

Welcome Lutheran Church Bylaws

Duties of Officers

1. The President shall preside at meetings of the Church Council and the congregation.
2. The Vice President shall preside at the meeting of the Church Council and of the congregation in the absence of the President.
3. The Secretary shall keep the minutes of the Church Council and of the congregation, shall have custody of the archives of the congregation, and shall report Church Council actions monthly to congregation.
4. The Treasurer shall have custody of all funds of the congregation. The Treasurer shall receive and disburse such funds in accordance with the decisions of the congregation or the Church Council.
5. The Financial Secretary shall maintain records of all contributions and make regular reports to the Church Council and to the members as required by the Council.
6. Three members of the Church Council, including the president, designated as the Board of Trustees shall be responsible for all matters relating to legal and corporate affairs and shall supervise the maintenance of the properties of the congregation.
7. A Church Council member shall be designated to serve as a liaison on each of the following committees: Board of Parish Education, Cemetery, Worship, Stewardship, Evangelism, Building and Grounds, and Memorial.

Committees

All Committees of Welcome Lutheran Church are appointed by the Church Council.

1. Nominating Committee

The Nominating Committee consists of four (4) voting members of this congregation, two of whom shall be outgoing members of the Church Council. The members of the Nominating Committee shall be appointed for a term of one year and may serve two consecutive terms. The Nominating Committee shall nominate members for the Church Council, Sunday School Superintendent, Assistant Sunday School Superintendent, and members of the Board of Parish Education, Building and Grounds Committee, Evangelism Committee, Scholarship Committee, Stewardship Committee, and Worship Committee.

2. Audit Committee

The Audit Committee consists of three (3) voting members of this congregation. Audit Committee members shall not be members of the Church Council. The term of office shall be three years, with one member appointed annually. Members may serve two consecutive terms.

3. Call Committee

When a pastoral vacancy occurs, the Church Council shall appoint a call committee. Members include one (1) Church Council member and six (6) members of the congregation. The term of office will terminate upon installation of the newly called pastor or by majority vote of the Church Council.

The Call Committee shall conduct a search for a pastoral candidate, and upon choosing the candidate, shall present him/her to the Church Council. The call committee shall remain in communication with NALC leadership and the Church Council during the call process.

(Amendment provisionally approved by Welcome Lutheran Church congregation on October 28, 2012.)

4. Board of Parish Education

The Board of Parish Education develops an effective teaching ministry which includes the training of teachers and leaders and provides opportunity for study by every member of the congregation through its teaching agencies.

The Board of Parish Education consists of seven (7) members. The membership shall include: the designated liaison from the Church Council, the Sunday School Superintendent, the Assistant Sunday School Superintendent, and four (4) other persons, with two (2) appointed in alternating years. Each of the appointed members shall serve a term of two (2) years and may serve two consecutive terms.

The Board of Parish Education shall elect from its own membership a chairperson and a secretary. The Superintendent and council liaison may not hold these offices.

Sunday School Superintendent and Assistant

- a. The Assistant Sunday School Superintendent shall be appointed to a two (2) year term.
- b. In the first year of the two (2) year term, this person shall serve as Assistant Sunday School Superintendent. In the second year of the two (2) year term, this person shall serve as the Sunday School Superintendent.
- c. No Sunday School Superintendent shall be eligible for appointment as Assistant Sunday School Superintendent until a period of one (1) year has elapsed after his/her term as Sunday School Superintendent.
- d. The Sunday School Superintendent and Assistant Sunday School Superintendent shall serve as regular members of the Board of Parish Education for the duration of their terms in office.

5. Worship Committee

The Worship Committee consists of six (6) members. Members include: the Church Organist, the Church Council liaison, and four (4) members of which one is a representative from the Altar Guild, with two members appointed in alternating years. Members serve a term of two (2) years and may serve two consecutive terms on this committee.

This committee shall elect a chairperson and secretary.

Duties of the Worship Committee are:

- Work with the Church Organist to provide a variety of music during worship services.

- Assist with training and supervision of acolytes, ushers, and communion assistants.
- Prepare the annual schedule for acolytes, ushers, communion assistants, lectors (readers), assisting ministers, and members of the financial committee.
- Approve and disapprove new forms of worship, liturgies, and hymns for use in public worship.
- Plan and publicize the services for the year.
- Arrange and publicize special services as required.

6. Evangelism Committee

The Evangelism Committee's mission is to encourage the sharing of the Good News of Christ.

The Committee consists of five (5) members. Members include the Church Council liaison and four (4) members, with two appointed in alternating years. Members serve a term of two (2) years and may serve two consecutive terms on this committee.

This committee shall elect a chairperson and secretary.

The Committee shall:

- Pray for the lost and actively share faith with those who don't know Christ.
- Provide Evangelism training materials and programs to the congregation.
- Lead and organize Evangelism programs and Outreach events.
- Encourage all other ministries of the church to include outreach when planning their events and activities. (Ask the questions: How does this help people to know Jesus? What steps can we take to reach the un-churched?)
- Oversee and maintain a hospitality area in the church.
- Provide visitor appreciation gifts for first-time visitors.
- Organize and manage a system of steps to build a relationship with visitors. This may include:
 - Maintaining a visitor list/file.
 - Contacting visitors to thank them for visiting.
 - Following up with visitors to encourage them to continue their faith journey.
 - Offering new membership classes.
- Oversee the marketing efforts of the church, including but not limited to newspaper ads and website maintenance.
- Ensure that the pastor provides training to the committee on visiting the un-churched.

7. Stewardship Committee

The Stewardship Committee promotes a year-round program of stewardship education in the congregation.

The Committee consists of five (5) members. Members include the Vice President of the Church Council and four (4) members, with two appointed in alternating years. Members serve a term of two (2) years and may serve two consecutive terms on this committee.

The Stewardship Committee shall elect a chairperson and a secretary. The chairperson shall appoint the other members of this committee to serve as the chairperson of the various sub-committees which are deemed necessary for the effectiveness of the congregation's stewardship program.

The Stewardship Committee shall:

- Set up and publish an agenda of all meetings and events included in the congregation's stewardship program.
- Designate one Sunday in the fall of the year as Stewardship or LOYALTY Sunday. On this Sunday, time, talent, and financial pledges shall be received for the work of the congregation.
- Prepare a budget for the coming calendar year on the basis of pledges received and budgets prepared by each committee. This budget shall be presented to the Church Council by October of that year for its review and action.
- Report its activities to the annual meeting of the congregation.

8. Mutual Ministry Committee

The Mutual Ministry Committee consists of at least six (6) voting members of the congregation and shall be appointed for a term of two years. Three members shall be appointed annually by the Council, and there shall be no limit to the number of terms a member may serve on this committee.

The Mutual Ministry Committee shall:

- Meet monthly for the study of God's Word and prayer.
- Be willing to call/stay in contact with a portion of the members of the congregation which each will choose.
- Daily pray for pastor, his family, and members of their choosing.
- Be advisors and consultants to pastor regarding the Spiritual life of all members.
- Work with the Worship Committee to assure the most healthy and effective worship services and be faithful in carrying out communions of shut-ins.
- Work with pastor in seeking peaceful solutions to conflicts that arise in the congregation.

The Pastor shall train members of the Mutual Ministry Committee to assist in administering the Sacraments and in leading worship, after consultation with and approval of the Church Council.

9. Buildings and Grounds Committee

The Building and Grounds Committee consists of five (5) members. Members include the Church Council liaison and four (4) members, with two appointed in alternating years. Members serve a term of two (2) years and may serve two consecutive terms on this committee.

The Church Council liaison will serve as the chairperson of this committee.

This committee shall manage all efforts to beautify, renew, renovate, or improve the facilities and property owned by the Congregation.

The committee shall:

- Meet monthly to inspect the facilities and grounds.

- Make a list of work that needs to be done.
- Prioritize work into short term and long term projects.
- Secure the workers and funds needed.
- Ensure that the work is done satisfactorily and reasonably.
- Maintain an up-to-date inventory of the church's properties, equipment and supplies.
- Monitor the work of the ground's keeper and the janitors seeing to it that they have funds from Council to do the work satisfactorily. Periodic meetings with these persons will take place to ensure quality work.
- Work carefully with Church Council in carrying out all major projects.
- Supervise, control, and recommend adequate storage facilities for all property, equipment and supplies.
- Check for fire hazards twice a year for worship, educational facilities, and the parsonage.
- Check with pastor on a monthly basis on the condition of the parsonage.
- Seek ways of making all facilities as energy efficient as possible.
- Encourage participants in any activity to be environmentally conscious in their use of supplies.

10. Memorial Committee

The Memorial Committee faithfully oversees the collection and disbursement of funds offered in memory or in honor of loved ones.

Membership of the Memorial Committee consists of five (5) members. Members include the Church Council liaison and four (4) members, with two appointed in alternating years. Members serve a term of two (2) years and may serve two consecutive terms on this committee.

This committee shall elect a chairperson and secretary.

The Memorial Committee shall faithfully collect all memorial gifts, deposit these collections at a local bank, and keep an accurate record of these deposits. Disbursements from the Memorial Committee funds shall be made after approval by the Committee and Church Council.

All memorial gifts shall be acknowledged by the Memorial Committee as follows:

1. A list of all memorials shall be printed in the "Good News" on a monthly basis.
2. All non-members shall be sent an acknowledgement through the mail.

All purchases and deaths shall be registered in the "Book of Remembrance" on a yearly basis.

This Committee shall be responsible for the purchase of memorial cards as necessary.

The Committee invites all members of the church to offer suggestions regarding items to be purchased. The Memorial Committee will sincerely strive to make all purchases pleasing to our Lord, keeping in mind that all gifts are made possible through Him.

11. Scholarship Committee

The Welcome Lutheran Church hereby establishes a Scholarship Fund that shall be known as Welcome Lutheran Church Scholarship Fund. The Scholarship Fund shall be administered by a committee of five

(5) members. Members include the Pastor and four (4) members, with two appointed in alternating years. Members serve a term of two (2) years and may serve two consecutive terms on this committee.

The Scholarship fund consists of monies received from one or more of the following:

- a. An annual fund raiser
- b. Contributions from parishioners
- c. Church organizations such as memorials

The recipients shall be college students from the Mission District attending a four (4) year Christian College or University or a Lutheran Seminary with the intent to be a full time church worker such as a Pastor, Missionary, or Teacher. He/she will be eligible to apply for the scholarship. The Committee shall make their selection on the basis of participation in their local congregation, need, character, integrity, and scholarship achievement. Students shall apply every year. The applications shall be received by April 1. The Committee shall award the certificate by May 1. All decisions of the Scholarship Committee shall be final.

Any unused award or portion thereof shall be remitted to the Scholarship Fund. In the event that a recipient does not enter a qualifying school or is unable to continue in school for any reason, the unused portion of the award shall be considered forfeited by the recipient. In the event the recipient changes professions, the recipient shall repay the amount of scholarship received.

The creation and existence of this fund shall be to encourage Lutheran persons to attend college and seminary to be full time church workers.

The provisions and terms of this fund as hereinabove stated may only be altered, amended, or revoked by a majority vote of the members of Welcome Lutheran Church at any annual or semi-annual meeting.

12. Cemetery Committee

The Cemetery Committee consists of five (5) members. Members include the Church Council liaison and four (4) members, with two appointed in alternating years. Members serve a term of two (2) years and may serve two consecutive terms on this committee.

The Cemetery Committee oversees the cemetery fund of Welcome Lutheran Church.

Cemetery use guidelines:

- The congregation provides a last resting place for its deceased members without charge. However, if a member wishes to reserve a plot, a fee of \$20.00 shall be paid to put such a reservation into effect. Such reservation can be made only after either the husband or wife, or child has died. This reservation shall be requested at the time the first interment is made. All records shall be kept by the Cemetery Council liaison as to the reservations.
- Deceased members of any Lutheran congregation other than Welcome Lutheran Church may be buried in this cemetery for a fee of one thousand dollars (\$1,000.00). Such reservations shall be requested at the time first interment is made.
- A fee of eight hundred dollars (\$800.00) shall be paid for the burial of a non-member spouse of a member of our congregation in this cemetery. If the member of our congregation dies prior to

their non-Lutheran spouse and the spouse wishes to be buried in our cemetery, they must pay a \$20.00 reservation fee plus the eight hundred dollars (\$800.00) burial fee. This reservation shall be requested at the time of the member's interment.

- Relatives or friends of a deceased person buried in this cemetery shall remove the excess earth from the area of the grave as soon as possible after the burial.
- Annual contributions by every confirmed member are recommended to provide for the maintenance of this cemetery.
- Before erecting any monument or making any substantial improvements on a grave site, approval and/or specific instructions shall be secured from the Church Council.
- The Church Council has final authority on cemetery matters.

The following are the specifications that will be used for all burial plots:

- Plot Size
 - The size of a single cemetery plot to be 5' wide and 10' long.
 - The size of a double cemetery plot to be 10' wide and 10' long.
 - Anything placed at the grave site must be within these dimensions.
- Plot Area
 - No borders or carriages allowed unless a concrete base is installed which can then be filled with rocks.
 - Vaults and concrete coverings are allowed per plot size.
 - Head stones and foot stones must be within the plot size.
- Spacing
 - A four foot open space will be left between rows of graves.

The following specifications apply only to the expanded section of the cemetery located in the back.

- For a single plot, the base for a tombstone shall be no longer than 48" and no taller than 5" high with the width being no wider than 12". The tombstone shall be no longer than 25" and no wider than 6" and no higher than 21" from the top of the base.
- For double grave sites, the base for a tombstone shall be no longer than 68" and no taller than 5" high with the width being no wider than 12". The tombstone shall be no longer than 49" and no wider than 6" and no taller than 21" from the top of the base.
- Built-in flower vases may be inserted in the middle or on each side of the tombstone.
- Borders or carriages will not be allowed but foot markers will be allowed so long as they are flush with the ground whereby a mower can go across it.

13. Pastor Care Team

The Pastoral Care Team will consist of 2-3 members of the congregation chosen at the discretion of the Pastor.

14. Financial Committee

The Financial Committee is a volunteer team of congregational members which works under the direction of the Financial Secretary. Committee volunteers shall be approved by the Church Council, and shall be at least eighteen (18) years of age.

The Financial Committee assists the Financial Secretary by counting, recording and depositing offerings from worship services at Welcome Lutheran Church. Two team members shall be present following each service where there is an offering. Should a team member not be able to be present for duty at a service, it is the responsibility of that individual to arrange for a substitute from the Financial Committee roster.

At the end of the service, it is the responsibility of the team members to immediately remove the offering from the receptacles. The moneys may be processed on the church premises or taken to the home of one of the team members on duty that service. No other off-site locations are allowed.

The money shall be counted and recorded; appropriate deposit slips shall be completed; and the money shall be deposited in the church's bank depository by the end of the next business day. The night depository may be utilized. Original deposit slips are to be included with the bank deposit. Duplicate deposit slips are to be placed in the box of the Financial Secretary in the Church Council room, also by the end of the next business day.

Reporting forms shall be completed for Sunday school offering, member envelope offering, loose offering, member and non-member checks, miscellaneous money and others, as may be appropriate. Contributions to the memorial fund, cemetery fund and Women of Welcome shall be placed in the appropriate boxes in the Church Council room.

(Amendment provisionally approved by Welcome Lutheran Church congregation on October 12, 2012.)

Parish Records

The records of the congregation shall be and remain the property of the congregation. The pastor shall be responsible for the maintenance of the records, except as otherwise provided herein. Upon termination of his service to the congregation, he shall have brought the records up to date prior to his departure. The records shall consist of:

- The roster of baptized, confirmed, communicant and voting members.
- The ministerial acts performed by the Pastor.
- The minutes of the meetings of the congregation and the Church Council, for which the secretary of the congregation shall be responsible.
- The financial records of the congregation, for which the treasurer of the congregation shall be responsible.

The Pastor shall report to the secretary of the North America Lutheran Church in America such statistics as may be requested and shall annually report to the congregation a summary of his ministerial acts.