

**BY-LAWS**  
**Of**  
**Saint Mark Evangelical Lutheran Church Inc.**  
**(Lutheran Congregations in Mission for Christ)**  
**Saint Joe, Indiana (DeKalb County)**

**Section 1.**

***CONGREGATIONAL YEAR***

A. The Congregational Year shall be from January 1 through December 31.

**Section 2.**

***FISCAL YEAR***

A. The Congregational Fiscal Year shall be from January 1 through December 31.

**Section 3.**

***THE ANNUAL MEETING OF THE CONGREGATION (Article 10)***

- A. The Annual Meeting of the Congregation meeting of the congregation shall be no later than the second Sunday in February. The annual meeting agenda shall be established and approved by Council.
- B. All committees, ministries, auxiliaries and other organizations within the congregation shall submit a written report for inclusion in the Annual Report of the Congregational Council hereto referred to as the “Council” for the congregation at the January/February Annual Meeting. These reports shall be submitted at least two weeks prior to the meeting for publishing and distribution to the Congregation.
- C. All congregational meetings shall open and close with the Word of God and prayer.
- D. The President of the Council or the President’s designee shall preside at the congregational meeting.
- E. The order of business at the Annual Meeting of the Congregation shall be:
1. The minutes of previous year Congregational meeting(s).
  2. The Reports of:
    - ❖ The Pastor
    - ❖ The Church Council
    - ❖ The Treasurer
    - ❖ Auditing Committee(s)
    - ❖ Other Reports
  3. Unfinished business.
  4. New Business.

F. In the following cases the vote shall be by ballot:

1. To elect council members.
2. To adopt or amend the constitution or bylaws of this congregation.
3. To call or sever official connections with the pastor.
4. To suspend or dismiss any member of the congregation.

***THE ANNUAL GENERAL BUSINESS MEETING (Article 10)***

A. In addition to the Annual Meeting of the Congregation, there shall be an Annual General Business meeting to be held no earlier than the first Sunday in September or later than the second Sunday of December for the purpose of accepting a budget for the following year, the election of Council members, and other business that comes before the congregation.

**Section 4.**

***CONGREGATIONAL COMMITTEES:***

A. The Nominating Committee shall (Article 13.02):

1. Be convened by the President in an advisory capacity. Thereafter a chairperson from their midst will be elected and he or she shall call and preside at each subsequent meeting.
2. Nominate one or more candidates for each office to be filled, which shall include:
  - a. Church Council
  - b. Other offices, which may be specified by these bylaws.
3. Ask each candidate to serve the full term of office if elected.
4. Announce the nominees and their qualifications to the congregation with the notice of the annual general business meeting.
5. Accept nominations from the floor providing that the nominee is present at the meeting to deliver both his or her qualifications and consent to serve.

B. The Audit Committee shall (Article 13.03):

1. Audit the financial books and records prior to the annual meeting and may also audit once during the year without prior announcement.
2. Report their signed findings to the congregation in writing and include them with the annual report.

C. The Executive Committee shall (Article 13.01):

1. Prepare the agenda for the regular and special congregational meetings and provide input for meetings of the Council.
2. Act as personnel committee in the absence of a separate committee for that purpose.
3. Act as budget and planning committees in the absence of a separate committee for those purposes.
4. A quorum shall consist of 3 members of the Executive Committee.

**D. The Call Committee shall (Article 13.04):**

1. Study the congregation's mission and pastoral needs and share the results with the Council.
2. Gather descriptive information about the congregation, e.g., history, pictures of the church and grounds, directory, map, congregational mission statement, annual reports and other pertinent information.
3. Receive recommendations of nominees.
4. Evaluate pastoral candidates by interview and other means; furnish information about the congregation and its mission to each candidate.
5. Recommend one candidate to the Church Council at a meeting called for that purpose.

**Section 5.**

***MEMBERSHIP (Article 8)***

- A. Applicants shall present their applications to the pastor, who shall counsel with them to determine whether they will join by affirmation, through baptism or by transfer. After meeting the requirements of 8.01 of the Constitution, the pastor shall present their names to the Church Council for acceptance.

**Section 6.**

***DUTIES OF OFFICERS AND BOARDS***

A. The President shall:

1. Preside at all Council meetings and Congregational meetings.
2. Enforce the Constitution and By-laws of the congregation and carry out the expressed will of the congregation and Council as embodied in the continuing resolutions.
3. See that Robert's Rules of Order, latest edition, is used to govern parliamentary procedure at all the congregational and council meetings.
4. See that all members of the Council are carrying out their respective callings and duties in accordance with the constitution and by-laws.
5. Be welcome at any and all meetings of committees, ministries, and interest groups either in person or as represented by such person or persons he/she may appoint.
6. Call and preside over the meetings of the Executive Committee.
7. Be responsible for appointing special congregational committee members as directed by the Council.
8. Endeavor to coordinate functions, plans and activities of the congregation in all its parts for the total furtherance of the work in Christ's Kingdom.

B. The Vice President shall:

1. Perform the duties of the president in his/her absence, during his/her disability, or at his/her request.
2. Succeed to the presidency at the resignation, dismissal or death of the president.

3. Be available for whatever duties the president shall assign to him/her as the presidents representative.
4. Be a member of the Executive Committee.

C. The Secretary shall:

1. Be responsible for the recording of the minutes of all Council, Executive Committee and Congregational meetings and enter said minutes into the permanent record book over his/her signature.
2. Provide copies of the previous month's minutes to all the council members prior to each council meeting.
3. Be responsible for the recording of all amendments, by-laws, and continuing resolutions on the master copy of the constitution.
4. Conduct correspondence authorized by the president, congregation and Council.
5. In the event the secretary cannot personally take the minutes, he/she shall secure a substitute.
6. Be a member of the Executive Committee.

D. The Treasurer shall:

1. Be responsible for the accurate recording of disbursements, budgeted and actual expenditures according to proper accounting procedures, and as deemed advisable, suggest improved methods for congregational consideration.
2. Present a written, duplicated financial report to the Council at the end of January for the previous Fiscal Year and for inclusion in the Annual Report to the Congregation.
3. Present a written, duplicated financial report monthly to the Council.
4. Submit permanent financial records for annual audit.
5. Be responsible for the monthly remission of offerings for missions and church agencies and for prompt payment of salaries and bills authorized by the congregation or the Council as duly constituted sources.
6. Coordinate the flow of money from the treasury to the various committees and ministries in such a way that an adequate balance is retained for the payment of salaries and other recurring expenses.
7. Reimburse members of the congregation for documented expenses approved by the council.
8. Receive from the Financial Secretary a report of all moneys received through worship services, special offerings, or any other source and duly record same.
9. Have available for all committees and ministries a current record of their accrued disbursements and budget allotment.
10. Have the authority to work out with salaried workers of the congregation a breakdown of the worker's total compensation into salary and fringe benefits as the worker requests as provided by the law.
11. Submit payments to the State and Federal Authorities as required on a timely basis and provide for all forms and accountings due the employees of this church in accordance with the laws governing this corporation.

12. Be responsible, under the direction of the Council, for the opening, closing, and maintenance of all congregational accounts in financial institutions.
13. Be a member of the Executive Committee.
14. Ensure that any specified funds are used for the purpose stated. Should the need arise, the Treasurer may ask the Council to seek release of the funds for other categories.
15. Be elected by the church congregation at the annual general business meeting of the Congregation.

E. Financial Secretary shall:

1. Be responsible for the accurate counting, recording and depositing of all receipts for the congregation in the proper financial institutions as directed by the Council.
2. Enlist the assistance necessary to promptly count, record and deposit all weekly offerings and other receipts.
3. Record all contributions by members for whatever purpose, assuring accuracy and privacy.
4. Be responsible for the issuing of an annual regular statement to members, showing their offerings for the previous calendar year and issued no later than January 31.
5. Keep in the records, proof of deposit for all transactions.
6. Be responsible for the expediting and safe deposit and keeping of all funds.
7. Be responsible for the requisition and distribution of offering envelopes.
8. Present a written, duplicated monthly report of all receipts to the Council.
9. Present an annual written, duplicated report at the end of January for the previous Fiscal Year to the Council and for inclusion in the Annual Report to the congregation.
10. Submit permanent accounts received records for annual audit.
11. Have available any records requested by the Council to assist them in preparation of the Annual Budget.
12. Notify the pastor(s) in the event of a drastic change in the giving patterns of members.
13. Notify the Council of any specified giving and the purpose. Should the Council decide not to accept the gift, the Financial Secretary shall ensure the funds are returned to the donor with a letter of explanation written by the President.
14. If necessary, secure in writing the release of funds given by a donor to be used in another active category.
15. Be a member of the Executive Committee.

F. The Church Council:

1. The Council is to plan and oversee the program of Worship, Christian Education, Stewardship, Evangelism, and Church Discipline in harmony with the Constitution and resolutions of this congregation.
2. The Council shall make recommendations at the annual meeting of the congregation relative to its welfare and future program.
3. The Council is the custodian of the property of the congregation, and is responsible for its maintenance and development.

## **Section 7.**

### ***REPORTS AND ORGANIZATIONS***

- a) All committees and organizations handling funds within the congregation shall submit reports at least five days prior to the monthly Council meeting.
- b) The Council is responsible to determine the nature and accountability for reporting and securing financial accounts for/from all committees and organizations.

## **Section 8.**

### ***SUPERSEDING NATURE***

These bylaws are deemed superseding in nature and shall replace any and all existing bylaws and/or continuing resolutions, which may exist.

**END**

**Revision History:  
January 2013**