

BYLAWS
Of
CHRIST THE KING LUTHERAN CHURCH
OF CUMMING, GEORGIA, INC.
of the
EVANGELICAL LUTHERAN CHURCH IN AMERICA

C4. STATEMENT OF PURPOSE

C4.05.01 Mission Statement

Our mission is to:

- Glorify God,
- Spread the Word, and
- Love one another

C8. MEMBERSHIP

C8.05.01. Removal from Membership due to Inactivity: A confirmed member who fails to commune and make a contribution of record for one full year shall be considered to be inactive. A confirmed member who fails to commune and make a contribution of record for two consecutive years shall be removed from the voting and confirmed membership rolls, but maintained on the baptized membership roll. Said member is returned to the voting and confirmed membership rolls by communing and making a contribution of record.

C10. CONGREGATION MEETING

C10.01.01. The rules of order for the Annual congregation meeting:

- a. The session shall begin on the second Sunday in January of each year immediately following the 11:00 worship service. A quorum shall be required.
- b. Business at the annual meeting shall include, but not be limited to:
 1. election of members and officers of the Congregation Council, and
 2. approval of the annual and capital budgets for planned receipts and expenditures.
- c. Copies of the annual report and the annual budget shall be made available to each member of the congregation prior to the start of the session.
- d. All motions made, seconded, debated and ready for the call to question (i.e., voting) shall be postponed, and the meeting shall be temporarily adjourned to allow time for discernment before voting.
- e. The meeting shall be reconvened seven days later on the third Sunday morning immediately following the first worship service. The agenda shall be limited to voting, without further discussion, on postponed motions from the previous week's meeting. After voting on the motions, the meeting shall be recessed until the end of the next worship service, and so on. After

business has been concluded at the last worship service, a motion to adjourn the session shall be made. Voting on motions shall be cumulative for all meetings on that Sunday.

- f. If by the end of the last meeting on that third Sunday the cumulative vote total does not constitute a quorum, all motions, business and actions shall be deemed null and void for the entire meeting.

C10.01.02. Elections:

- a. All elections, when there is more than one candidate, shall be by secret ballot. The candidate receiving the majority of the votes cast shall be declared elected.
- b. Should no candidate receive a majority on the first ballot, the names of the two candidates receiving the highest number of votes shall be placed on the ballot and another vote taken.

C10.01.03. Secret Ballot. Eligibility of voters shall be determined by stapling a cover sheet to the front of the ballot which requires the person casting a ballot to print his/her name. The person's eligibility to vote shall be determined after the ballots are collected. To ensure the secrecy of the ballot, the cover sheet shall be removed before votes are counted.

C11. OFFICERS

C11.01.01. All officers of the congregation shall be confirmed members of the congregation and shall serve as officers of the Congregation Council. Officers consist of a President, Vice President, Secretary, and Financial Officer. Their terms shall begin on February 1 and end on January 31. The officers and their responsibilities are as follows:

C11.01.02. The **President** shall:

- a. Serve a two year term in office and shall not be elected to serve more than two consecutive terms.
- b. Whenever possible, preside at all meetings of the congregation, the Congregation Council, and any other congregation assemblies called for the purpose of conducting church business.
- c. Be an ex officio member of all church committees.
- d. Have the authority to appoint committee members to special committees created by the Congregation Council.
- e. Have the authority to appoint person(s) to represent the congregation at conference or synod affairs or meetings.
- f. Perform any and all other duties as shall be required by these bylaws.

C11.01.03. The **Vice President** shall:

- a. Serve a two year term in office and shall not be elected to serve more than two consecutive terms.
- b. Perform the duties of the President during any absence of the President or at the direction of the President.
- c. Perform such other duties as assigned by the Congregation Council.

- d. In the event the office of President becomes vacant, fill the office of President until the next annual congregation meeting.

C11.01.04. The **Secretary** shall:

- a. Serve a two year term in office and shall not be elected to serve more than two consecutive terms.
- b. Record the minutes of all congregational meetings and maintain a permanent record in the archives.
- c. Record the minutes of all Congregation Council meetings and maintain a permanent record in the archives
- d. Keep a record of the constitution, bylaws and continuing resolutions of this congregation and furnish copies to each newly elected council member.
- e. Be responsible for all of the official correspondence of the congregation.
- f. Keep a current record of all officers, Congregation Council members and committee members elected by this congregation together with their respective terms of office.
- g. Shall notify members of the Congregation Council, in advance, of every meeting and provide them with the minutes of the previous meeting.
- h. Perform such other duties as directed by the President of the Congregation Council.

C11.01.05. The **Financial Officer** shall:

- a. Serve a two year term in office and shall not be elected to serve more than two consecutive terms.
- b. Provide current information and informed opinion to the congregation and the Congregation Council in matters relevant to the financial condition of the congregation.
- c. Prepare and present a written account of the congregation's financial condition at each regular meeting of the Congregation Council. Such account shall include a summary of all moneys received and a detail of all moneys disbursed since the last accounting.
- d. Nominate, for approval by the Congregation Council, candidates for the positions of Financial Secretary and Treasurer.
- e. Render a written report of the congregation's financial condition at the Annual Meeting.

C12. CONGREGATION COUNCIL

C12.02.01 The term of office for council members shall begin on February 1 and end on January 31.

C12.04.01 The Congregation Council, as part of its responsibilities to oversee the life and activities of this congregation, shall appoint a **Historian** to:

- a. Maintain an accurate and orderly history of this congregation. Provision shall be made in the Parish Administration section of the congregation budget for materials and supplies necessary to carry out this function.
- b. Keep the historical records of the congregation on the property of the church whenever possible.

- c. Make duplicate copies of the Membership Roll and other important documents once each quarter and keep those documents in a separate location in the event the originals should be lost or destroyed.

C12.05.01. Good stewardship imposes an obligation to use financial resources wisely. Deficit spending threatens the congregation's ability to fulfill long-term commitments to the church, the synod, the community and this congregation. Therefore, the annual budget shall consist of a balanced income and spending plan for annual and capital expenses.

- a. The income plan shall provide a realistic estimate of receipts to the general and capital fund accounts from pledged giving, general offerings, fund raising and other sources.
- b. The detailed expense plan shall contain expense for each ministry of this congregation and for ELCA benevolence, plus a capital fund expenditure plan. The congregation council shall submit balanced, or surplus, annual and capital budgets to this congregation for approval at the annual meeting in January.

C12.05.02 The congregation council shall appoint a Financial Secretary, and a Treasurer.

- a. The **Financial Secretary** shall:
 - 1. Maintain an accurate record and account of all moneys and contributions received from contributing members and other sources.
 - 2. Prepare and submit to the Financial Officer a written report each month of all contributions received.
 - 3. Prepare and deliver to all members a quarterly written report of individual contributions of record.
 - 4. Assist with financial audits as required.
 - 5. Assist the Financial Officer as necessary to maintain a current and accurate accounting of the congregation's financial condition.
- b. The **Treasurer** shall:
 - 1. Maintain an accurate record and account of all church moneys received through the Financial Secretary.
 - 2. Make payment by check of all expenditures authorized by the Congregation Council
 - 3. Prepare and submit to the Financial Officer a written report each month of all moneys disbursed and current balances in all accounts.
 - 4. Pay current obligations:
 - a. In accordance with standard business practices at the first of each month or by the date specified, and
 - b. As directed by the Congregation Council.
 - 5. Assure that all specifically designated funds are correctly dispersed.
 - 6. Assist with financial audits as required.
 - 7. Assist the Financial Officer as necessary to maintain a current and accurate accounting of the congregation's financial condition.

C13. CONGREGATIONAL COMMITTEES

C13.06.01. The Congregation Council shall appoint members of the congregation to positions of leadership and responsibility as necessary to carry out the programs and mission of the congregation.

- C13.06.02 Ministry leaders, committee chairpersons and team leaders shall:
- a. Serve in a manner consistent with the purpose of their ministry/committee/team.
 - b. Enthusiastically encourage participation of friends and members of the congregation in the work of the ministry/committee/team that they lead.
- C13.06.03 A **Personnel Committee** consisting of three voting members of this congregation shall be appointed by the President and the senior pastor. The overall responsibility shall be to provide support of the staff of this congregation; e.g., office staff, organist, choir director, etc. Specific duties shall be defined in a continuing resolution of the congregation council.
- C13.06.04. The responsibilities of other ministries, committees and teams of this congregation shall be defined in the continuing resolutions of the congregation council.