elected by this congregation at the annual meeting for a term of one year. Members of the Nominating Committee are not eligible for consecutive re-election. The committee shall:

a. Solicit eligible candidates in accordance with the guidelines of the Constitution for all available council, officer, and trustee positions from as broad a range of candidates as possible.

b. Obtain consent from proposed candidates prior to inclusion on the slate of candidates.

c. Present all nominations to the congregation at a properly called congregation meeting at which elections will be held.

d. Request further nominations of eligible candidates from the floor at a properly called congregation meeting at which elections will be held, provided prior consent to be nominated has been given by the nominee.

Item 2. An Audit Committee of three persons shall be elected by the congregation council. Audit Committee members shall not be members of the congregation council. Their term of office shall be three years, with one member elected each year. Members shall be eligible for re-election.

Item 3. When a pastoral vacancy occurs, a Call Committee of six members with voting privileges shall be elected by this congregation. Their term of office will terminate upon installation of the newly called pastor. The Committee shall:

a. Adhere to all provisions regarding the call of a pastor found in Chapter 9 of the Constitution.

b. Meet on an as-needed basis, at the discretion of the Committee.

c. Maintain detailed records of all contacts made, interviews held, and expenses incurred in connection with the search effort, as well as detailed minutes of all meetings.

d. Report on the status of a search no less frequently than each regularly scheduled congregation council meeting while a search is in progress, and additionally as requested by the congregation council.

Item 4. Other committees, taskforces, or teams of this congregation may be formed as the need arises, by decision of the congregation council. Duties of these committees, taskforces, or teams shall be specified by the council.

Item 5. The pastor of this congregation shall be an *ex officio* member of all committees and boards of the congregation. The president of this congregation shall be an *ex officio* member of all committees and boards of the congregation.

Section V.  
TRUSTEES

Item 1. Once all property and financial assets have been transferred from the old trusteeship to the new corporate structure, Advent Evangelical Lutheran Church, LLC, the position of trustee is eliminated.

Section VI.  
ORGANIZATIONS WITHIN THE CONGREGATION

Item 1. Special interest groups, other than those of the official organizations of the Evangelical Lutheran Church in America, may be organized only after authorization has been given by the congregation council.

Section VII.  
FINANCIAL SYSTEM

Item 1. The financial system of this congregation shall be that of the Scripture free-will offering.

Item 2. The fiscal year for this congregation shall be from July 1 to June 30.

Item 3. The congregation council shall prepare an annual budget for adoption by this congregation and shall supervise the expenditure of funds in accordance therewith following its adoption. The budget shall include this congregation's full indicated share in support of the wider ministry being carried on in partnership with the synod and church-wide organization.

- a. Expenditures that are in accordance with the budget may be approved by the Finance Minister for payment.
- b. Any expenditure that exceeds a budget line item by more than ten percent (10%) or \$1,000, whichever is greater, must be approved by the congregation council.
- c. Any expenditure that exceeds a budget line item by more than five percent (5%) of the total congregation budget must be approved at a congregation meeting.

Section VIII.  
OUR CONGREGATION'S MISSION

Item 1. We, Advent Lutheran Church, confess Faith in Jesus Christ and perceive ourselves to be a varied, mobile, growing, friendly, genuine, and dynamic congregation,

and adopt this Statement of Mission for this period of our life:

Our Mission is:  
*(see graphic next page)*