

**ST. MARK LUTHERAN CHURCH**

**BYLAWS**

As Amended January 2008

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## **SECTION I – MISSION STATEMENT**

The Mission of St. Mark Lutheran Church is to share God's love, welcome others into His church, and grow to become like Jesus.

## **SECTION II – CONGREGATIONAL MEETINGS**

1. The Annual Meeting of the congregation shall be held no later than 60 days after the end of the fiscal year on a date determined by the Congregation Council.
2. At the Annual Meeting, the pastors, president, and the treasurer of the congregation shall each submit a written report.

## **SECTION III – MEMBERSHIP ROLLS**

1. At the discretion of the Congregation Council, individuals may be removed from the active membership if in the prior 24 months they have not made a contribution of record or communed.

## **SECTION IV – CONGREGATION COUNCIL**

1. The Congregation Council shall consist of eight voting members: seven elected members of the congregation and the senior pastor. In the event of a tie vote on a motion before the Congregation Council, the President's vote shall determine the majority.
2. Congregation Council members shall be elected for a term of three years. Terms shall be staggered. If a vacancy occurs prior to completion of an elected term, the vacancy may be filled by Congregation Council appointment until the next Annual Congregational Meeting is held.
3. Congregation Council members shall serve a maximum of two consecutive terms. Following two consecutive terms, a member must take a hiatus of three years before being eligible to serve on the Congregation Council again.
4. The Nominating Committee shall make nominations for the Congregation Council. Additional nominations may be made from the floor at the Annual Meeting. No more than two nominees shall be presented by the Nominating Committee for each vacancy to be filled. Prior to the nomination, all nominees must have consented to serve. A majority of votes cast shall be necessary to be elected.
5. The Congregation Council shall annually review and adopt a comprehensive set of governing policies to guide the Congregation Council in fulfilling its responsibilities.
6. The Congregation Council may also periodically adopt various continuing resolutions it deems necessary to assist the Congregation Council and its members in performing their duties.

## SECTION V – ELECTION AND DUTIES OF OFFICERS

1. The officers of this congregation shall be a president, vice president, secretary, and treasurer.
2. The officers shall be elected by written ballot at the first Congregation Council meeting following this congregation's annual meeting and shall serve for one year or until their successors are elected. Their terms shall begin at the close of the Congregational Council meeting at which they are elected.
3. The President and Vice-President will be elected by the Congregation Council from among the elected members of the Council for a term of one year and may serve a maximum of two consecutive years in the same office. After a hiatus of one year, a Congregation Council member may once again be elected President or Vice-President.
4. The Secretary and Treasurer will be elected by the Congregation Council from among the elected members of the Council for a term of one year and may serve a maximum of six consecutive terms.
5. A member of the Congregation Council shall hold only one office at a time. The Senior Pastor may not hold an office.
6. The Executive Committee of the Congregation Council shall consist of the President, Vice-President, Senior Pastor. The Immediate Past President of the Congregation Council will be a non-voting member of the Executive Committee.
7. The Executive Committee will meet to discuss legal, personnel and any other matters when such matters are deemed confidential. Findings and decisions of the Executive Committee must be recorded and submitted to the Secretary for recordkeeping. Decisions of the Executive Committee are non-binding on the congregation without Congregation Council approval.
8. The President shall preside over the meetings of the Congregation Council, the Annual Congregation Meeting, and any special congregation meetings.
9. The Vice-President shall preside over the meetings of the Congregation Council, the Annual Congregation Meeting, and special congregation meetings in the absence of the President.
10. The Secretary shall be responsible for taking minutes of all Congregation Council Meetings, the Annual Congregation Meeting, and special congregation meetings.
11. The Treasurer shall submit written reports on the financial status of the congregation to Congregation Council Meetings, the Annual Congregation Meeting, and if necessary, at special congregation meetings.

## SECTION VI – CONGREGATION COMMITTEES

1. The **Nominating Committee** shall submit the names of candidates for the Congregation Council to the Annual Congregation meeting.

2. The **Nominating Committee** shall consist of five voting members of the congregation, one of whom, if possible, shall be an outgoing member of the Congregation Council. The Senior Pastor shall serve as an ex-officio member.
3. Members of the **Nominating Committee** shall be elected at the annual meeting for a term of one year and may serve a maximum of two consecutive terms.
4. The Congregation Council shall submit the candidates for the next year's **Nominating Committee** to be voted on at the Annual Congregational Meeting.
5. An **Audit Committee** of three voting members shall be elected by the Congregation Council. Audit Committee members shall not be members of the Congregation Council. Term of office shall be three years. Members shall be eligible for reelection.
6. When a pastoral vacancy occurs, a **Call Committee** of at least six voting members shall be elected by the Congregation Council. Term of office will terminate upon installation of the newly called pastor.

#### SECTION VII – ANNUAL BUDGET AND EXPENDITURES

1. The Congregation Council shall prepare an annual budget for adoption by this congregation, shall supervise the expenditure of funds in accordance therewith following its adoption, and may incur obligations of more than 5% in excess of the anticipated receipts only after approval by a Congregation Meeting.
2. The Congregation Council may enter into contracts of up to 5% of the approved budget for items not included in the budget.