

Calvary Lutheran Church Bylaws

Revised & Affirmed November 5, 2006

SECTION 1 – reserved for practice and policy related to “Name and Incorporation”

SECTION 2 – reserved for practice and policy related to “Confession of Faith”

SECTION 3 – reserved for practice and policy related to “Nature of the Church”

SECTION 4 – Statement of Purpose

- A. Calvary Lutheran Church Organizational Structure.
- B. CLC Mission Statement

SECTION 5 – Powers of the Congregation

- A. Annual Congregational Meeting – Unless otherwise prearranged, the Annual Congregational Meeting shall be scheduled for the first **Saturday** in November. Items to be presented for approval at the meeting include:
 - 1. Church Council Report
 - 2. Treasurer’s Report
 - 3. Committee Reports
 - 4. Election of Officers & Liaisons
 - 5. Annual Budget
 - 6. Changes to Constitution
- B. Annual meeting Notification
- C. CLC Representation
 - 1. Number
 - 2. Qualifications

SECTION 6 – reserved for policy and practice related to “Church Affiliation”

SECTION 7 – Property Ownership

Maintenance of Property

- 1. A Board of Property shall be created for the purpose of maintaining and/or improving the property assets of CLC

SECTION 8 - Membership

A. CONDITIONS OF MEMBERSHIP

To retain confirmed membership in this congregation, persons shall commune at least once during the preceding twelve (12) months. (11-28-1992)

B. REMOVAL FROM THE ROLLS

SECTION 9 – reserved for policy and practice related to the “Pastor”

SECTION 10 – ANNUAL CONGREGATIONAL MEETING

A. The annual meeting of this congregation shall be held the first (1st) **Saturday** in November (approved ~~10-28-92~~ **11-03-2018**)

B. Church Council shall be responsible for setting the agenda and informing the congregation of any plans regarding the meeting.

SECTION 11 – Council Officers

A. OFFICERS OF THE CONGREGATION –

The elected Officers of CLC shall be the President, Vice President, Secretary and Treasurer. Additionally, an Assistant Treasurer and up to ~~two~~ **(five)** at-large Liaison members of the Church Council shall be elected and shall be voting members of the Council.

B. DUTIES OF OFFICERS

1. In General (required of all on Council) – To be provided

2. Officer Job Descriptions

1. President:

a) Shall serve as Chief Operating Officer of the congregation.

b) Shall preside over all Church Council meetings.

c) Shall preside over the Annual Business Meeting, and such other congregational meetings as may be called.

d) Shall personally adhere to and abide by the requirements of CLC’s Constitution and Bylaws, and to the degree practicable, shall ensure that the balance of the Church Council and congregation adhere and abide likewise.

2. Vice President:

a) Shall assume the duties of the President in his/her absence.

3. Secretary:

a) Shall take, edit, sign and maintain the official minutes of all Council Meetings.

b) Shall maintain the official record of the congregation including annual meeting minutes and all special congregational meetings

c) Shall provide the synod office with all constitutional changes and any other reports required by the synod.

4. Treasurer
 - a) Shall serve as the Chief Financial Officer of the congregation.
 - b) Is responsible for payment of bills, invoices and charges.
 - c) Performs or oversees all of the bookkeeping functions of the church.
 - d) Monitors the cash position of the congregation and invests available funds as directed.
 - e) Records all contributions and ensures individual contributions are properly recorded.
 - f) and mails annual contribution statements to the members.
 - g) Files all of the required Federal and State tax forms for Calvary
 - h) Is empowered to borrow funds as directed by Church Council.
 - i) Provides the congregation with any requested financial information.
 - j) Directs the preparation of the Annual Budget.

5. Assistant Treasurer
 - a) Shall assume the duties of the Treasurer in his or her absence and provides other ongoing assistance as agreed with the Treasurer.

6. Liaison members:

C. TERMS OF OFFICE

The congregation shall elect its officers and liaisons by written ballot or affirmation to serve for two years. Terms for newly elected officers and liaisons shall begin at the January Council Meeting following the annual meeting at which they were elected. (11/24/96).

SECTION 12 – Church Council

- A. The voting members of the Church Council shall be the pastor, president, secretary, treasurer and ~~three~~ **five** liaisons from the congregation at large. (11-24-96)

- B. Members of the Council (except pastor) shall be elected by written or affirmation. Such Council members shall be eligible to serve no more than two consecutive full terms in the same office. (11-24-96)

- C. For the purpose of establishing a transitional rotation of Council members, election of officers and liaisons will take place on an alternating year basis, which shall be:

President	elected on even years
Secretary	elected on even years
Treasurer	elected on odd years
Assistant Treasurer	elected on even years
Two (Three) Liaisons	elected on odd years
One (Two) Liaison	elected on even years

SECTION 13 – CONGREGATIONAL COMMITTEES – JOB DESCRIPTIONS/DUTIES

- A. In addition to the Church Council and the committees specified in the constitution, there shall be such other committees created by the Church Council for the effective and efficient management of programs and activities of the church.
- B. Business Committees
1. Nominating Committee – The purpose of the Nominating Committee shall be to provide and propose qualified nominees to the congregation for election to Officer and Liaison positions.
 - a. The Nominating Committee shall be composed of the Pastor and at least three other voting members from the congregation.
 - b. Of the congregational members on the Nominating Committee, at least one shall be an outgoing member from the Church Council.
 - c. The Congregational members of the Nominating Committee shall be appointed by the President not less than 60 days prior to the scheduled date of the next Annual Meeting and Election.
 2. Audit Committee – The Audit Committee shall evaluate the financial activities and policies of the Church on an annual basis.
 - a. Audit Committee members shall not be members of the Church Council.
 - b. The Audit committee shall review the fiduciary practices and financial status of CLC and complete the Synod “Financial Compliance Review” form, providing a copy to the Church Council.
 3. Call Committee – It shall be the purpose of the Call Committee to review credentials of potential pastoral candidates and propose qualified candidates to the congregation for any vacancy in the position/s of pastor.
 - a. The Call Committee will be appointed by Church Council.
 - b. The Committee shall consist of the current Congregational and at least five other voting members of the congregation.
 - c. Not more than one additional member of the Call Committee be a current Church Council member.
 - d. Candidates for the Call Committee shall be recommended to the Church Council. To be selected for Committee Duty requires a unanimous vote of the Council Members present for such a vote for Call Committee Selection.
 - e. If more than two of the Church Council members are absent from the vote, a quorum will not exist and the Call Committee vote must be postponed until a quorum does exist.
 - f. Voting for Call Committee members shall take place at a regular and scheduled meeting of the Church Council. The selection process shall be conducted by written ballot, the votes counted and certified by the Secretary.
 - g. The Call Committee shall dissolve upon installation of the new pastor/s.
- C. Operating Committees
1. Board of Property
 - a. See Board of Property Draft Charter
 2. Usher’s Committee – The purpose of the Usher’s Committee is to assist the pastoral staff and others in conducting Church Services.

a. Ushers -

1. Ushers shall see to the orderly entry into and exit from the Sanctuary.
2. The Usher's Committee shall maintain a schedule of member volunteers that will serve as "greeters."
3. Ushers and Greeters are hosts at Church Service. Guests and members depend on these hosts for direction, assistance and welcoming that will make their participation, visit and worship experience with Calvary a memorable one.
4. The Usher's Committee shall develop and maintain guidance document and brochure for use by Usher volunteers. The document and brochure will be adopted Church Council and included herein as Appendix Section 13.C.2.a. to these Bylaws.
5. Ushers are directed to abide by the guidance provided.

b. Greeters – Appendix Section 13.C.2.b.

D. Other - In addition to the committees specified, there may be other committees created to effectively and efficiently conduct activities of CLC.

E. Financial Committee.

1. The Financial Committee shall be composed of the Treasurer and other congregational members appointed by the Council.
2. The Financial Committee shall assist the treasurer in the administration of the congregation's funds.
3. The committee shall assist the treasurer in preparation of proposed budgets for presentation to the congregational for their advice and consent.
4. The committee shall assist in determining use of Church memorial gifts or funds, Church savings, and other funds as may be provided.
5. The financial committee shall assist in interpreting financial reports and stewardship programs and goals.
6. The committee shall operate under the auspices of the Church Council.

F. Worship Planning Committee.

1. The Worship Planning Committee shall assist the pastor in planning and implementing worship activities. These activities shall include, but are not limited to, hymn selection, orders for worship, liturgical resources and altar guild activities.
2. The purpose of the Altar Guild is to actively assist in the preparation of the Altar and Sanctuary as necessary prior to regular worship service or for Communion service as the schedule requires.
3. The Guild shall develop and maintain a guidance document and brochure for Altar Duty volunteers to follow, that correctly and directs the setting and setup of the Altar and Sanctuary. Special attention should be given to the appropriate Church season, colors and service accessories that make for a meaningful church service, worship and communion experience. See Appendix Section 13.1. The committee will advise the Church Council as to alternatives for worship leadership during pastoral vacations or other absences.

Section 14 – Congregational Organizations

A. Charter of CLCW.

SECTION 15 – reserved for policy and practice related to “Member Discipline”

SECTION 16 – reserved for policy and practice related to “Bylaws”

SECTION 17 – reserved for policy and practice as related to “Amendments to the Constitution”

SECTION 18 – reserved for policy and practice as related to “Indemnification”

SECTION 19 – Charter of the MISSION ENDOWMENT FUND

WHEREAS, Christian stewardship involves the faithful management of all the gifts God has given us; the created world, the gospel, life, time, abilities, money including accumulated, inherited and appreciated resources; and

WHEREAS, the Scriptural principle of proportionate giving, to return to the Lord a portion of the gifts God has first given us, is both a privilege and an appropriate response in all times and circumstances; and

WHEREAS, Christians can give to the work of the church through bequests in wills, assignment of life insurance, charitable gift annuities, charitable remainder and other trusts, assignment of certificates of deposit, and transfers of property (cash, stocks, bonds, real estate); and

WHEREAS, it is the desire of Calvary Lutheran Church to encourage, receive and administer these gifts in a manner consistent with the loyalty and devotion to our Lord expressed by the donors and in accord with the policies of this congregation:

THEREFORE BE IT RESOLVED, that this congregation in special congregational meeting assembled on the 31st day of July, 1994, approve and establish on the records of the church a new and separate fund to be known as the MISSION ENDOWMENT FUND (hereafter called the "FUND") of Calvary Lutheran Church, 10180 Elk Lake Road, Elk Rapids, Michigan 49629;

BE IT FURTHER RESOLVED, that the purpose of this FUND is to enhance the mission and outreach of Calvary apart from the general operation of the congregation; and, that no portion of the income generated by the FUND shall be used for the annual operating budget of the congregation;

BE IT FURTHER RESOLVED, that the FUND committee (hereinafter called the "COMMITTEE") shall be the custodian of the FUND;

BE IT FURTHER RESOLVED, that the following Plan of Operation shall set forth the administration

and management of the FUND:

PLAN OF OPERATION - CHARTER

A.MISSION ENDOWMENT FUND COMMITTEE

1. Committee Membership

- a. The committee shall consist of 5 members, all of whom shall be voting members of Calvary Lutheran Church. Except as herein limited, the term of each member shall be two (2) years. One voting member of the Committee shall be the Treasurer of the congregation. At each annual meeting, the congregation shall elect the necessary number of new voting members (normally two) to the Committee for a term of two (2) years. No member shall serve more than two consecutive two (2) year terms. After a lapse of one (1) year, former COMMITTEE members may be re-elected.

The pastor and the president of the church council shall be advisory and non-voting members of the COMMITTEE.

- b. The Church Council of the congregation shall present new nominees who have been recommended by the COMMITTEE and also provide for a report on the Mission Endowment Fund at the annual congregational meeting in the same manner as for other officers and committee activities. In the event of a vacancy on the COMMITTEE, the Church Council shall appoint a member to fill the vacancy until the next annual meeting of the congregation, at which time the congregation shall elect a member to fulfill the term of the vacancy.

2. Committee Meetings

- a. The Committee shall meet at least quarterly, or more frequently as deemed to be in the best interest of the FUND.
- b. A quorum shall consist of three (3) members. When only three members are present a unanimous vote shall be required to carry any motion or resolution.
- c. The COMMITTEE shall elect chairperson, recording secretary and financial secretary. The chairperson, or another committee member designated by the chairperson, shall preside at all committee meetings.
- d. The recording secretary of the COMMITTEE shall maintain complete and accurate minutes of all meetings and supply a copy thereof to each member of the committee. Each member shall keep a complete copy of minutes to be delivered to his or her successor. The recording secretary shall also supply a copy of the minutes to the Church Council.
- e. The financial secretary of the COMMITTEE shall work with the congregation's Treasurer in maintaining and coordinating complete and accurate accounts for the FUND and shall sign checks and all other necessary documents on behalf of the Fund in furtherance of

the purposes of the FUND. The books shall be audited annually by a certified Public accountant or other appropriate person, appointed by the Church Council, who is not a member of the COMMITTEE.

- f. The COMMITTEE shall report on a quarterly basis to the Church Council and, at each annual meeting of the congregation, shall render a full and complete audited account of the administration of the FUND during the preceding year.
 - g. The COMMITTEE may request other members of the congregation to serve as advisory members and, at the expense of FUND income, may provide for such profession counseling on investments or legal matters as it deems to be in the best interest of the FUND.
- h. Members of the COMMITTEE shall not be liable for any losses which may be incurred upon the investments of the assets of the FUND except to the extent such losses shall have been caused by bad faith or gross negligence. No member shall be personally liable as long as he/she acts in good faith and with ordinary prudence. Each member shall be liable for his/her own willful misconduct or omissions, and shall not be liable for the acts or omissions of any other member. No member shall engage in any self-dealing or transactions with the FUND in which the member has direct or indirect financial interest and shall at all times refrain from any conduct in which his/her personal interests would conflict with the interest of the FUND.
- i. All assets are shall be held in the name of the Calvary Lutheran Church mission Endowment Fund.
- j. Recommendations to hold, sell, exchange, rent, lease, transfer, convert, invest, reinvest, and in all other respects to manage and control the assets of the FUND, including stocks, bonds, debentures, mortgages, notes, or other securities, as in their judgment and discretion they deem wise and prudent, are to be made by the COMMITTEE, with subsequent execution by the delegated member(s) of the COMMITTEE. The Church Council authorized the COMMITTEE to make these decisions and select at least two delegated members to implement the COMMITTEE'S decisions.

(Feb 4, 2004)

B. DISTRIBUTION OF INCOME

- 1. The committee shall determine what is principal and income according to accepted accounting procedures.
- 2. Income from the FUND shall be distributed annually and at such other times as deemed necessary and/or feasible to accomplish the following purposes:
 - a. One-third (1/3) for outreach into the community and synod, including, but not limited to, grants to students, colleges, or schools, social service agencies, institutions and agencies to which this congregation relates, and to special programs designed for those persons in our parish area who are in spiritual and/or economic need.
 - a. One third (1/3) for capital improvements, debt reduction, or a building

program of Calvary Lutheran Church.

a. Up to one third (1/3) for any one or all of the above designated areas in any proportion as determined by the COMMITTEE, or for causes and programs, which at the discretion of the COMMITTEE are consistent with the fund purpose of enhancing the mission outreach of Calvary Lutheran Church. A portion of this one third (1/3) may be used to maintain or increase the value of the "corpus" or principal of the FUND. The amount of this portion, if any, will be determined by the COMMITTEE. (11-7-04)

d. Programs for support shall be recommended by the COMMITTEE and by the Church Council for funding according to the established by the congregation.

e. Disbursement of income from the FUND need not occur annually in the event causes and programs have not been approved by the COMMITTEE sufficient to utilize total income available, or if in the judgment of the COMMITTEE, total annual disbursement of income is not recommended.

C. DISTRIBUTION OF PRINCIPAL

1. When, in the opinion of the COMMITTEE, circumstances are so dire and of such an emergency nature that the future of the congregation is at stake, and that the only recourse seems to be the use of this FUND principal, the COMMITTEE may, upon a two-thirds majority vote recommend such authorizing action to the congregation.

D. AMENDING THIS RESOLUTION

Any amendment to this resolution, which will change, alter, or amend the purpose for which the FUND is established shall be adopted by a two-thirds vote of the members present at an annual meeting of the congregation or at a special meeting called specifically for the purpose of amending this resolution.

E. DISPOSITION OR TRANSFER OF FUND

In the event Calvary Lutheran Church ceases to exist (either through merger or dissolution) disposition or transfer of the FUND shall be at the discretion of the Church Council in conformity with the approved congregational constitution. Consultation with the Evangelical Lutheran Church in America may be desirable for the continuation of Mission Endowment Fund obligations.

F. ADOPTION

This resolution, recommended by the Church Council and accepted by the congregation at a legally called congregational meeting, was originally adopted July 31, 1994. It was last revised on October 22, 2006 at a legally called congregational meeting and then affirmed at the annual congregational meeting on November 5, 2006.

Appendix: Section 13.C.2.a.

CALVARY LUTHERAN CHURCH USHER DUTY

Ushers provide valuable volunteer service!

Usher Duty at Calvary Lutheran Church is an important aspect of our worship activities. Much like the service provided by our greeters, ushers are also hosts to those who come to Calvary. With the distribution of our worship bulletin, ushers are probably the second contact a visitor has with someone from our congregation. So it is important for ushers to receive and respond to guests and members in a positive, friendly, welcoming and reassuring manner.

Our ushers have not traditionally seated attendees or guided attendees to seating in the Sanctuary before worship, but please be watchful for those who may need this assistance and do what you can to seat them comfortably. Worshippers do appreciate the assistance that ushers can provide. In addition to passing out the bulletins, ushers help to prepare the church, collect and process the offering, assist in Communion, and lead an orderly departure from the Sanctuary after the service is complete.

What does an Usher do?

Following is a listing and short description of Usher duties. Usher teams should become familiar with this listing and discuss it with others so procedures can be followed consistently from week to week.

Before the Service – Please plan to arrive 25-30 minutes before the start of the Service.

1. Turn on the lights in the fellowship hall, narthex and Sanctuary, nursery, and restroom. Turn on the sound system, and check temperature settings.
2. Make sure Bulletins are folded, and get offering plates ready.
3. Change hymn numbers on the display in front of the church. ***(see bulletin)***
4. Set ceiling fans to service position
5. Meet attendees at the entrance to the Sanctuary and distribute bulletins.
6. Light the candles. ***(see Pastor for direction on which to light)***
7. Ring the church bell to start service.

During the Service -

1. Watch for late arrivals. Offer them a bulletin and if possible, a worship book open to the appropriate place in the service setting.
2. Collect the offering. Bring offering plates forward. ***(see tips)***
3. Assist those coming forward to take Communion. ***(see procedure)***
4. Count attendance. Write that number on the offering report form.
5. Extinguish candles per Pastor's direction.

After the Service –

1. Count and record the offering. ***(see procedure)***
2. Turn off lights and sound system and check temperature settings.
3. Pick up bulletins from pews, straighten hymnals, refill notice cards, and replace scrap paper and pencils.

4. Before leaving the church, be sure all lights are off, all outside doors and windows are closed and locked, downstairs lights are off, ceiling fans are off and the furnace room door is closed.
5. This should not take more than 15-20 minutes after the worship and/or the end of the coffee period activity in the Fellowship Hall.

*** If altar guild or coffee hosts are still working, be sure one of them will be responsible for turning off lights and they know how to lock the front door.

Processing the Offering

Another important aspect of the Ushers job is to collect the days offering, passing the “offering plates” through the pews during the service and counting the offering after the service.

Passing the Offering Plates:

We are a small congregation right now so an usher team of two can handle the collection of the offering very efficiently. It is also effective for ushers to pass only one offering plate to each side of the Sanctuary. One usher should pass an offering plate (1 each) to the pews on the right and another usher pass an offering plate (1 each) to the left.

When the offering collection is complete, and upon cue from Pastor, one usher may bring the collection plates forward to the altar, hand them to Pastor and depart with a slight, respectful bow, then return to the usher station at the entrance to the Sanctuary.

Information & Prayer Cards:

There is a supply of cards found in the slots in each pew to provide general information about attendees to the Pastor and Church. (Special) Prayer cards are also provided, so that remembrances can be included during “the prayers” portion of the service.

Prayer cards are printed on colored paper and should be separated and handed to Pastor before the Prayers.

The information cards can be separated later when processing the offering.

Counting the Offering:

After the collection, Pastor will place the offering plates on the cabinet top located at the left rear, behind the Altar. The Usher’s job has evolved to include the counting and accounting of the offering.

There is a form titled “Usher’s Offering & Attendance Report” that must be filled out each Sunday. Copies of the form are found on a clipboard shelf in the storage room adjacent to the sanctuary. A procedure for counting the offering is as follows:

Prepare a carbon copy of the form:

1. Enter the day’s date.
2. Fill in the attendance for either the 9:00 or 10:30 A.M. service

Separate the loose offering from the envelopes:

3. Count the loose offering. Enter:

- a. Total Cash (bills and coins)
 - b. Total Checks
 - c. Total of Cash and Checks
4. Open envelopes and count contents. Enter:
 - a. Total Cash
 - b. Total Checks
 - c. Total of Cash and Checks
 1. Make sure the amount in each envelope is written on the outside, and is the same as the actual amount inside. If there is a difference, write the correct amount in the upper right hand corner and circle it;
 2. If the envelope contains cash, write “**cash**” below the amount;
 5. Make note of any special giving designations (and amounts), such as “in memory of John Smith”, “music fund”, “World Hunger Appeal”, etc.
 6. Total the Loose & Envelope Offering, enter amount.
 7. Usher team members – sign report form.
 8. Make an adding machine tape for total of checks. Make sure calculations and adding machine tapes match.
 9. Enclose the original completed form, all envelopes, checks, cash, and adding machine tape in the “bank bag”.
 10. Take some time to make note of and record any special “happenings” before, during or after worship service.
 11. Secure bank bag. Deliver to Treasurer or place in file cabinet in copier room.
 12. Leave a duplicate of the completed form in “the book”.
 13. Replace the “record” book, offering plates, pens, etc., and discard scrap paper.

Finding a Replacement

If you are unable to usher on a Sunday you are scheduled for, please try to find your own substitute by the Friday evening. If you cannot find a substitute, notify Pastor or the Congregation President so they can make arrangements accordingly.

USHERING FOR COMMUNION

Whether visitors or long-time members of Calvary, worshippers do appreciate some direction and help when moving from the pew to the altar to participate in Holy Communion. Some people may be self-conscious about standing in line or moving to and from the altar. Some may need a little discreet help in getting from their pew to the altar. Some may require help getting back to their right pew and seat. These are the little things that can help enhance the communion experience.

Ushers should go forward to take communion with the communion assistants, before starting to direct the congregation forward.

We have found that a two-person team of ushers works best at Calvary. Usher #1 stands at the front of the main isle and directs those coming forward to the altar, while at the same time guiding those who have completed communion and are returning to their seats. Usher #1 is also responsible for the collection of empty communion cups. Usher #2 moves up or down the middle isle letting pews know they are free to move forward to be guided to the altar.

Usher #1 should advise the first person in line waiting to move to the altar. When the line moving forward to the altar forms on the right (facing front), communicants will be directed to start to

the left of the altar. If from the left side, they should be directed to the right. Pastor will direct those having completed communion as to which direction to take to return to their seats – usually the last person returns first.

Usher #2 should invite worshippers to commune beginning with the front pew on the left (facing forward). Unless advised otherwise by Pastor, try to invite 10-12 people (generally not more and not less) at a time. When those communicants are in place, move to the front pew on the right and invite 10-12 people from that side (this way, people returning from communion will not be blocked from returning to their seats by the group following them. Continue this alternating pattern until you reach the back pew. At this point you may need to combine both sides to finish. Watch for the need to assist returning communicants to their seats. Encourage parents to bring their children forward to receive a blessing.