

## 2023 BYLAWS

### ATONEMENT LUTHERAN CHURCH

Adopted January 29, 2023

#### **Section I - Communion Participation**

All members of Christian communities who have been baptized into Jesus Christ and/or who share our faith in His presence in the Sacrament of Holy Communion may receive the Sacrament. This congregation believes that the Lord's Supper is the reception of "The Body and Blood of our Lord Jesus Christ given with bread and wine, instituted by Christ himself for us to eat and drink." Further, "We hold that a person is well prepared and worthy who believes these words, given and shed for you for the remission of sins. But anyone who does not believe these words, or doubts them, is neither prepared nor worthy, for the words "for you", require simply a believing heart."

#### **Section II - Conflicting Loyalties**

This congregation confesses faith in the Triune God and in Jesus Christ as the eternal Son of God incarnate to be our only Savior from sin. All other religious organizations, secret or open, that teach salvation by any other means shall be considered in conflict with the basic teachings of this church.

#### **Section III - Annual Meeting**

The annual meeting of the congregation shall be held in the month of January at a time and date designated by the Church Council.

#### **Section IV - The Church Council**

1. Membership and meetings of the Church Council:
  - a. With the exception of the Finance Committee, standing committee chairs shall be elected for a term of two years with a maximum of two full terms, but elected in such a manner that after the first election, approximately one-half are elected each year. The Finance Committee will be chaired by the Treasurer.
  - b. In addition to the requirements of congregational membership, qualifications for membership on the Church 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. The filling of an unexpired term of less than one year shall not be deemed to be a full term of office.
  - d. Any vacancy in the Church Council shall be filled by action of the Executive Committee.
  - e. No congregational business shall be transacted unless a majority of the council members are present.
  - f. Special meetings of the Church Council may be called by the pastor(s) or the president or three members of the council.
  - g. Since it is incumbent upon all members of the congregation to make diligent use of the Word of God in worship and to participate in the Lord's Supper, any officer or Church Council member who neglects these privileges shall forfeit the right to serve as an officer or Church Council member.

- h. The Church Council shall, at least once a year, invite the members of the standing committees of the congregation to meet together to review and plan the program year of the congregation.

## 2. Election and Duties of the Officers of the Church Council

The Church Council shall consist of the elected officers of the congregation, the chairs of all standing committees of the congregation, and the pastor(s).

The President and Vice President of the Church Council shall be elected for one year terms and can serve no more than two consecutive terms. The Secretary and Treasurer shall be elected to two year terms with their terms beginning in alternate years and can serve no more than two consecutive terms. These four offices together shall be referred to as the Executive Committee.

- a. The president shall preside over meetings of the Church Council and of the congregation. The president is an ex-officio member of all committees of the Church Council. The president shall serve one year beyond his/her term as advisor to the Council.
- b. The vice-president shall preside in the absence of the president, and shall serve as chairperson of the Staff Support Committee. The vice president shall serve as president following his/her term as vice president.
- c. The secretary shall keep the minutes of the Church Council and the congregation.
- d. The treasurer shall assure that records are kept and shall serve as chairperson of the Finance Committee.

## 3. Standing Committees of the Church Council

- a. The congregation shall be served toward the attainment of its purposes by the following standing committee

### \*Adult Fellowship

\*Evangelism/Outreach

\*Worship

\*Finance

\*Property

\*Stewardship

\*Missions

\*Children's Ministry for Education and Fellowship

\*Youth Ministry for Education and Fellowship

\*Adult Ministry for Education

- b. The number of members on each committee shall be determined by the Church Council upon recommendation of the pastor(s) and in consultation with the committee chairs and other personnel. An explanation of any changes in the composition of each committee shall be presented to the congregation at the annual meeting.

- c. Members of these committees shall be appointed by the Church Council for two year terms, with a maximum of two consecutive terms, upon recommendation of the chairpersons.
- d. Vacancies in these committees may be filled by the committee chairs until the next annual meeting.
- e. All committees shall work under the direction of the Church Council and be responsible at all times to the congregation as represented by the Church Council. Committee members shall serve the Church Council by studying matters relating to their ministry area and making recommendations for action thereon, by implementing decisions of the Church Council that affect their ministry area and by carrying out special assignments from the Church Council. All decisions and actions of any committee shall be subject to review and approval by the Church Council except where more specific authority is granted by it to the committee.
- f. In addition to others that may be defined by the Church Council, the duties and responsibilities of the standing committees shall include these concerns listed below:

**\*Adult Fellowship:** This ministry will ensure that fellowship opportunities and activities are provided for all adults (post high school and beyond) and will work cooperatively with the Mission Team on age-appropriate mission projects.

**\*Evangelism/Outreach:** This committee is responsible for a ministry of outreach to active, inactive, and prospective members. It is also responsible for pastoral care, new member programs and the Listening/Caring ministry.

**\*Worship:** This committee is responsible for the planning, development, and evaluation of our shared worship life. The team is responsible for worship scheduling, worship environment and worship technology. This team will rely on the theological leadership and guidance of our Pastor(s) and the professional advisement of our Minister of Music.

**\*Finance:** This committee is responsible for the financial health and life of our congregation. This includes monthly and annual review of financial statements and records, the annual review of insurance policies, and the construction of proposed budgets.

**\*Property:** The primary focus of this committee is to ensure the maintenance and care of our facility, equipment, and grounds.

**\*Stewardship:** This committee's task is to identify and develop the gifts in our community of faith and to stimulate the sharing of our financial, time and talent gifts to move forward the mission and ministry of Jesus Christ.

**\*Missions:** This committee is responsible for the development and oversight of mission projects both inside and outside our community of faith. Their task is to create awareness through education and empowering our members to serve the needs of others.

**\*Children's Ministry for Education and Fellowship:** This ministry will insure that educational opportunities and fellowship activities are provided for all children (from birth through Grade 6) and will work cooperatively with the Mission Team on age-appropriate mission projects.

**\*Youth Ministry for Education and Fellowship:** This ministry will insure that educational opportunities and fellowship activities are provided for all youth (Grades 7-12) and will work cooperatively with the Mission Team on age-appropriate mission projects.

**\*Adult Ministry for Education:** This ministry will insure that educational opportunities are provided for all adults (post high school and beyond) and will work cooperatively with the Mission Team on age-appropriate mission projects.

g. Standing committees may establish subcommittees to assist them in fulfilling the duties and responsibilities of that standing committee. Members of any sub-committee will be appointed by the standing committee chair for the purpose and term determined by the standing committee.

All of the standing committees shall normally meet at least six times a year.

3. Other Responsibilities of the Church Council
  - a. The Church Council shall be empowered to secure and dismiss lay staff and, shall fix their salaries.
  - b. Recommendations for salary adjustment of the pastor(s) shall be the responsibility of the Church Council, subject to the congregation's approval of the budget.
  - c. Job descriptions shall be provided for each staff position.
  - d. The Church Council shall as far as possible operate within the limits of the approved budget of the congregation.
  - e. Responsibility for the dismissal or requested resignation of lay committee members rests with the Church Council.
  - f. Use of the church shall be governed by the building use policy.

## **Section V - Congregational Committees**

### **1. Nominating Committee**

a. The Nominating Committee of six voting members of this congregation, two of whom, if possible, shall be outgoing members of the Church Council, shall be elected at the annual meeting for a term of one year. Members of the Nominating Committee are not eligible for consecutive reelection. They shall, at the annual meeting, present a slate of candidates for the positions of: president, vice-president, secretary, treasurer, expiring committee chairs, synodical convention delegates, and the Nominating Committee.

b. The pastor shall serve as convener for this committee.

Members of the following committees will be appointed by the President and/or the Executive Committee, in consultation with the Pastor(s). The pastor(s) is an *ex-officio* member of these Congregational committees.

### **2. Audit Committee**

The Audit committee consisting of three members, who serve terms designated by the Executive Committee, shall audit all financial records of the congregation, and present a written report at the annual meeting.

### **3. Staff Support Committee**

The Staff Support Committee shall consist of six members each of whom shall serve a term of three years with the terms of two members ending each year. Members shall not serve more

than two consecutive terms. This committee shall meet a minimum of three times per year and shall give an annual report to the Church Council. The primary purpose of the Staff Support Committee is affirming and strengthening the mission of the congregation and the ministry of the staff. This committee shall support and evaluate the work of lay staff and make salary recommendations to the church council. Committee members may serve no more than two consecutive terms.

#### **4. Legacy Fund Committee**

The Legacy Fund Committee shall consist of six members each of whom shall serve a term of three years with the terms of two members ending each year. Members shall not serve more than two consecutive terms. This committee shall meet as often as necessary to receive, maintain and disperse funds of the Perpetual Fund and Ministry Fund in accordance with the resolution establishing these funds. Committee members may serve no more than two consecutive terms.