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**Cross of Christ Lutheran Church**

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## **Bylaws Cross of Christ Lutheran Church**

### **Section 1. Mission**

Cross of Christ Lutheran Church, a congregation of the Evangelical Lutheran church in America, invites all to join in celebrating Christ's love as we worship, learn and serve.

### **Section 2. Members**

- a. As ministers of Cross of Christ, members shall receive proper instruction in the Word of God and teachings of the Lutheran Church prior to reception as confirmed members and show continuing concern and care for other members, to encourage fulfillment of their lives in the church.
- b. When a confirmed member who, in the judgment of the Congregation Council, shows no interest in attending church services and does not partake of the Holy Communion, and fails to make a contribution of record for a period of one calendar year, he/she will be placed on a special responsibility list of the pastor and/or the Evangelism team. Such a person shall be encouraged to take part in the congregational life, or to transfer elsewhere as the situation may indicate to be advisable. If no progress is made during the next year, he/she shall be presumed no longer to desire membership, shall lose the right to vote, shall not be counted in the membership statistics of the congregation, and he/she may be removed from the rolls of the congregation by the Congregation Council. Such persons shall be of continuing pastoral concern of the congregation (Chapter C8.05e of the constitution).
- c. Holy Communion Participation  
Participation in Holy Communion is open to all.
- d. Members who move away shall be encouraged to transfer their membership. A confirmed member in good standing desiring to change his membership to another Lutheran congregation shall, upon request, receive a letter of transfer.
- e. Children, neither of whose parents or guardians are active members of the congregation, shall be dropped from the baptized membership roll if they fail to participate in the Christian education program of the congregation.
- f. Members who have been excommunicated or dismissed or who have resigned; and members who have transferred to other Lutheran congregations; or who are definitely known to have become members of other congregations without transfer, have thereby terminated their membership in the congregation and have surrendered all membership rights.

### **Section 3. Congregation Meetings**

- a. The annual meeting of the congregation shall be held between the first Sunday of January and the first Sunday of February. Announcement of the time and place of the annual meeting of the congregation shall be made at two public services immediately preceding the meeting, said services to be at least a week apart, and in such publications as the congregation or the pastor may periodically issue; or by written notice to the voting members mailed at least ten days in advance of the meeting.

- b. The current roster of voting, confirmed, and baptized members shall be determined prior to each annual meeting for purposes of determining those who will have speaking, motion making and voting privileges. Only voting members shall be allowed to speak or to make a 3 motion at congregational meetings. Only voting members shall be allowed to vote at congregational meetings.
- c. The order of business at the annual meeting shall include but is not limited to:
  - 1) Opening devotions
  - 2) Approval of the minutes of the previous meeting
  - 3) Elections
  - 4) Reports of the pastor, Congregation Council, treasurer, ministry teams and others
  - 5) Approval of Budget and Organization Chart
  - 6) Unfinished Business
  - 7) New Business
  - 8) Closing Prayer
- d. In the following cases, voting shall be by written ballot:
  - 1) To elect the members of the Congregation Council
  - 2) To adopt or amend articles of incorporation, constitution, or bylaws of the congregation
  - 3) To call a pastor or to request the pastor's resignation
  - 4) To excommunicate a member from the congregation or to remove a member from office in the congregation
  - 5) To sever membership in the Evangelical Lutheran Church in America.
  - 6) To dispose of, encumber, or purchase real property
  - 7) When requested by ten or more voting members.
- e. Except as otherwise provided in the constitution and bylaws, all matters shall be decided by majority vote of those present and voting.
- f. If more than one ballot is required in an election, limit the balloting after the first ballot to the three candidates receiving the highest number of votes on the first ballot; and after the second ballot to limit the balloting to the two candidates receiving the highest number of votes.
- g. When voting for two or more at-large council positions, those elected shall be the candidates receiving the highest number of votes.
- h. Prior to any vote at a congregational meeting, the chairperson of the meeting shall appoint a minimum of three tellers. The duties of the tellers shall be to disburse, collect, count and verify all written ballots. The results are then given to the chairperson for announcement to the congregation. The results shall be the actual count with the exception of an election, at which time they are only noted as those elected. If during voting for an officer one candidate fails to receive a majority of the votes, the chairperson shall entertain a motion as noted in paragraphs f. and g., until someone has been elected. The chairperson shall also ensure that the election counts are kept on file in the church office for a period of one year after the meeting.
- i. Other meetings of the congregation shall be called as specified in the constitution.

#### **Section 4. Management of Temporal Affairs**

- a. Membership of the Congregation Council
  - 1) The Congregation Council shall consist of eight ( up to a maximum of twelve when determined by a congregational vote) members, each elected for a term of two years.
  - 2) Responsibilities, makeup and election of members of the Congregation Council are defined in Chapter 12 of the constitution. In addition to the requirements of 4

congregational membership stated in Chapter 8 of the constitution, qualifications for membership on the Congregation Council shall include such practical ability as is needful in promoting various interest of the congregation as outlined in the duties of the various ministry teams of the council.

- 3) A member of the Congregation Council may succeed himself or herself on a once renewable basis, except that a term of one year or less shall not be considered a term of office.

b. Duties of Officers of the Congregation Council

- 1) The president shall lead the congregation and the council in fulfilling the responsibilities, services, and goals outlined in the constitution and bylaws, emphasizing those responsibilities outlined in C12.04 of the constitution. The president shall preside over meetings of the Congregation Council and of the congregation unless the meeting decides otherwise. The president shall be ex-officio chairperson of the Executive Committee. The president automatically succeeds to this office from the vice-presidents office.
- 2) The vice-president shall assist the president in the conduct of that office and in other duties assigned, with emphasis on those responsibilities outlined in C12.05-C12.09 of the constitution. The vice-president shall preside in the absence of the president at all meetings noted above unless the meeting decides otherwise. A newly elected vice-president shall serve one year as vice-president, unless the office of President is vacated, then shall continue that year as president and in the second year as President of the Congregation Council.
- 3) The Congregation Secretary shall maintain council minutes and other records and shall keep the congregation constitution/bylaws/continuing resolutions and other documents current; provide for periodic review of the congregation register and archives; collate official church correspondence and council reports; and assist the president and vice-president in the conduct of church affairs. If desired, a recording secretary may be appointed to assist in taking minutes of congregational and council meetings.
- 4) The Treasurer shall oversee all cash journals, statements, and record and make disbursements in accordance with the decisions of the congregation or the Congregation Council; maintain church checking, savings, and payroll accounts; report to the Congregation Council and to the congregation monthly and as required on fiscal status and measures to effect savings and efficiency; and forward monthly benevolence reports to the synod. The Treasurer shall present an audited report to the Annual congregation Meeting.

The Congregation Council shall appoint a Treasurer to handle the church's financial responsibilities in the absence of the Treasurer or the Treasurer's inability to serve.

\* \* A member of the Congregation Council shall be designated as an authorized signer on church checking and savings accounts.

c. Congregational Committees

- 1) Executive Committee. The Executive Committee (the President, Vice President, Secretary, Treasurer, and Rostered Leaders) shall be responsible for the corporate affairs of the congregation, overseeing insurance, leases, investments, etc. and bring matters to the Congregation Council and congregation for consultation and votes as required and desired. It shall prepare/maintain an Employee Policy Handbook to inform employees of their benefits and to provide for fair and ethical conduct. It shall prepare and submit a recommendation for the Organization Chart and annual budget to the Congregation

Council at a council meeting prior to the annual meeting. It shall prepare and maintain long-range plans as directed by the 5 Congregation Council. It shall maintain and preserve all legal papers and documents of the congregation as directed by the Congregation Council.

As directed in C4.04 of the Constitution the Executive Committee working with the Council shall update the Organization Chart along with a draft budget for approval at the annual Congregational Meeting. The approved Organization Chart will be presented in the Personnel Policy Handbook for staff, council, and membership use.

As stated in C13.01 of the constitution, the Executive Committee shall be responsible for Staff Support functions. As such the officers on the Executive Committee will meet with the pastor(s) as least on a quarterly basis. The Executive Committee shall also meet with the members of the paid staff and service contractors on an annual basis. Individual staff may request a meeting with the Executive Committee as the need arises. The Executive Committee shall provide for an annual review and evaluation of the pastor(s) and all paid staff and service contractors. The Executive Committee shall be guided by the Personnel Handbook regarding reviews of Staff Support functions.

The Executive Committee shall take the necessary steps to make recommendations to the Congregation Council to fill vacant or newly created paid staff positions.

- 2) Nominating Committee. The members of the Nominating Committee shall serve for the two years following their appointment. A vacancy in the membership of the nominating committee shall be filled by the Congregation Council. The Nominating Committee shall propose and interview prospective new Congregation Council Members and provide a list of candidates to the congregation at least two weeks prior to the annual congregational meeting. Although not a member of the Committee, the pastor will convene the Nominating Committee in time to meet the schedule. Any voting member at the annual meeting can also make nominations.
  - 3) Audit Committee. The Audit Committee shall take the necessary steps to review the fiscal records of the congregation, schools, and other organizations, and corporate records of the congregation, and make recommendations and reports in writing to the congregation at the annual meeting.
- d. Ministry Teams of the Congregation Council
- 1) The Congregation Council shall appoint or elect the following Ministry Teams:
    - i. Finance
    - ii. Evangelism
    - iii. Worship
    - iv. Stewardship
    - v. Property
    - vi. Youth
    - vii. Social Concerns
    - viii. Long Range Planning
    - ix. Fellowship

\*\*See Continuing Resolution C4.04/B4d for requirements of Christian Education Chairperson of each of the Ministry Teams

The Congregation Council shall have the authority to appoint such other Ministry Teams or task groups as may from time to time be necessary or advisable.

- i. The Finance Committee shall have the special responsibility, under the supervision of the Congregation Council, to handle and account for the church's funds and financial obligations. The ministry team members shall be bonded, and shall consist of treasurer, financial secretary, and other members appointed by the Congregation Council. The Finance ministry team shall assist the Congregation Council with the preparation of the budget.
    1. The financial secretary shall be responsible for recording the income of the church. The financial secretary shall record and report, to each member quarterly, the status of the member's monetary stewardship.
  - ii. Other ministry teams and task groups. At its first meeting, each Congregation Council, shall also appoint/reaffirm other ministry team and task group chairpersons and members. The Congregation Council per Continuing Resolutions shall assign their responsibilities. A list of the ministry teams and task groups shall be updated and published annually via the Organization Chart in conjunction with preparation of the annual budget.
  - iii. General - All officers, council members, ministry team, and task group chairpersons shall provide for an orderly turnover of their responsibilities and files to their replacements, including a complete job description approved by the Congregation Council.
- e. Other responsibilities of the Congregation Council.
- 1) The Congregation Council shall be empowered to secure such paid staff as is needed to carry on the work of the congregation and shall fix their salaries.
  - 2) Adjustments in the salary of the pastor shall be recommended by the Congregation Council and subject to the Congregation's approval of the annual budget.
  - 3) The property of the congregation shall be for the use of the congregation in its normal functions as a Lutheran church and shall not be used in any way not in harmony with the purpose of the congregation.
  - 4) Buildings which are the property of the congregation shall not be lent or rented to any group or individual without the permission of the Congregation Council, or permission of representatives of the Congregation Council so designated to approve such use. See Continuing Resolution C4.04/B4e4 for Building Use Policy.

## **Section 5. Memorials**

- a. The Congregation Council shall publish information on donations and arrangements for memorials, endowments, bequests and similar gifts to the congregation annually, based upon material received from various ELCA organizations and other programs. Approval of donations will be made by the Congregation Council.
- b. A memorial book shall be kept in a central location, listing donors, purpose and honorees, in lieu of names being placed on any object for which donations are intended. Actual amounts donated will be kept by the Financial Secretary and Treasurer, who will send appropriate notes of appreciation to donors. Memorials may be designated in memory of a person or persons and/or for a specific purpose.

- c. The Congregation Council shall authorize expenditures from the designated memorial funds only for the purpose designated or as authorized by the representative designated for the fund. Undesignated memorial funds shall be expended only for lasting additions or improvements or items of similar durable value used in worship and other ministries of the congregation. Information on the status of memorial funds and endowments will be provided to the congregation annually and to donors as actions are anticipated and completed.

#### **Section 6. Continuing Resolutions**

- a. The congregation may at any properly called meeting and within the bounds of the agenda for that meeting request the Congregation Council enact a continuing resolution per C18.01 of the constitution.
- b. All continuing resolutions enacted by proper vote of the Congregation Council shall be so noted in the minutes of the Congregation Council to distinguish continuing resolutions from ordinary motions for the conduct of business. The Secretary shall keep a file of continuing resolutions enacted by the Congregation Council each year and will assist the president in preparing a listing of continuing resolutions as part of the president's annual report to the congregation.

#### **Section 7 Amendments**

- a. Amendments to these bylaws may be as specified in the constitution (chapter 16)

#### **Section 8 Preschool**

- a. Name
  - 1) The name of this Ministry shall be Cross of Christ Lutheran Preschool.
- b. Purpose
  - 1) Cross of Christ Lutheran Preschool exists as a non-profit ministry of Cross of Christ Lutheran Church.
- c. Mission Statement
  - 1) Cross of Christ Preschool proclaims the Word of God through the nurturing of children's faith, provides a high quality program appropriate to the developmental needs of young children, serves the mission of the church by providing a service to families, and provides an evangelistic outreach to non-member families.
- d. Board of Directors:
  - 1) The responsibilities of the Board of Directors are as follows:
    - i. Approve a job description for the hiring and evaluation of the Director
    - ii. Review the Director's job description annually
    - iii. Provide an educational program that fulfills the school's purpose
    - iv. Work with, support, and supervise the preschool director who is responsible for the daily management of all aspects of the preschool's operation
    - v. Provide for the funding and financial management of the school
    - vi. Provide for calling and engaging the director to ensure excellence in education and in achieving the preschool's stated purpose
    - vii. Prepare and present regular reports and plans for the school's future
    - viii. Attend meetings regularly and punctually
    - ix. Individually serve on a committee or as an officer.

- 2) The Board of Directors will include a chairperson and secretary. There shall be five voting members including two parents who are members of Cross of Christ, two parents who are not members of Cross of Christ, and a member at large from the congregation. The preschool Director and the bookkeeper shall be the only non-voting members.
  - 3) Board Members shall serve two-year terms.
- e. Meetings
- 1) The Board of Directors will meet monthly. The meetings shall be open to all members of the congregation. The chairperson shall call special meetings as needed.
- f. Duties of Chairperson, Secretary, and Preschool director on the Board of Directors:
- 1) Chairperson shall preside at all meetings, prepare an agenda for all meetings, shall provide appropriate communication and correspondence to the Congregation Council and congregation.
  - 2) The Secretary shall keep an accurate record of all meetings provide copies to all board members and to the Congregation Council.
  - 3) The Preschool Director shall be responsible to the Board of Directors and to any regulatory state agencies for the day-to-day operations.

## **Section 9 Music Academy**

- a. Name
- 1) The name of this ministry shall be Cross of Christ Music Academy (CCMA).
- b. Purpose
- 1) CCMA exists as a non-profit ministry of Cross of Christ Lutheran Church (CCLC).
- c. Mission Statement
- 1) CCMA seeks to enrich the lives of students, artistically, spiritually and intellectually, and use the gift of music to spread the Gospel in our community and abroad.
- d. Board of Directors
- 1) The CCLC Council will appoint a Board of Directors to oversee CCMA activities. The responsibilities of the board are:
    - i. Approve a job description for the hiring and evaluation of the Executive Director (ED).
    - ii. Hire the CCMA ED
    - iii. Review the ED's job description periodically to ensure it adequately describes the role and authority of the ED.
    - iv. Monitor the academy program to ensure it fulfills its purpose.
    - v. Work with, support, and supervise the ED.
    - vi. Assist the ED in developing an annual budget, which will be included in the CCLC's approved annual budget.
    - vii. Monitor the academy's financial performance to assure its financial viability.
    - viii. Provide for calling and engaging the Executive Director to ensure excellence in education, and in achieving the academy's stated purpose.
    - ix. Prepare and present regular reports and plans for the academy's future.
    - x. Review and approve the ED's financial compensation on an annual basis and make changes, as appropriate.
  - 2) The Board of Directors shall be comprised of five voting members as follows and meet at least on a quarterly basis:
    - i. One CCLC member who is a student, 18 years or older, or parent of a student.



- ii. Two students 18 years or older, or parents of student, without a CCLC membership qualification requirement (i.e., can be a CCLC member or non-member).
    - iii. One at-large member from the CCLC congregation.
    - iv. The CCLC council member who is the liaison to the Worship Team.
  - 3) Board members shall serve two-year terms, except the church council liaison, whose term will coincide with his/her term on the church council.
  - 4) From the membership listed above, the CCMA board will select a:
    - i. Chairperson who will:
      - 1. Prepare agendas and preside at meetings.
      - 2. Assure that the board meets at least quarterly.
      - 3. Call special meetings as needed.
      - 4. Assure that board issues are communicated regularly to the CCLC Council.
    - ii. Secretary who will prepare and maintain files of minutes of the board meetings and distribute said minutes to board members, the church council, and other interested parties.
  - 5) CCMA board meetings shall be open to all members of the congregation.
- e. Executive Director
  - 1) The Executive Director is responsible to the Board of Directors for all aspects of the academy's day-to-day operations.

\*\*Updated on 1/15/18