

## **BYLAWS**

### **Chapter 4 Statement of Purpose**

#### **C4.05.01. Mission Statement**

Saved by grace through faith to share God's love.

### **Chapter 8 Membership**

**C8.02.d.01.** Associate members are associate members who hold membership in other Christian congregations who wish to retain such membership but desire to participate in the life and mission of this congregation.

**C8.05.3.01.** Confirmed/voting members of this congregation who have neither communed nor made a contribution of record during the current or preceding year will be considered inactive and will not be afforded voting privileges. Such members will be notified in writing of their change in status, but will remain persons for whom the congregation has a continuing pastoral concern.

### **Chapter 10 Congregation Meeting**

**C10.01.01.** The annual congregation meeting will be held between January 15 and February 15, the exact date to be determined by the Congregation Council.

**C10.01.02.** At such annual meetings, reports of the Pastor, Treasurer and Standing Committees will be submitted in writing.

### **Chapter 11 Duties of the Officers**

#### **C.11.01.01. President:**

The president will preside at all meetings of the congregation council and all meetings of the congregation. The president will serve as *ex officio* member of all committees of the congregation council in order to challenge, support, and encourage them to fulfill their mission.

#### **C11.01.02. Vice President:**

The vice president will fulfill those duties and responsibilities of the president in the case of the president's absence. If the president is no longer able to assume the duties of his/her office, the vice president will assume the position as acting president until the next election.

**C11.01.03. Secretary:**

The secretary will record accurate minutes of all congregation council meetings and distribute copies to all congregation council members prior to the next meeting. The secretary will also record accurate minutes of all congregation meetings and submit such minutes for printing in the following year's annual report.

**C11.01.04. Treasurer:**

The treasurer will accurately keep the accounts of the congregation dispersing funds in proper order and monthly remitting mission support receipts to the New Jersey Synod. The treasurer, along with the Finance Committee, will monitor all congregational spending, maintaining the expenditures in accordance with the spending plan. The treasurer will make a monthly financial report in writing to the congregation council and submit a yearly financial report for printing in the annual report.

**C11.01.05. Financial Secretary:**

The financial secretary is not to be considered an officer of the congregation/congregation council and need not be a member of the congregation council. The financial secretary will record all financial contributions in an accurate and confidential manner. Quarterly and annual reports will be given to all who have made a contribution of record.

## **Chapter 13**

### **Congregation Committees**

**C13.07.01. Christian Education:**

The Christian Education Committee will oversee and provide lifelong educational opportunities for the entire congregation. This responsibility includes the recruiting and training of Sunday School and Vacation Bible School teachers. The teaching ministries of this congregation will make use of program resources produced and/or approved by The Evangelical Lutheran Church in America. The committee will support and encourage youth ministry within this congregation.

**C13.07.02. Evangelism:**

The Evangelism Committee will be responsible for inviting new and lapsed members to share in the Grace of the Gospel. The committee will provide advertisement and public notices in local publications and places so that the ministry is recognized in the community. The committee will help foster a life of worship and fellowship that supports the faith development of all members and increases the active membership of this congregation by affording and encouraging people to use their God-given gifts and talents. A follow-up process for visitors will be developed and continually reviewed.

**C12.07.03. Finance:**

The Finance Committee will annually develop a spending plan to be presented to the congregation council. When formulating the spending plan, the finance committee will take into consideration the financial requests from the New Jersey Synod and each standing committee. The Finance Committee, along with the treasurer, will monitor all congregational spending, maintaining the expenditures in accordance with the spending plan.

**C13.07.04. Property:**

The Property Committee will be responsible for the maintenance and upkeep of the church complex. Since the appearance of the building and grounds is a measure of our response to God's love, all our facilities should be kept in good repair, clean, and inviting to all who enter.

**C12.07.05. Social Ministry:**

The Social Ministry Committee will be responsible for the ongoing outreach of our family of faith. This outreach may include educating our membership on important social, economic and/or political issues as well as reaching out with our resources to help feed the poor, comfort those in need, seek justice, or provide shelter for the homeless.

**C12.07.06. Stewardship:**

The Stewardship Committee will be the motivating, encouraging, and educating resource, helping all respond to the Grace of God through gifts of time, talent, and treasure. The committee will provide for an annual stewardship program including financial commitments and time/talents commitments. The committee will regularly reinforce the good stewardship practices of the congregation.

**C13.07.07. Worship:**

The Worship Committee will assist the pastor in the planning and oversight of all worship services at St. John, including observance of special holy days, in accordance with the liturgies of the Evangelical Lutheran Church in America. The committee will provide for the enlistment, scheduling, and training of lay assistants, acolytes, ushers, and altar guild members.

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