

Zion Evangelical Lutheran Church

Bylaws

26 October, 2014

Revision Record

1. New Release, intended to Congregational Council, Ministry Team and Committee functions.

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1. [-] Summary

The Zion Evangelical Lutheran Church Congregational Council shall be organized as shown in Figure 1. The Executive Committee is comprised of the Senior Pastor and the council officers. Other committees are led by Executive Committee members, as shown in this figure. The duties of the Executive Committee members are discussed in paragraph 2. In addition to the Executive Committee, the council membership includes 8 Ministry Team Leaders, as shown. If the Youth desire participation in the council, a one-year youth position on council may be elected by the youth. The Ministry Team responsibilities are discussed in paragraph 3. Committee functions are discussed in paragraph 4. With changing talents and church needs, the assignment of tasks to each ministry team may be adjusted as necessary, using a written version of the bylaws organization chart published in the council minutes. In case of tie votes on the whole council, the Executive Committee vote shall be binding. If the Executive Committee vote is tied, the Senior Pastor vote shall be binding.

Executive Committee				
Council President - Lead Meetings - Exec Committee Lead - Visionary Planning - Mutual Ministry Lead	Vice President - Nominating Committee Lead - Stewardship Lead - Chair meetings when President is absent	Treasurer - Audit Committee Admin - Finance Committee Lead	Secretary - Meeting notes and minutes - Dropbox Admin	Senior Pastor - Spiritual Leadership - Visionary Planning Lead
8 Ministry Team Leaders				
Youth (Mission trips, special services, youth events, Pre-School coordination, service projects, fundraisers, retreats, etc.)		Congregational Life (<i>Our life together, including Fellowship, Sunday hospitality, Stewardship, and Memorial administration.</i>)		
Faith Formation (<i>Family faith connections, Christian Ed, Confirmation, Small Groups, Bible Studies, Special devotions</i>)		Property Administration (Landscaping and building improvements and maintenance)		
Evangelism (Visitor program, Greeters, New Member classes, new connections gatherings, new member mentors, seek out inactive members.)		Worship and Music (Choirs and Bands, Organ maintenance, ushers, Assisting Ministers, sound equipment, instruments, Altar Guild, sanctuary decorations, worship supplies)		
Mission and Advocacy (Global and local outreach, God’s work/Our hands, service projects, Reconciling in Christ, Family Promise)		Communication (Facebook, website, Lobby monitor, bulletin boards, photography, church directory, tech and office equipment support, prayer chain, email groups)		
Youth Representative (Optional, one year term)				

Figure 1. [-] Council Organization Chart

2. [-] Duties of Officers

a) [-] Senior Pastor

Ordained ministers of the Evangelical Lutheran Church in America are called to the ministry of Word and Sacrament. Together with the whole people of God they are part of the ministry of the baptized. The Senior Pastor shall live and work in accordance with both the Letter of Call, available in the Church files, and the [Vision and Expectations of Ordained Ministers in the Evangelical Lutheran Church in America](#). The Senior Pastor is the spiritual leader and visionary planning lead for the congregation.

b) [-] Council President

The Council President shall serve as chief officer of the Congregational Council and shall preside at meetings of the Congregational Council and of the congregation. The president shall also serve as the Chair of the Executive and the Mutual Ministry Committees, and shall assist the Senior Pastor in Visionary Planning. The president shall submit a comprehensive report to the congregation at its semi-annual meetings in November and May.

c) [-] Council Vice President

The Council Vice President leads the Stewardship and Nominating Committees, is a member of the Executive committee, and shall assume such other duties as assigned by the president. The vice president presides at the meetings of the Congregational Council and the congregation in the absence of the president.

d) [-] Council Secretary

The Council Secretary shall keep the minutes of the Congregational Council and of the congregation. The secretary shall also be responsible for the monthly compilation of the reports of the ministries of the congregation, and shall serve as a member of the Executive Committee. The Secretary shall provide for and manage the long-term storage of all final meeting minutes and reports.

e) [-] Council Treasurer

The Council Treasurer shall be the chief financial advisor of the Congregational Council. The treasurer shall assist the Congregational Council in establishing all financial policies and procedures for the congregation and oversee the church staff's administration of those policies and procedures. The treasurer shall present a financial report at each regularly scheduled Congregational Council meeting and at each semi-annual

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Congregational meeting. The treasurer shall also develop an annual budget and track performance in accordance with this budget, serve as a member of the Executive and Audit Committees, and lead the Financial Committee.

3. [-] Duties and Responsibilities of Ministry Teams

Ministry Teams are generally led and represented on council by a church member elected to the Congregational Council by the congregation. That Ministry Team Lead should maximize congregation participation by operating their ministry team with volunteers recruited by the ministry team leader from the congregation. The ministry team leader reports the status of that ministry team's projects and takes direction from the council as needed. Ministry Teams conduct regular meetings at such time and place as the ministry may determine. Ministry team leadership shall not exceed six (6) consecutive years.

a) [-] Ministry of Youth

There shall be a Ministry of Youth composed of congregation members, a Youth Leader, and one representative elected by the congregation to serve on the Congregational Council.

- a. The objective of the Ministry of Youth is to provide meaningful Christian activities, leadership, and opportunities for personal growth for the youth of this congregation and to collaborate with other youth groups within the Synod
- b. The Ministry of Youth Shall:
 1. Report monthly to the Congregational Council on its activities and to the congregation at semi-annual meetings as deemed appropriate;
 2. Serve as the congregation's link to Synod and national ministries on youth, and also be a coordinating agency to interpret the relation of local youth to Lutheran and related ministries;
 3. Serve as the congregation's link to the Let Me Shine Preschool
 4. Plan and implement youth events;
 5. Provide a good balance of activities, including worship, service, fellowship, learning, and personal growth;
 6. Enlist the support of adults as youth sponsors;
 7. Involve the youth in the total life of this congregation;
 8. Involve the youth in the worship and music programs of the total congregation;
 9. Be the voice of this congregation's concern for its ministry to youth;
 10. Promote, guide, and relate youth activities to the total parish organization;
 11. Encourage a broad, meaningful, vital and balanced ministry to, with, and through youth, one that includes personal faith, worship, education, witness, stewardship, service, support, and recreation;
 12. Identify and interpret the needs and aspirations of local youth;
 13. Develop a plan for long range youth goals;

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14. Prepare a proposed budget for the ministry's activities on an annual basis.

b) [-] Faith Formation Ministry

There shall be a Faith Formation Ministry composed of congregation members, at least one of whom shall be elected by the congregation to serve on the Congregational Council.

- a. The objective of the Faith Formation Ministry shall be to provide direction and leadership in the planning, development, and execution of the Christian education program and other Faith Formation activities and ensure the faith needs are met for all age groups of the congregation.
- b. To achieve its objectives the Faith Formation Ministry shall:
 1. Report monthly to the Congregational Council on its activities and to the congregation as deemed appropriate.
 2. Develop in conjunction with the pastor and director of youth ministry a faith formation program that meets the needs of all age groups of the congregation.
 3. Recommend educational policy for Congregational Council consideration and approval, and initiate action for the revision of programs as conditions indicate.
 4. Appoint a superintendent of the Sunday School program.
 5. Identify and implement in conjunction with the Sunday School superintendent instructional curriculum for Sunday School.
 6. Provide leadership in the recruitment of teachers for Sunday School, faith formation program, Vacation Church School, and adult Christian education and training as appropriate.
 7. Provide an annual Vacation Church School.
 8. Oversee, and stimulate improvement of the Small Group Ministry program within the church.
 9. Oversee the church library of educational publications, text books, instructional material and audio-visual aids.
 10. Provide programs for young children during worship services (child care/education.)
 11. Prepare a proposed budget for the ministry's activities on an annual basis.

c) [-] Ministry of Evangelism

There shall be an Evangelism Ministry composed of congregation members, at least one of whom shall be elected by the congregation to serve on the Congregational Council.

- a. Evangelism shares the good news of Jesus Christ. The purpose of the ZELC evangelical ministry is to support and equip congregational members to personally share their faith with others; to encourage and support a

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hospitable and welcoming community of faith; and, to provide ways to welcome and follow-up with newcomers so that they may grow into new relationships in ZELC.

- b. To achieve its objectives the Evangelism Ministry shall:
 - 1. Report monthly to the Congregational Council on its activities and to the congregation at semi-annual meetings as deemed appropriate.
 - 2. Recruit, train and schedule greeters for ZELC worship.
 - 3. Offer a welcoming response (telephone, email, and visits) with new visitors and guests.
 - 4. Support pastoral ministry by scheduling and hosting new member receptions.
 - 5. Support and nurture newcomers in discipleship, i.e. orientation with stewardship, small group ministry, ministry teams, etc.
 - 6. Prepare a proposed budget for the ministry's activities on an annual basis.

d) [-] Ministry of Mission and Advocacy

There shall be a Ministry of Mission and Advocacy composed of congregation members, at least one of whom shall be elected by the congregation to serve on the Congregational Council.

- a. The Ministry of Mission and Advocacy shall equip the congregation to continue in our baptismal covenant:
 - 1. To proclaim the good news of God in Christ through word and deed,
 - 2. To serve all people, following the example of Jesus, and
 - 3. To strive for justice and peace in all the earth.

The objective of the Ministry of Mission and Advocacy is to attend to local, regional, national, and global concerns to the congregation. It also acts as a coordinating body between Zion Evangelical Lutheran Church and the larger ELCA church, e.g., the Rocky Mountain Synod and the Evangelical Lutheran Church in America, for mission and advocacy issues.

- b. The Ministry of Mission and Advocacy shall:
 - 1. Report monthly to the Congregational Council on its activities and to the congregation at semi-annual meetings as deemed appropriate;
 - 2. Encourage congregational members to participate in congregational service projects.
 - 3. Encourage congregational members to financially support local, regional and national advocacy groups approved by the congregation.
 - 4. As a Reconciling in Christ congregation, the ministry will advocate for the full inclusion of lesbian, gay, bisexual, and transgender Lutherans in all aspects of the life of the Church;
 - 5. Prepare a proposed budget for the ministry's activities on an annual basis, including appropriate benevolence/mission items.

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e) [-] Ministry of Congregational Life

There shall be a Ministry of Congregational Life composed of congregation members, at least one of whom shall be elected by the congregation to serve on the Congregational Council.

- a. The objective of the Ministry of Congregational Life shall be to plan, coordinate, sponsor, and promote fellowship activities within our congregation.
- b. The Ministry of Congregational Life shall:
 1. Report monthly to the Congregational Council on its activities and to the congregation at semi-annual meetings as deemed appropriate;
 2. Plan and coordinate support services for congregational special events, e.g., Greater Zion Day, Salmon Run, Christmas party, Seder meal, funerals, etc.;
 3. Coordinate the Sunday after-worship hospitality hour;
 4. **Participate in the Stewardship committee and its activities;**
 5. Promote and coordinate with appropriate committees activities such as; workshops, recreational and social outings, picnics, and other activities to enhance member fellowship;
 6. Provide logistical support and services to:
 - i. Committee sponsored social and fellowship activities;
 - ii. Synod and Conference area sponsored retreats, workshops, seminars, meetings, and conferences
 - iii. Community sponsored worship, social, and fellowship activities.
 7. **Administer Memorial gifts, including notification to families of who made memorial gifts given in the name of family members (not private donation amounts), appreciation notes to memorial donors, and the general promotion of memorial giving and the inclusion of ZELC and other benevolences in family estate planning.**
 8. Prepare a proposed budget for the ministry's activities on an annual basis.

f) [-] Ministry of Property Administration

There shall be a Ministry of Property composed of congregation members, at least one of whom shall be elected by the congregation to serve on the Congregational Council. Committee membership shall not exceed six (6) consecutive years.

- a. The objective of the Ministry of Property shall be the proper preservation, maintenance, cleaning, and repair of church property and equipment;
- b. The Ministry of Property shall:
 1. Report monthly to the Congregational Council on its activities and to the congregation at semi-annual meetings as deemed appropriate;
 2. Develop and implement a schedule of maintenance and repairs of all church property and coordinate the care of such property and facilities with staff and the Congregational Council;

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3. Report schedule of maintenance and repairs five year plan to Congregational Council on an annual basis;
4. Inspect and inventory annually all church property and equipment;
5. Develop and coordinate regular cleaning schedules;
6. Ensure that current and future physical needs are met by making the necessary analysis and renovations to the property to maximize its efficient usage;
7. Examine, review, and analyze the energy consumption of church property;
8. Coordinate repairs or replacements of church properties and equipment as approved by the congregational council;
9. Assist the Office Administrator in the annual review of personnel with respect to maintenance and custodial staff;
10. Solicit expert advice to evaluate church properties, at least annually, for fire hazards, fire safety, security measures, and ability to use emergency equipment and ensure that such equipment has been provided;
11. Provide access for the elderly or handicapped to all facility areas;
12. Enlist lay volunteers for special repairs, improvements, cleaning, painting, decorating, landscaping, and other maintenance projects;
13. Prepare a proposed budget for the ministry's activities, which shall include repairs and ordinary replacements of church property and equipment on an annual basis.

g) [-] Ministry of Worship and Music

There shall be a Ministry of Worship and Music composed of congregation members, at least one of whom shall be elected by the congregation to serve on the Congregational Council.

- a. The Ministry of Worship and Music assists the Congregational Council in ensuring that worship is conducted regularly and in accordance with the traditions of the Evangelical Lutheran Church in America and the needs of the congregation, supporting growth in faith and participation, ensuring that the sacraments of holy Baptism and Holy Communion are provided.
- b. The Ministry of Worship and Music shall:
 1. Report monthly to the Congregational Council on its activities and to the congregation at semi-annual meetings as deemed appropriate.
 2. Worship Planning – Assist the pastor(s) in planning worship services; ensure that the people serving, provisions, and other support services are secured and scheduled. These include:
 - i. Personnel and supplies to carry out regular services;
 - ii. Plans for special services;
 - iii. Planning seasonal events, e.g., Advent, Christmas, Lent, Easter;
 - iv. Congregational participation in reading, speaking, praying, etc., during the services;
 - v. Lay involvement in communion;

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- vi. Acolyte program training and supervision as needed;
 - vii. Assisting Minister and Usher program training and supervision;
 - viii. Regular recording of worship services.
 - ix. Suggesting elements and format for specific services.
 - x. Developing additional worship services as deemed necessary or appropriate to encourage growth and attract new members.
3. Music Ministry – Support a strong music ministry and programs within this congregation, working closely with the choir director and youth choir director in areas such as:
- i. Leading vocal and instrumental groups;
 - ii. Provision of special music, drama events, and concerts;
 - iii. Selection and maintenance of musical instruments and musical aids for worship;
 - iv. Selecting music for the worship services;
 - v. Support music quality and evangelism through music, and be available to assist other congregations;
 - vi. Support the chancel choir and youth choirs;
4. Personnel – Support the Ministry of Worship and Music by the facilitating the involvement of members of this congregation in giving their talents to the ministries of the ministry. Assist pastor in the annual reviews of the organist and choir directors.
5. Facilities and supplies – Determine the needs for the physical facilities and supplies for worship, making recommendations and provisions for them within congregational goals and budget.
6. Serve as the congregation’s link to Synod and national ministries of Worship and Music.
7. Prepare a proposed budget for the ministry’s activities on an annual basis.

h) [-] Ministry of Communication

There shall be a Ministry of Communication composed of congregation members, at least one of whom shall be elected by the congregation to serve on the Congregational Council.

- a. The objective of the Ministry of Communication shall be to manage and direct ZELC’s internal and external communications with members of this congregation, the community, possible new members, and others looking for information about Lutheran teachings.
- b. The Ministry of Communication shall:
 1. Report monthly to the Congregational Council on its activities and to the congregation at semi-annual meetings as deemed appropriate;
 2. Review communication needs of this congregation;
 3. Lead the current generation of online content that engages audiences and leads to measurable action. Recommend for Council approval who, where, and when to disseminate information. Work with other ministries to assist them in their communication needs;

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4. Manage the development, distribution, and maintenance of all print and electronic media including, but not limited to, newsletters, newspapers, brochures, and the congregation's website. Maintain confidentiality, where appropriate, of personal information and images of congregation members when communicating outside of the congregation;
5. Promote awareness of national church concerns and international religious concerns;
6. Prepare a proposed budget for the ministry's activities on an annual basis.

i) [-] Youth Council Representative

This is an optional position on council that may be filled by a high school youth as a representative of the youth group to the Congregational Council. It is a one-year assignment, with a single individual allowed to be re-elected one time. The appointment must be approved by the Director of Youth Ministry (if currently staffed) and the Youth Ministry Team Lead.

4. [-] Committee Functions

Committees are generally chaired by an Executive Committee member. Other than the Executive Committee, itself, each committee is primarily populated by congregation members. The Committee chairperson shall report the status of that committee's projects and takes direction from the council as needed. Committees conduct regular meetings at such time and place as the ministry may determine.

a) [-] Executive Committee

There shall be an Executive Committee composed of the officers of this congregation as well as the senior pastor. The president of the congregation shall serve as chairperson of the committee and the secretary of the congregation shall serve as secretary.

- a. The objectives of the Executive Committee shall be to advise the Congregational Council on all legal, personnel, and governance matters and serve as an interim decision making body in emergency situations;
- b. The Executive Committee shall:
 1. Report to the Congregational Council on its activities and to the congregation at its November and May semi-annual meetings or such other times as deemed appropriate.
 2. Assist in filling any vacancies which may occur on the Congregational Council and ministries as they occur.
 3. Maintain liaison with the Audit Committee.
 4. Direct the development of policies for Congregational Council approval regarding job performance, staff compensation, and benefits.
 5. Periodically review the staffing requirements of this congregation.

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6. Provide for professional growth of the church staff, provide for attendance by staff at conference, conventions, and continuing education opportunities.
7. In the event of a vacancy on the church staff, other than pastoral staff, consult with the pastor(s), other church staff, and appropriate ministries in recommending the hiring of replacements.
8. Maintain insurance for all church property and annually evaluate the adequacy of such insurance coverage with the Ministry of Property, the Treasurer, and others as appropriate.
9. Obtain legal advice for the congregation and the Congregational Council as required.
10. As directed, negotiate contracts for the congregation.
11. Review as needed all legal documents and contracts.
12. Make necessary emergency operating decisions between Congregational Council meetings for ongoing church activities and report back to the Congregational Council.
13. Function as an advisory resource to staff, Ministries, and the Congregational Council.
14. Monitor ongoing activities of the congregation and determine the availability of human and financial resources accordingly.
15. Assist in preparing the agenda for all Congregational Council and Congregational meetings.
16. Be responsible for the orientation of new members of the ministries and the Congregational Council.
17. Recommend members for the Nominating Committee to the Congregational Council.
18. Be responsible for the development, maintenance, and revision of all required job descriptions for pastoral and lay positions in this congregation.
19. Be responsible for the development, maintenance, and revision of the constitution, bylaws, amendments, and of this congregation.
20. Be responsible for preparing a job description for all ad hoc ministries and committees, including a Call Committee, as appointed by the congregational council.
21. Be responsible for the development and maintenance of a personnel policy manual, and a Rocky Mountain Synod Safe Haven policy, as needed.
22. Oversee the supervision of the scholarship fund.
23. Recommend policy and establish fee schedules for use and lending of church properties as well as maintaining a non-member building use file.
24. Prepare a proposed budget for the congregation's activities on an annual basis.

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b) [-] Finance Committee

There may be a Finance Committee composed of congregation members who serve at the direction of the Treasurer.

- a. The objective of the Finance Committee shall be to assist the Treasurer and to provide leadership in and oversight into the financial affairs of the congregation.
- b. The Treasurer with assistance from the Finance Committee shall:
 1. Report on its activities monthly, via the Treasurer's report, to the Congregational Council and to the congregation at the semi-annual meetings or such other times as deemed appropriate.
 2. Prepare a draft budget including proposed budgets from each ministry for approval of the Congregational Council and the congregation on an annual basis.
 3. Ensure expenditures are for authorized purposes.
 4. Ensure that church financial obligations are properly met.
 5. Recruit, train, and supervise persons who shall count, record, and deposit all moneys received by the congregation under proper controls, and furnish the Pastor, the Council President, the Treasurer and the Office Administrator with information on all receipts and deposits.
 6. Maintain appropriate accountability for the records of receipts, disbursements, bank accounts, investment funds, and other receipts.
 7. Establish financial policies for the staff, who shall record all contributions by members, issue regular quarterly statements to members showing offerings and contributions, and provide information to the Stewardship chairperson on giving trends and pledges.
 8. Provide financial planning and money management, including monthly reports of current and projected receipts and unexpected expenditures to the congregational council.
 9. Provide an annual financial report to the congregation, and any additional reports as may be necessary.
 10. Supervise church investments.
 11. Provide data for annual audits of the accounts and records.
 12. Coordinate financial matters with the Bookkeeper and Office administrator.

c) [-] Audit Committee

There shall be an Audit Committee composed of three (3) voting members of the Congregation as elected by the Congregational Council. Audit Committee members shall not be members of the Congregational Council. Members shall serve no more than six (6) consecutive years.

- a. The objective of the Audit Committee shall be to review internal financial controls and systems and recommend appropriate action to the Executive committee. The committee shall also annually audit the financial statements of this congregation and attest to their accuracy.

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- b. To achieve its objectives the committee shall:
 - 1. Elect from its membership a chairperson.
 - 2. Conduct regular meetings at such time and place as the committee may determine.
 - 3. Report annually to the Congregational Council, or more often if needed, and maintain liaison with the Executive Committee.
 - 4. Review and test internal financial systems and controls and recommend appropriate actions.
 - 5. Annually audit the financial statements of this congregation and attest to their correctness.
 - 6. Submit an audit report to the congregation.

d) [-] Stewardship Committee

There shall be a Stewardship Committee composed of congregation members, and chaired by the Congregational Vice President.

- a. The objective of the Stewardship Committee shall be to encourage, educate, and equip congregational members to be faithful stewards of time, talent and possessions. The committee shall also administer an annual financial appeal.
- b. The Stewardship Committee shall:
 - 1. Conduct meetings at such time, place, or electronic means as the committee may determine;
 - 2. Report monthly to the Congregational Council on its activities and to the congregation at semi-annual meetings as deemed appropriate;
 - 3. Provide input for the formulation of the annual income and prepare a proposed budget for the ministry's activities on an annual basis.

e) [-] Committee on Mutual Ministry

There shall be a Committee on Mutual Ministry, chaired by the Council President, and composed of up to four (4) additional voting members of this congregation, one or two (1 or 2) members shall be appointed by each of the president and senior pastor. Committee members, other than the council president, will hold no other Council position in this congregation during their term.

- a. The objective of the Mutual Ministry Committee shall be to affirm and strengthen the mission of the congregation and its ministry. The committee shall act confidentially as a "sounding board" or "ombudsmen" between the pastor and membership, and keep the pastor advised about conditions within the congregation and improve the ministry of the congregation.
- b. The committee has no official authority to act.

f) [-] Nominating Committee

There shall be a Nominating Committee composed of two to four (2 to 4) voting members of this congregation. One member and chairperson of the committee is the Vice President of council. If possible another member shall be an outgoing member of the Congregational Council.

- a. The objective of the Nominating Committee shall be to prepare a slate of nominees for the election to the Congregational Council at the May semi-annual meeting of the congregation;
- b. The Nominating Committee shall:
 1. Conduct meetings at such time, place, or electronic means as the ministry may determine.
 2. Report to the Congregational Council as appropriate and submit final recommendations for the Congregational Council nominees to the Congregational Council at its April meeting. Report to the congregation at its May semi-annual meeting.
 3. Actively seek input from the congregation before making its nominations for Congregational Council membership.
 4. Acquire prior consent of all nominees.
 5. Ascertain that all nominees meet the requirements for election to the Congregational Council as specified in the Constitution.
 6. Members of the congregation may make additional nominations from the floor; such nominees must have given his or her prior consent to such nomination.