

# **Ascension Lutheran Church Macomb Township, Michigan**

## **Bylaws**

**(Revised October 23, 2022)**

### **Article I Meetings of the Congregation**

#### Section 1.

At or shortly following the beginning of each of the first three quarters of the fiscal year (July 1 through June 30) a regular meeting of the congregation's voters shall be held. The fourth quarter meeting will be held in June, where the next fiscal year's budget will be presented and approved. Elections of the Church Council will be held in December.

#### Section 2.

The church council shall set the exact date, time and place of the meetings, unless otherwise specified by the congregation. Announcements of the meetings shall be given in print, electronically, and/or orally on at least two different Sundays prior to the time of the meeting.

#### Section 3.

Special meetings of the congregation may be called by the church council, or the pastor, or upon written request of three voting members. Such meetings must be announced according to the general rule set forth in Section 2 with the purpose(s) clearly stated.

#### Section 4.

The regular July meeting shall be designated as the annual meeting.

#### Section 5.

The order of business for the regular meetings may be as follows:

- A. Opening with a devotion
- B. Reading and approval of minutes of the previous regular or intervening special meetings
- C. Reception of new members, transfers, and release or removal from membership
- D. Reports of officers, pastor and any standing committees
- E. Unfinished business
- F. Recommendations of the church council and new business
- G. Elections
- H. Adjournment with prayer

#### Section 6.

The meetings shall be conducted according to good, Christian order. Robert's Rules of Order may be followed for the parliamentary procedure.



### Section 3. Organization

Not later than the following month's scheduled council meeting, the church council shall meet to elect from its own members a vice-president who shall chair the meetings of the church council and congregation in the absence of the president.

### Section 4. Relationships

The church council shall be responsible and accountable to the voters; assembly and committees shall be responsible and accountable to the church council.

### Section 5. Installation

As soon as possible after the election and organization, the new members of the church council shall be installed in office at a regular service and shall thus be presented to the congregation.

### Section 6. Meetings

The church council shall meet regularly, normally once each month. Special meetings may be called by the pastor or president. The council shall not convene to transact business without the knowledge of the pastor. The voting members present at a properly announced meeting of the church council shall constitute a quorum.

### Section 7. Responsibilities

The members of the church council shall adorn their high office with a godly way of life and be good examples to the congregation (1 Timothy 3:8-12). They shall be responsible for the spiritual and material affairs of the congregation under the guidance of the pastor. They shall be responsible for good order in the services. They shall particularly care in love for their fellow members who have special needs (Galatians 6:9-10). The members of the church shall consult together concerning the total spiritual and physical well-being of the congregation giving due attention also to the work of the Lord in the church-at-large. The church council shall implement resolutions of the voters' assembly and carry out such assignments as are directed to it by the voters' assembly. It shall recommend to the voters' assembly the annual budget of the congregation.

### Section 8. Vacancies

In the event of a vacancy on the church council, the vacancy shall be filled at the next meeting of the voters' assembly by the ballot from a list of candidates proposed by the Nominating Committee. The President shall make an interim appointment to fill the vacancy until the election can be held.

## **Article IV Duties of the Officers**

### Section 1. President

The president, who also serves as director, shall preside as chairman of all business sessions of the congregation and church council and shall perform such other duties as may be assigned to him. He shall have general supervision of the affairs of the congregation and conduct all its business affairs according to established good order. He shall sign all deeds, mortgages, notes, leases, and all other legal documents directed to be executed by the congregation. He shall ensure that the congregation's financial records are audited annually and that a report of the audit is presented to the voters at the meeting following the close of the fiscal year. The president is an ex-officio member of all boards and committees.

## Section 2. Secretary

The secretary, who also serves as director, shall record accurately the proceedings of all meetings of the congregation and the church council. He shall be responsible for the legal records of the congregation. He shall have the authority to countersign all deeds, mortgages, notes, leases and all other legal documents executed by the congregation and assist in the orderly conduct of its business affairs according to the established good order. He shall also perform such other duties as may be assigned to him by the congregation.

## Section 3. Treasurer

The treasurer, who also serves as director shall receive from the financial secretary a monthly report of all monies received and credit the same to the proper accounts. He shall make disbursements according to the instructions from the church council as directed by the congregation. He shall make a monthly report to the church council, quarterly financial reports to the voters' assembly and special reports whenever the council shall so request. He shall submit his records annually for audit or at any time the voters' assembly so desires. On the absence of the secretary, he shall have the authority to countersign legal documents on behalf of the congregation. In the event the treasurer is unable to carry out his duties, the president or secretary shall have the authority to do so.

## Section 4. Financial Secretary

The financial secretary, who also serves as director, shall receive and deposit all contributions from the congregation in the designated depository bank(s). He shall keep an accurate account of the same and deliver a report of them to the treasurer, indicating the proper accounts to be credited. He shall make a report of the regular meetings of the congregation and submit his books for the audit annually or at any time the voters' assembly so desires. He shall submit to the members a quarterly report of their offerings.

## Section 5. Chairman of the Building and Grounds Committee

The Building and Grounds Committee shall consist of the Chairman and at least two other communicant members of the congregation. Committee members shall be appointed by the Chairman and ratified by the Church Council. At least one other member shall be a voting member of the congregation. All members of the committee will serve a term of 2 years. The committee is responsible for the supervision, repair and upkeep of the congregation's property. The committee shall ensure that all real estate and other property is insured against damage and loss, that deeds and abstracts and other valuable documents of the congregation are safely secured. The committee will supervise all maintenance and prepare an annual plan of ministry and budget that addresses facility upkeep. The Chairman of the Building and Grounds Committee may establish work teams, subcommittees, task forces, etc. as he deems necessary to carry out the work of the Committee.

## Section 6. Chairman of the Evangelism Committee

The Evangelism Committee shall consist of the Chairman and at least two other communicant members of the congregation. Committee members shall be appointed by the Chairman and ratified by the Church Council. At least one other member shall be a voting member of the congregation. All members of the committee will serve a term of 2 years. The Evangelism Committee shall establish and maintain an active program for the congregation to reach out to the neighborhood and the community with the gospel. It shall also promote the work that the congregation does together with its fellow congregations as a synod especially in regard to home and world missions. It will be the driving force behind implementation of the congregation's Vision and Mission statement. The committee is also responsible for preparing a projected annual budget for monies needed to carry out their work. The Chairman of the Evangelism Committee may establish work teams, subcommittees, task forces, etc. as he deems necessary to carry out the work of the Committee.

## Section 7. Chairman of the Children's Ministry Committee

The Children's Ministry Committee shall consist of the Chairman and at least two other communicant members of the congregation. Committee members shall be appointed by the Chairman and ratified by the Church Council. At least one other member shall be a voting member of the congregation. All members of the committee will serve a term of 2 years. The Children's Ministry Committee shall advise, assist, supervise, support and encourage the Preschool Director in the regular operation of Ascension Lutheran Preschool. The committee shall recommend any changes in policy, tuition, and staffing to the Church Council for action. The committee shall also advise, assist, supervise, support and encourage other children's ministries of the congregation, such as Mornings with Mommy, Christlight for Kids, and the like. The committee shall annually prepare and recommend to the church council, the proposed budget for the children's ministries of the congregation. It will also be responsible for executing the budget and maintaining accurate and complete financial records of children's ministries. The Chairman of the Children's Ministry Committee may establish work teams, subcommittees, task forces, etc. as he deems necessary to carry out the work of the Committee

## Section 8. Other Committees

The president, with the concurrence of the church council, shall appoint committees as needed (e.g. Budget Committee, Salary Review Committee, Stewardship Committee, Education Committee, etc.).

## Section 9. Ex-Officio Membership

The pastor and the president, by virtue of their offices, are members of all board and committees and are to be informed of all meetings of all committees so that they may attend if they desire to do so.

# **Article V Election of the Church Officers**

## Section 1.

The church council, in October, shall establish a committee of three voting members to serve as a nominating committee. The pastor is an ex-officio member of this committee.

## Section 2.

After receiving from the secretary a list of expired terms of office, the nominating committee shall select from the voting membership a slate of candidates for the vacancies in keeping with the scriptural requirements stated in Article VIII, Section I of the constitution. Each candidate shall be informed of the responsibilities of the office to which he is nominated. Consent of each nominee is necessary for candidacy.

## Section 3.

The nominating committee shall report to the church council the status of selecting the slate for candidates for the December election meeting. The candidates' names shall be published and also posted prior to the election. Additional recommendations for nominations may be made in writing to the nominating committee through any voting member. The committee shall consider such written nominations and take appropriate action (cf. section2) posting any revisions.

## Section 4.



**Article VIII****Repeal and Amendments of the Bylaws**

Any and all Bylaws may be repealed or amended by a majority vote of the voting members present at any regular meeting, provided that public notice of this proposed action shall have been given the congregation on at least two Sundays prior to the time of the meeting and provided that the proposed amendment has been submitted in writing to the church council for its study and recommendation.