



SPANAWAY LUTHERAN CHURCH

SPANAWAY, WASHINGTON

BYLAWS

Approved January 2018

VISION STATEMENT

We tell the story of God's grace, calling all people to live in faith through God's love.

MISSION STATEMENT

To live as God's people, sharing the good news of Jesus Christ.

Chapter 1

NAME AND INCORPORATION

C1.01.01 The fiscal year of Spanaway Lutheran Church shall be January 1 to December 31.

Chapter 5

POWERS OF THE CONGREGATION

C5.04.01 This congregation shall be represented at the Synod Assembly in the following manner:

- a. The number of voting members shall equal one for each 500 confirmed members or fraction thereof with a minimum of 2 voting members, one of each gender.
- b. The Congregational Council shall request nominations from the congregation at the annual meeting. The slate shall be at least equal to the number provided for above.
- c. To allow continuity, it shall be desirable to encourage voting delegates to be elected to serve overlapping two year terms.
- d. In the event that the voting members or shall not be able to attend the Synod Assembly, alternates may be appointed by the Congregation Council.
- e. Both pastoral and voting members shall take an active part in the assembly and the voting members shall subsequently give a report to the congregation in the next regularly published newsletter and/or next appropriate Sunday service.

Chapter 8

MEMBERSHIP

C8.01.01 Confirmed members of the congregation who faithfully attend church services, faithfully receive Holy Communion, and give financial support to the church according to their ability shall be counted as active members.

C8.01.02 Only active members, as described in C8.01.01. shall be eligible to serve on the Congregation Council or hold any other office in the congregation.

C8.01.03 At the end of each calendar year, the pastor(s) and staff will review the membership list and present recommendations to the Congregation council.

- a. Any confirmed member(s) who has not met the provisions of paragraph C8.01.01 for active membership in the past year shall become the object of special fervent spiritual concern to the pastor(s) and the Congregation Council.
- b. If, at the end of the second year, the member(s) has not met the provisions of paragraph C8.01.01 and there are no known extenuating circumstances, the person's name shall be removed from the membership list.

C8.01.04 Members who have been excommunicated or dismissed, or who have resigned, and members who have transferred to other Lutheran congregations, or who are definitely known to have become members of other congregations without transfer, have thereby terminated their membership in the congregation and have surrendered all membership rights.

C8.02.01 Baptized Membership

- a. Children, one or both of whose parents or guardians are members of this congregation shall, upon receiving Christian Baptism, be received as baptized members of this congregation.
- b. Children, neither of whose parents or guardians are members of this congregation shall, upon Christian Baptism duly recorded as a ministerial act performed under the auspices of this congregation, be received as baptized members of this congregation unless there is understanding that, for good reasons, they will be enrolled as baptized members of another congregation; in which case notice of the baptism shall be sent to the other congregation.

- c. Children baptized in other congregations shall become baptized members of this congregation upon membership of one or both parents or guardians or by action of the Congregational Council.
- d. Unbaptized adults who have received instruction and have given evidence of having an adequate understanding and acceptance of the teachings of the Word of God as confessed by the Lutheran Church, shall, upon confession of faith and Christian baptism duly recorded as a ministerial act performed under the auspices of this congregation, be received as baptized members of this congregation.
- e. Children, neither of whose parents or guardians are active members of the congregation, may be dropped from the baptized membership roll if they fail to participate in the Christian educational program of the church.

C8.02.02 Confirmed Membership

- a. Baptized adults, not previously members of this congregation, who have received instruction and have given evidence of having adequate understanding and acceptance of the teachings of the word of God as confessed by the Lutheran Church, shall be received to confirmed membership through the affirmation of baptism.
- b. Adults received as baptized members according to the provisions of Section C8.02.01 of this part of the bylaws shall be recognized as confirmed members.
- c. Children who are baptized members of the congregation shall be received as confirmed members through participation in the confession of faith and the rite of Confirmation.
- d. Applicants for membership presenting Letters of Transfer showing them to be confirmed members in good standing in another Lutheran congregation shall be received to confirmed membership.
- e. Applicants for membership who present evidence of confirmation in a Lutheran congregation but do not have Letters of Transfer shall be received as confirmed members when they have reaffirmed their faith before the congregation.

C8.02.03 The Congregation Council shall be responsible for determining the Voting Membership in accordance with the qualifications specified in the constitution and bylaws.

C8.04.01 Participation in Holy Communion shall be open to baptized members of this and other congregations established by the ELCA as having full communion rights, and to baptized individuals who have completed Communion instruction. Worthy participation requires sincere repentance, faith in Jesus Christ as Savior, and an earnest desire to amend one's sinful life, as well as acceptance of the scriptural teaching regarding the Real Presence of Christ with His Body and Blood in the Sacrament.

C8.04.02 Record of attendance shall be entered upon the books of the congregation.

C8.04.03 This congregation rejects all fellowship with organizations, secret or open, which are avowedly religious but practice forms of religion without confessing faith in the Triune God and in Jesus Christ as the eternal Son of God incarnate to be our only Savior from sin, and thus teach salvation by works.

- a. Ceremonies of lodges or other such organizations shall not be permitted in the church or on church premises of this congregation.
- b. The pastor(s) of this congregation shall take no part in any such ceremonies even if they are conducted outside of the church premises.

C8.05.01 Members who move away shall be encouraged to transfer their membership. A confirmed member in good standing desiring to change membership to another congregation shall, upon request, receive a Letter of Transfer.

Chapter 9

THE PASTOR

- C9.01.01** When the congregation has voted to call a pastor, it shall issue a Letter of Call to the pastor-elect, in a form approved by the Evangelical Lutheran Church in America. It shall be signed by the Congregation Council president and secretary of the meeting at which the Call was voted, and shall be attested by the signature of the Bishop of the Synod. Calls to clergy to positions of assistance to the pastor shall be issued on consultation with the pastor and in accordance with the provisions of this paragraph.
- C9.01.02** The Call shall normally be for an indefinite time.
- C9.01.03** If the pastor receives a Call to another congregation, the pastor shall consult with the present congregation and with the Congregation Council before coming to a decision. The pastor should attempt to reach a decision as quickly as possible, normally within a period of three weeks. Notification shall be made to the present congregation and the Bishop of the Synod. When a release has been granted and the Call accepted, the pastor's ministry shall terminate and transfer to the new field of service as quickly as feasible, normally within one month.
- C9.01.04** A desire for a change in pastorate by either congregation or pastor shall be brought to the attention of the Bishop of the Synod, who shall advise in the matter in accordance with the Constitution and with the established procedures of the Evangelical Lutheran Church in America.
- C9.01.05** The congregation requires that its pastor(s) shall be loyal to the faith and purpose of the congregation.
- C9.04.01** Adjustments in salary of the pastor(s) shall be the responsibility of the Congregation Council, subject to the congregation's approval of the budget.
- C9.06.01** Each pastor shall have the opportunity, and shall be expected to take a three-month sabbatical leave every five years, apart from or in addition to regular vacation. Full pay shall continue during the period of leave. The pastor shall have the option to use the leave for whatever purposes will meet his or her needs; i.e. rest, renewal, travel, study, relaxation, or personal matters.
- C9.12.01** The pastor(s) shall be responsible for keeping accurate records of membership and of ministerial acts, on forms provided by the congregation and which shall remain the property of the congregation. These statistics shall be reported to the congregation annually and when required, to the secretary of the Evangelical Lutheran Church in America. Upon leaving the congregation the pastor shall complete these records up to the time of departure.
- C9.22.01** A Letter of Call shall include the following procedures for implementing the sabbatical leave:
- a. After five years of service, and every five years thereafter, the pastor is expected to take a three-month sabbatical.
 - b. Stipulations of Sabbatical:
 1. The time of sabbatical is to be mutually agreed upon by the pastors, if applicable.
 2. The sabbatical shall not conflict with vacation schedules or religious holidays.
 3. There can be no more than one sabbatical among pastors per 12-month period.
 - c. If there is a conflict of rights of sabbatical, the Congregation Council shall resolve such conflicts.
 - d. The sabbatical must be exercised or lost for that five-year period.
- C9.22.02** Written notice of intent to exercise sabbatical must be submitted to the Congregation Council no less than six months prior to requested date.
- C9.22.03** Sabbatical must be a consecutive 3-month period.

- C9.22.04** Prior to sabbatical leave, the pastor(s) and the Executive Committee will arrange for pastoral assistance from the following options as needed: Interns, Pastors without Call, Pastors within congregation and/or lay help.
- C9.22.05** The Congregation Council shall approve or disapprove sabbatical request and choice of interim pastoral assistance.

Chapter 10

CONGREGATION MEETING

C10.01.01 The annual meeting shall be set at a date before the end of the calendar year.

C10.01.02 The order of business at the Annual Meeting shall be:

- a. Opening devotion
- b. Approval of minutes of the previous meeting
- c. Elections
- d. Reports of Pastor(s), Congregation Council/President
- e. Reports of all committees and other organizations/activities of the church
- f. Report of the Treasurer
- g. Presentation and Approval of budget
- h. Election results
- i. Unfinished business
- j. New business
- k. Closing prayer

C10.01.03 Officers will be elected at the next regularly scheduled meeting after the Annual Meeting. Their term will begin January 1 of the next calendar year.

C10.06.01 In the following cases voting shall be by written ballot unless voted otherwise by the congregation:

- a. To elect the members of the Congregation Council
- b. To elect a Call Committee
- c. To call a pastor or to request his/her resignation
- d. To excommunicate a member from the congregation or to remove a member from office in the congregation
- e. To sever membership in the Evangelical Lutheran Church In America
- f. When requested by a voting member present

Chapter 11

OFFICERS

C11.01.01 The President shall preside over meetings of the Congregation Council and of the congregation unless the meeting decides otherwise, and shall be an advisory member of all committees.

C11.01.02 The Vice President shall preside in the absence of the President, unless the meeting decides otherwise. The Vice President, with the advice of the pastor(s) and the help of the Congregation Council shall be responsible for the coordination of all church committees and programs in accordance with these bylaws.

C11.01.03 The Secretary shall keep and publish the minutes of the Council and of the congregation. These documents shall be preserved with historical church records.

C11.01.04 The Treasurer shall review invoices and sign checks, present monthly financial reports to the council, prepare an annual financial report, and confirm all legal reports are filed. The Treasurer shall have voice but not vote at meetings of the Congregational Council. The Treasurer will be bonded under the church insurance policy.

Chapter 12

CONGREGATION COUNCIL

- C12.01.01** The Congregation Council shall consist of at least nine members elected each for a term of three years. Terms shall begin and end based on the calendar year.
- C12.01.02** No member of the Congregation Council shall serve more than two consecutive terms. An unexpired term of less than one year shall not be considered a term of office.
- C12.01.03** In addition to the requirements of congregational membership stated in the Constitution, qualifications for membership on the Congregation Council shall include such practical ability as is needful in promoting the various interests of the congregation as outlined in the duties of the various committees of the Council.
- C12.01.04** If a member of the Congregation Council is absent from three consecutive Council or Standing Committee meetings without an excuse acceptable to the Council, he/she has forfeited membership. A member having two consecutive unexcused absences shall be notified thereof by the secretary of the Congregation Council.
- C12.01.05** Because it is incumbent upon all members of the congregation to make diligent use of the Word of God in public worship, and to attend the Lord's Supper, any Council member who neglects these privileges shall forfeit the right to serve as a member of the Council.
- C12.05.01** The Congregation Council shall appoint a Treasurer from voting members of the congregation. The term for Treasurer will be three years, with a maximum of two consecutive terms.
- C12.05.02** In legal matters the church Council shall function as the Board of Directors, as directed by the Congregation.
- C12.05.03** An audit team composed of at least three persons shall be appointed by the president with the approval of the Congregation Council. The Treasurer shall not be eligible for this team. At least one member of the audit committee will not be a member of the Finance Committee. The audit team shall audit all financial records of the congregation, including records or checkbooks of committees and organizations. Special audits of the congregational records including organizations may be called for by the Congregation Council when they deem it necessary.
- C12.05.04** The Congregation Council or Executive Committee shall review all insurance policies annually to determine appropriateness of coverage.
- C12.05.05** Use of property:
- a. The property of the congregation shall be for the use of the congregation in its normal function as a Lutheran Church and shall not be used by the congregation in any way not in harmony with the purpose of the congregation.
 - b. Buildings which are the property of the congregation shall not be lent or rented to any group or individual unless application for such use has been approved by the Congregation Council.
- C12.08.01** The Congregation Council shall be empowered to secure such help as is needed to carry on the work of the congregation such as organist, choir director, secretary, intern, custodian, etc. and shall set salaries, subject to the Congregation's approval of the budget.
- C12.08.02** The Congregational Council shall employ personnel as approved by the annual budget to carry out the functions of the church.
- C12.08.03** The Congregation Council shall appoint volunteer positions as needed to support the purpose of the congregation.
- C12.12.01** The Congregation Council shall not transact any business unless a majority of its members is present.

Chapter 13

CONGREGATION COMMITTEES

C13.02.01. The Nominating Committee shall be composed of four voting members, two of whom shall be elected by the congregation from members of the Council and two of whom shall be appointed by the Council from the congregation at large. The pastor(s) shall serve as advisory members.

- a. The Nominating Committee shall be appointed no later than three months prior to the annual meeting and shall serve until the next Annual Meeting. They shall nominate a minimum of one candidate for each office to be filled. They shall secure the consent of each candidate to serve if elected.
- b. The slate of candidates presented by the Nominating Committee shall be made known to the congregation in conjunction with the announcements of the special or Annual Meeting at which the election is to take place.
- c. In addition to the candidates submitted by the Nominating Committee, additional nominations, with the consent of the nominee, may be made from the floor.

C13.07.01 The Congregation Council shall be responsible for coordinating the program of its appointed committees in accordance with the following:

- a. Standing committee members shall be appointed within 30 days after the Annual Meeting.
- b. Standing Committee members shall serve three-year terms, and members shall be appointed to provide for overlapping terms. New members begin to serve upon appointment. No member will serve longer than six consecutive years on the same committee.
- c. The Standing Committees will meet by January 31 for the purpose of orientation, election of committee chair and secretary, and to begin plans for the year.
- d. Committee Chairs will serve as chair for not more than two consecutive years.
- e. All Standing Committees Chairs shall meet with the Vice President by February 28. At this meeting, committee chairs shall discuss plans and programs of their committees with the objective of gaining from insights and suggestions from the other committees.
- f. Standing Committees, except Finance, will schedule monthly meetings.
- g. Minutes will be taken at each meeting and within one week be forwarded to the Vice President and Admin Assistant, who will forward to all council members. The Vice President will share pertinent information at council meetings, and confirm inclusion in church permanent records.
- h. The Vice President will assist in coordinating and helping any committee as needed or requested
- i. The Congregation Council has the right of final approval for all committee members.
- j. All Committees shall prepare a yearly summary of activities for the annual report.

C13.07.02 Congregation Council members will also be members of committees, but not the chair of a committee. The Council member shall function as the Council liaison to the committee, to help the committee function and meet its goals and report back to the Council.

C13.07.03 When vacancies occur on these standing committees, that committee may request the Coordinating Committee recommend replacements, with the Congregation Council having the right of final approval.

C13.07.04 Each committee shall have as their primary purpose the development of plans, both immediate and long range, within their areas of special responsibility. These plans may be either carried out by the committee or an ad hoc committee may be formed for this purpose.

- C13.07.05** Each committee shall be responsible to the Congregation Council through the Vice President.
- C13.07.06** Each committee shall prepare and recommend to the Congregation council an annual budget for the areas of concern.
- C13.07.07** All committees and organizations will receive financial reports, and are responsible for ensuring that expenditures are properly recorded.
- C13.07.08** The Congregational Life Committee shall have special responsibility to:
- a. Develop sound programs which will demonstrate Christian concern for the welfare of congregation, and
 - b. Provide support for annual events for congregational life, and
 - c. Encourage integration into the life of the congregation.
- C13.07.09** The Worship and Music Committee shall have the special responsibility to:
- a. Handle all matters pertaining to congregational worship. This includes maintaining programs for assisting ministers, ushers, acolytes, children sermons, and other worship activities, and
 - b. Maintain an adequate program of music in accordance with normal Lutheran practice, to cooperate with the organist, choir director, and music team and to be responsible in securing adequate personnel.
- C13.07.10** The Youth Education Committee shall have the special responsibility to:
- a. Operate the Sunday School and other schools of the congregation, and appoint the Sunday School Superintendent(s), and
 - b. Provide a sound education program to provide an atmosphere whereby the youth of the congregation will mature in their faith.
- C13.07.11** The Youth Committee shall have the special responsibility to:
- a. Develop a sound youth program to encourage youth fellowship, and
 - b. Provide opportunities whereby the youth will become participating members of the congregation.
- C13.07.12** The Adult Education Committee shall have the special responsibility to organize, coordinate, and promote the Adult Education opportunities of the Church.
- C13.07.13** The Physical Administration Committee shall have the special responsibility to oversee the care and maintenance of the property and buildings of the church.
- C13.07.14** The Stewardship Committee shall have the special responsibility to:
- a. Establish and maintain a strong, effective program of stewardship education, and
 - b. Work with all members, strengthening commitments as appropriate, and
 - c. Keep congregation informed through regular reports.
- C13.07.15** The Outreach Committee shall have the special to promote activities which strengthen evangelism among members of SLC and encourage non-members' involvement in our church family.
- C13.07.16** The Personnel Committee shall have the special responsibility to:
- a. Provide policies and procedures for fair and equitable treatment of all staff and applicants, and
 - b. Confirm regular evaluation of performance for all staff, and
 - c. Recommend work schedules and benefit packages to council, and
 - d. Participate in disciplinary or termination procedures.
- C13.07.17** The Before and After School Enrichment (BASE) Committee shall have the special responsibility to:
- a. Provide direction and assistance for the BASE program, ensuring that it offers the best possible care in a positive, safe and Christian environment, and
 - b. Oversee financial activity, prepare an annual budget, monitor income and expenses (including tuition and salary schedules), and submit significant variances to the SLC Council.

- C13.07.18** The Preschool Committee shall have the special responsibility to:
- a. Provide direction and assistance for the Preschool program, ensuring that it offers the best possible care in a positive, safe and Christian environment, and
 - b. Oversee financial activity, prepare an annual budget, monitor income and expenses (including tuition and salary), and submit significant variances to the SLC Council.

- C13.07.19** The Finance Committee shall have the special responsibility to:
- a. Review internal processes of bill paying, account and record keeping and make recommendations for improvement, and
 - b. Provide oversight and recommend to the Congregation Council any changes necessary to keep the church on a strong fiscal base, and
 - c. Meet at least every three months, and
 - d. Assist with preparation of the annual budget.

C13.07.20 The Coordinating Committee shall have the special responsibility to fill membership positions of standing or ad hoc committees, at the request of council or the committee.

- a. The Committee will be composed of at least three members, the Vice President and two appointed non-council members. Appointment will be made by the pastor(s), the Council President and Vice President.
- b. The non-council members of the Coordinating Committee shall serve two year, overlapping terms.
- c. The Coordinating Committee shall, at the request of the Council, standing committee or ad hoc committee, fill membership positions on committees.
- d. Standing and ad hoc committees may recommend members to fill vacant positions.

C13.07.21 In addition to the standing committees, ad hoc committees (assigned to carry out a specific task) may be appointed by the Congregation Council to assist in carrying out the work of the church.