

BYLAWS

(Last Revised 2/22/2010)

BL1.01 The approved Mission Statement for this congregation reads;

The mission of St. Philip Lutheran Church is to promote a spirit of unity among God's people and with the Lord Jesus Christ, in the community of faith. Led by the Holy Spirit, we will spread the Good News of God's forgiveness and love through the crucified and risen Christ to all people. In the tradition of St. Philip the Evangelist, ours is an inclusive community, wherein persons of diverse backgrounds and age groups can share in a common ministry of outreach to our neighbor in need and show the way to reconciliation.

BL2.01 There shall be two congregational meetings each year. The November meeting shall concern the election of congregational council members, adoption of a budget for the next calendar year, and any other necessary business. The February meeting shall concern reports of ministries from the prior calendar year, election of delegates to the Synod Assembly, and any other necessary business.

BL3.01 Officers of this congregation shall hold the same offices on the Congregation Council (hereinafter referred to as the "Council"), such officers being the President, Vice-President, Secretary, and Treasurer.

- a. President: The president shall act as the corporate administrative officer of this congregation. The president shall preside at all congregational assemblies, sign all contracts and legal documents on behalf of the congregation, and see that all resolutions of the congregation and the council are implemented. The president shall be empowered to seek appropriate legal counsel as deemed necessary to conduct the affairs of the congregation.
- b. Vice-President: The vice president shall fulfill the duties of the president in his/her absence, preside at all council meetings, serve as parliamentarian at all congregational meetings, and in event of a vacancy in the office of the president, the vice-president shall succeed to the office of president for the remainder of the term.
- c. Secretary: The secretary shall be responsible for all official correspondence of the congregation, notify the synod office of all changes in congregation officers, maintain accurate minutes of all congregation meetings and meetings of the council and shall present to the appropriate person(s) a written copy of any adopted resolution which requires such person(s) to perform a duty arising therefrom and shall advise such person(s) of any member(s) appointed to provide assistance therewith. The secretary shall keep accurate minutes of all congregation and council meetings. The secretary shall see that all notices of meetings are given in accordance with provisions of the Constitution and the by-laws or as directed by the council.
- d. Treasurer: The treasurer shall maintain accurate records of all receipts and disbursements of the congregation in usual and customary accounts in ledgers that are and shall remain property of the congregation, pay all bills by check or electronic means, present a written monthly report at the council meeting listing all receipts and report at the Council meeting listing all receipts and disbursements,

present a written summary report for the year at the February Congregation Meeting, and make available for an audit, once a year or more often if the council deems appropriate, all supporting ledgers and documents. The treasurer shall be the custodian of all documents of financial investments. The treasurer shall be responsible for notification to financial institutions of changes in authorized signatures and shall insure that the council approves all persons who are authorized to sign checks. The treasurer shall be a voting member of the Finance and Administration Committee.

BL4.01 The Council shall consist of the pastor(s) and nine (9) members of the congregation to include the elected officers of the congregation, who shall hold the same offices on the council, and who shall have a vote on the council.

BL5.01 The church's fiscal year shall be January 1 to December 31.

BL6.01 The budget shall be prepared annually no later than October by the council for submission to the congregation at its November meeting. The budget shall be distributed to the congregation at least 10 days before its November meeting.

BL7.01 Each elected or appointed Committee or Team shall carry out council-defined duties, and shall: Seek budget support from the council; submit activity reports to the council; have support staff available to it as may be required; elect its own chair if one is not appointed by the council; have a secretary who shall prepare minutes, records and reports, as may be required; be given a specific charge where appropriate.

BL8.01 The organizations of this congregation shall submit their financial records and transactions for internal audit each fiscal year.

BL9.01 Major Ministry Teams of this congregation shall be established for Community Care & Compassion (core value: service), Discipleship (core value: learning), Evangelism & Global Outreach (core value: outreach), Family Life (core value: fellowship), Worship (core value: worship) and any other area determined by the council. Specific committee or team duties will be defined in the continuing resolutions passed by the council.

a. Ministry Team structure Each major ministry team will consist of a liaison from the council and a number of smaller teams, team leaders and members. The major ministry council liaisons together shall constitute the Mission Leadership Team.

b. Membership All confirmed members will be invited to join at least one of the ministry teams and encouraged to also work in other areas of interest. Ministry team members will be appointed to one year terms with no term limit. Ministry leaders will be appointed by the council to one year terms with a three (3) year term limit. Spiritual gifts assessments are recommended to help direct members into a ministry that utilizes their God given gifts.

c. Purpose The purpose of the committees and five major ministry teams is to create opportunities for every member to be in ministry, to provide a process for all members to become well-rounded disciples, to continuously Shepherd the congregation, to create intergenerational ministry opportunities, to support each other understanding that we are all needed parts of Christ's overall body of believers, and to focus our collective attention on Jesus' Great Commission.

- d. Goals and Accomplishments The committee chairperson and team leader with the assistance of committee or team members shall establish a set of annual goals which shall be presented to the council for review. At the February Congregation Meeting, each committee and team shall submit a written report of these goals and the progress towards each goal.
- e. Meetings In order to focus on active ministry and not on formal meetings, there will be no set standard for the number of meetings. Committees and teams should hold meetings only on an as needed basis while utilizing e-mail and phone calls to communicate with and update members.
- f. Expenditures Each committee and team shall be authorized to spend the amounts that have been approved in the annual budget to support each ministry area. No committee or team shall exceed its annual budget or the amount of any single line item without prior approval of the council. The council may request through the council liaison that expenditures be delayed to match the incoming cash receipts. Each committee and team shall be authorized to enter into contracts for services or materials consistent with its responsibilities. Competitive bids should be obtained when possible.

BL 10.01 Report of the Nominating Committee All council nominees and their qualifications shall be publicized in the October Messenger prior to the November meeting. At the November Congregation Meeting, the floor can be opened for additional nominees.