

**KNIFE RIVER LUTHERAN CHURCH
158 CHURCH STREET
KNIFE RIVER, MN**

CONGREGATION BYLAWS

BYLAW C8.02 MEMBERSHIP

Membership in Knife River Lutheran Church is defined and classified in the Constitution section C8.02 as Baptized, Confirmed, and Voting.

BYLAW C9.04 PARISH RECORDS

1. The records of this congregation shall be and remain the property of this congregation.
2. The pastor(s) shall be responsible for maintaining accurate records of Baptized, Confirmed, Voting, and Associate Members, and of other ministerial acts performed by the pastor(s). Upon termination of service to the congregation, the pastor(s) shall have brought those records up to date prior to departure.
3. Should this congregation be dissolved, the official records of this congregation shall be deposited in the archives of the Evangelical Lutheran Church in America.

BYLAW C10.03 ANNUAL MEETING

1. This congregation will hold its Annual meeting in January or February. The date, time and location will be set by the Congregation Council and appropriate notice given according to constitutional guidelines in C10.03.

BYLAW C11.01a DUTIES OF THE OFFICERS OF THIS CONGREGATION

C11.01a.01 PRESIDENT: The president will:

1. chair all congregational meetings, meetings of the Congregation Council and the Executive Committee;
2. assume a leadership role and have general supervision over the affairs of the congregation;
3. attend congregation committee meetings at his or her own discretion and serve in an advisory capacity to the meeting.

C11.01a.02 VICE-PRESIDENT: The vice-president will:

1. assume the duties of the president whenever the president is unable to fulfill them;
2. chair the Nominating Committee and be an ex-officio member of it;
3. perform other duties as may be assigned by the president or the Congregational Council.

C11.01a.03 SECRETARY: The secretary will:

1. compile and keep accurate minutes of and records of all congregational meetings, meetings of the Congregation Council, and meetings of the Executive Committee in document form to be preserved permanently in the congregation archives;

2. attend to all correspondence that the congregation, Congregation Council, or Executive Committee at various times requires.

C11.01a.04 TREASURER: The treasurer will:

1. Oversee the financial health of Knife River Lutheran Church. This role includes the collection of all donations, payment of expenses and compensation, management of assets and liabilities according to decisions made by the Congregation Council and the congregation.
2. Submit financial reports of these activities to the Pastor, Congregation Council and Congregation monthly and annually.
3. Work with the appropriate church committees in regard to financial matters.
4. Be responsible for supervising any persons involved in the carrying out of these functions, whether a paid employee or a volunteer.
 - a. This includes overseeing the bookkeeper position as described in the following paragraph C11.01a.05
 - b. Ensure that the persons counting offering money are properly trained and are following guidelines adopted by the Council.
5. Please refer to the most current continuing resolution for a full description of the duties performed by the Treasurer.

C11.01a.05 BOOKKEEPER: The Congregational Council may recommend to the congregation that a financial bookkeeper be appointed by the Church Council. If such an office is activated the financial bookkeeper will:

1. Perform financial duties determined by agreement between the Church Council, Treasurer and Bookkeeper.
2. Entry and tracking of all donations and expenses.
3. Create financial reports as needed
4. Work with the church members who count offerings after each service.
5. Please refer to the most current continuing resolution for a full description of the duties performed by the Bookkeeper.

C11.01a.06 Additional duties and responsibilities for congregational officers and volunteers may be specified in the Continuing Resolutions.

BYLAW C12 CONGREGATION COUNCIL

C12.11.01 MEETINGS OF THE CONGREGATION COUNCIL

1. The Congregation Council shall meet at least quarterly, and at other times as the Congregation Council shall determine. Other meetings of the Congregation Council may be called in accordance with the guidelines set forth in section C12.11 of the constitution.

C12.08.01 ADDITIONAL DUTIES AND RESPONSIBILITIES OF THE CONGREGATION COUNCIL

1. The Congregation Council may secure necessary staff other than pastor(s) such as associate in ministry, Christian day school teacher, business administrator, church musician, parish education director, parish secretary, parish worker, intern, custodian, etc., and fix and review annually their salaries.
2. The Congregation Council shall have authority between meetings of the congregation to choose delegates to any group or meeting in which the congregation is entitled to representation.

BYLAW C13 CONGREGATION COMMITTEES

C13.01.01 Standing Committees

1. A Standing Committee is on-going and does not have an expiration time or date.
2. Their purpose is to monitor and direct the operations of various church functions.
3. They will be formed by the Congregation Council and documented in a Continuing Resolution. The Continuing Resolution will:
 - a. Specify to whom the committee reports and the frequency of the reporting process.
 - b. Provide a detailed description of the duties and responsibilities of the committee.
 - c. Provide a detailed description of the authority granted to the committee regarding operational decisions and monetary expenditures.
 - d. Describe its role in the church's budgeting process.
 - e. Require that an annual summary of goals and activities be provided for inclusion and the annual report to the congregation.
 - f. Provide guidelines regarding committee membership and terms of office. These guidelines may be restrictive or general as determined by the Congregation Council and documented in the Continuing Resolution. Membership may include members at large and may also include other regular attendees. A church council liaison shall be identified as a resource for, and a connection to, the council.
4. The Council President and the Pastor(s) shall serve as advisory members of the Standing Committees and attend the meetings at their will.

C13.01.02 Ad-Hoc Committees / Task Force

1. These groups are formed for specific purposes or tasks. They cease to exist once the task is completed or by a set date.
2. They may be formed by the Congregation Council and documented in a Continuing Resolution. The Continuing Resolution will:
 - a. Provide a detailed description of the duties and responsibilities of the committee.
 - b. Provide a detailed description of the authority granted to the committee regarding monetary expenditures.
 - c. Specify to whom the committee reports and the frequency of the reporting process.
 - d. Specify when the committee is to complete its task and therefore cease to operate. Provide guidelines regarding committee membership. These guidelines

may be restrictive or general as determined by the Congregation Council and documented in the Continuing Resolution. Membership may include members at large and may also include other regular attendees.

- e. A church council liaison shall be identified as a resource for, and a connection to, the council.

C13.01.03 Other Teams, Groups and Guilds may be established that have important functions in the spiritual and community life of the congregation. These groups provide:

1. Assistance with the preparation of the worship services
2. Music for the worship services
3. Assistance with the day-to-day planning and administration of the church operations
4. Assistance with the maintenance of the building, grounds, and gardens
5. Other functions and activities that enhance church and congregation.

C13.02.01 NOMINATING COMMITTEE

1. The Nominating Committee shall nominate one or more candidates for each office to be filled and secure the consent of each candidate.
2. The list of nominees shall be announced to the congregation in conjunction with the announcements of the meeting of the congregation at which the elections are to take place.
3. In addition to the candidates submitted by the Nominating Committee, additional nominations may be made from the floor.

C5.05 ENDOWMENT FUND

C5.05.01. All assets of the mission endowment fund, hereinafter called the "FUND", are to be held in the name of the Knife River Lutheran Church Mission Endowment Fund.

C5.05.02. A Mission Endowment Fund Committee, hereinafter called the "COMMITTEE", shall be established according to the procedures in **C13.08.01** to administer the FUND.

C5.05.03. 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 for approval by the Congregation Council, with subsequent execution by the delegated member of the COMMITTEE. The COMMITTEE may choose to recommend investments options that include social screened funds.

C5.05.04. Up to 5% of the previous December 31 FUND balance may be available for disbursement by the COMMITTEE. Disbursements greater than 5% of the previous December 31 FUND balance will require approval by the Congregation Council.

C5.05.05. Disbursements from the FUND may provide funding for grants including but not limited to:

- a. ministry to, for, and with the youth of this congregation and the community,
- b. education programs for youth and adults,
- c. missions of the Evangelical Lutheran Church in America, and the Northeastern Minnesota Synod – ELCA,
- d. tuition/program fee assistance for students from this congregation enrolled in college, technical school, or vocational training programs,
- e. capital improvements, debt reduction, or a building program of this congregation,
- f. social service agencies, institutions and other agencies to which this congregation relates,
- g. and other projects consistent with the mission and outreach goals of this congregation with the goal of sustaining and growing the mission of this congregation.

C5.05.06. Disbursements need not occur annually.

C5.05.07. The FUND shall be subject to audit annually by the congregation's Audit Committee and the report shall be submitted to the congregation at its annual meeting.

C5.05.08. When, in the opinion of the Congregation Council circumstances are of such an emergency nature, the Congregation Council may, upon a two-thirds majority vote, recommend to the congregation the use of up to the total FUND balance. A resolution authorizing action would require a two-thirds majority vote by the congregation.

C5.05.09. In the event Knife River Lutheran Church ceases to exist either through merger or dissolution, disposition or transfer of the FUND shall be at the discretion of the Congregation Council in conformity with the approved constitution of this congregation and in consultation with the bishop of the synod to which this congregation belongs at such time. Consultation with the Evangelical Lutheran Church in America may be desired for continuation of Mission Endowment Fund obligations.

C12.06 THE MISSION ENDOWMENT FUND COMMITTEE

C13.06.01.A *Mission Endowment Committee*, herein after called the "COMMITTEE" to administer the Knife River Lutheran Church Mission Endowment Fund shall be established. The COMMITTEE shall be composed of five (5) members, all of whom shall be voting members of Knife River Lutheran Church. Except as herein limited, the term of each member shall be three (3) years. To initially establish the COMMITTEE, this congregation shall elect five (5) members to the COMMITTEE: two (2) for a term of three (3) years; two (2) for a term of two (2) years; and one (1)

for a term of one (1) year. Thereafter, at each annual meeting this congregation shall elect the necessary number for a term of three (3) years. No member shall serve more than two (2) consecutive three (3) year terms. After a lapse of one (1) year, former COMMITTEE members may be re-elected.

C13.06.02.The pastor(s) and the president of this congregation shall be advisory members of the COMMITTEE.

C13.06.03.In the event of a vacancy on the COMMITTEE, the Congregation Council shall appoint a member to fill the vacancy until the next annual meeting of this congregation, at which time this congregation shall elect a member to fulfill the remaining term of the vacancy.

C13.06.04.A quorum shall consist of three (3) members. When only three (3) members are present, a unanimous vote shall be required to carry a motion or resolution.

C13.06.05.The COMMITTEE shall elect from its membership a chairperson and a recording secretary. The chairperson, or member designated by the chairperson, shall preside at all COMMITTEE meetings.

C13.06.06.The chair of the COMMITTEE shall work with this congregation's treasurer in maintaining and coordinating complete and accurate accounts for the FUND.

[establish via Continuing Resolution]

C13.06.06.A24.1 The chair of the COMMITTEE and the congregational treasurer shall be authorized to sign checks and all other necessary documents on behalf of this congregation in furtherance of the purposes of the FUND.

C13.06.07.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. The recording secretary shall also supply a copy of the minutes to the Congregation Council.

C13.06.08.The COMMITTEE shall meet at least two times annually, or more frequently as deemed by it in the best interest of the FUND.

C13.06.09.The COMMITTEE shall seek to educate key audiences about the FUND, promote the FUND, solicit donations in an appropriate manner, assist donors in the process of making gifts to the FUND, and establish policies and procedures for accepting or rejecting proposed gifts by donors.

C13.06.10.The COMMITTEE may request other members of this congregation to serve as advisory members and, at the expense of fund income, may provide for such professional counseling on investment or legal matters as it deems to be in the best interest of the FUND.

C13.06.11. The COMMITTEE shall report to the Congregation Council in a time and manner set forth in a continuing resolution and, at each annual meeting or duly called special meeting of this congregation, shall render a full and complete account of the administration of the FUND during the preceding year.

C13.06.12. Members of the COMMITTEE shall not be liable for any losses which may be incurred upon the investments of the 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 only 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.