

Bylaws

Of the

**Emmanuel
Lutheran Church**

Fontanelle, Adair County, Iowa

Adopted on January 20, 2019

Ratified on July 14, 2019

TABLE OF CONTENTS

Preamble.....2

CHAPTERS

8 Membership..... **2**

10 Congregation Meetings..... **2**

11 Officers..... **2**

12 Church Council..... **3**

13 Congregational Committees..... **3, 4, 5**

Preamble

As directed and authorized by Chapter 16 of the Constitution of the Emmanuel Lutheran Church, we adopt the following bylaws. The chapter and section references identify the corresponding chapter of the constitution which authorizes these specific bylaws.

Chapter 8. Membership

- C8.05.** e. The church shall always have a continuing concern for inactive members.
- f. Process: Inactive members are those who have not communed and/or contributed of record during current or preceding year.

Chapter 10. Congregation Meetings

- C10.01.** The annual meeting shall be held during the month of January and the semiannual meeting shall be held during the month of July.

Chapter 11. Officers

- C11.01.** a. The president shall preside at the meetings of the congregation and of the Church Council and shall have such duties as usually pertain to the office. The president shall regularly inform the council of the activities of the following organizations and committees:
- 1) E.L.C.W. (Emmanuel Lutheran Church Women)
 - 2) Executive Committee
 - 3) Nominating Committee
 - 4) Audit Committee
 - 5) Call Committee
- b. The vice-president shall serve in the absence or inability of the president and shall have such duties as usually pertain to the office. The vice-president shall regularly inform the Council of the activities of the following committees:
- 1) Altar Guild
 - 2) Memorial Committee
 - 3) Stewardship Committee
- c. The secretary shall serve in the absence or inability of both the president and vice-president and shall have such duties as usually pertain to the office.
- d. The treasurer shall serve in the absence or inability of all of the above and shall have such duties as usually pertain to the office. The treasurer shall be a member of and report the activities of the stewardship committee to the Council. The treasurer shall hold the title of trustee.

-2-

Chapter 12. Church Council

C12.01 We will strive to have no more than 5 members on the council from one gender or worship service and no immediate family members will serve on the council together.

C12.06. a. Members of the Church Council other than the officers shall each be assigned to be a member of one of the following committees:

- 1) Children's and Youth Ministry
- 2) Adult Ministry
- 3) Outreach Ministry (Evangelism)
- 4) Music & Worship Ministry
- 5) Property Committee: The Council member shall hold the title of trustee

Chapter 13.

Congregation Committees

C13.01. Executive Committee

a. shall be responsible for appointment and supervision of salaried lay workers

C13.02. Nominating Committee

a. recruit and nominate members for Church Council
b. committee reports to president

C13.03. Audit Committee

a. audit all financial reports of congregation
b. committee reports to president

C13.05. Call Committee

a. shall interview candidates and bring their recommendation(s) to Church Council. Council shall present candidate to congregation.
b. committee reports to president

C13.07. Nominations for membership on ministry teams shall be made by the current members of the specific committee. The Church Council shall review all nominations. Ministry leaders shall be approved by the congregation.

-3-

Altar Guild

a. to prepare, train and care for all the events that take place in the sanctuary such as: communion, baptism, banners, altar, lectern, pulpit ornaments, weddings, funerals
b. committee reports to vice-president

Memorial Committee

- a. to establish list of projects suitable for use in the church
- b. to establish lists of living memorials, endowments especially on scholarships as designated by memorial contributions – subject to approval of the Council
- c. to establish relations with donors to assure harmony
- d. to manage fund and recognition of donors
- e. committee reports to vice-president

Stewardship Committee

- a. to set goals, make long- and short-term plans
- b. to provide input for budget development
- c. to communicate goals and budget to congregation
- d. committee reports to vice-president

Childrens and Youth Ministry (one person from Council)

- a. to arrange for and set standards for Bible School, Sunday School/GROW, 1st Communion and Confirmation
- b. to provide children (birth-8th grade) a variety of experiences
- c. Council member reports to Council

Youth Ministry (one person from Council)

- a. to help plan, implement and encourage education, social and worship activities for high school youth such as: camping ministry, workshops, forums, and Association gatherings
- b. Council member reports to Council

Adult Ministry (one person from Council)

- a. to arrange for and set standards for adult education, Luther League Sunday School, adult small groups, Bible studies, church library and book store
- b. Council member reports to Council

Outreach Ministry (Evangelism) (one person from Council)

- a. to reach out to inactive members and those who have no church
- b. to coordinate with persons who have moved outside our range of continuous care
- c. to care for food, clothing, shelter and spiritual needs of the community
- d. Council member reports to Council

-4-

Council) Music & Worship Ministry (one person for each service and one from

- a. to plan and implement worship events
- b. to coordinate and train ushers for worship events
- c. to provide Sunday greeters

- d. to help plan special services such as Lenten services, Thanksgiving, Christmas
- e. Small is Beautiful chorus
- f. Council member reports to Council

Property Committee (one person from Council)

- a. to care for and maintain church property and grounds, including arranging for snow removal, grass cutting and furnace/air conditioning repairs
- b. to determine needs for parsonage maintenance
- c. shall inspect church and parsonage (with two week prior personal notice for parsonage) semiannually
- d. defines duties of custodians and review annually
- e. to coordinate with property committee the care of the organ, audio and TV maintenance
- f. Council member reports to Council

C13.08.

- a. Ministry teams shall meet semi-annually. The group shall elect their own chairperson who shall be responsible to carry out the purpose of committee.
- b. Council members on committees shall report actions to the Council.