

BYLAWS OF GRACE LUTHERAN CHURCH, WENATCHEE

Part I - Communion Participation (See C8.04.a)

1. This congregation invites all of its members, who have been prepared to receive the Sacrament, to participate regularly in Holy Communion.
2. Children of the congregation are encouraged to receive the Sacrament. The decision for preparation for first Holy Communion shall be centered in the family after consultation with one of the pastors.
3. Participation in Holy Communion shall be open to all baptized individuals who accept the Lutheran teaching in regard to this Sacrament.
4. It shall be made known to prospective participants that the belief of this congregation is:

Participation in the Lord's Supper is the reception of "...the body and blood of our Lord Jesus Christ given with bread and wine, instituted by Christ Himself for us to eat and drink."

We hold that a "...person is well prepared and worthy who believes these words, given and shed for you for the remission of sins. But anyone who does not believe these words, or doubts them, is neither prepared nor worthy, for the words 'for you' require simply a believing heart." (Luther's Small Catechism).

5. Record of participation in Holy Communion shall be maintained. When members of other congregations commune, notice shall be sent to their pastor.

Part II – Membership (See C8; especially C8.05.e)

1. Members who move away shall be encouraged to transfer. Any confirmed member in good standing desiring to change membership to another Lutheran church shall, upon request, be entitled to a letter of transfer.
2. When a confirmed member has shown no intent to participate in the life of the congregation (usually construed to mean no communion participation and/or no record of financial support) for a period of two years, he or she shall be placed on an "inactive roster" of the congregation.

This "inactive roster" shall not be counted in the statistical records of this congregation. If a person on this "inactive roster" resumes activity in the life of the congregation, by means of communion participation and/or by a record of financial support, he or she shall automatically be reinstated on the active rolls. Also, a transfer to another Lutheran congregation may be granted to someone on the "inactive roster."

If an individual has been on the "inactive roster" for three years, he or she shall be contacted to show cause why they should not be dropped from the rolls of this congregation

Throughout this process, Christian care and concern shall be shown for these people by the entire congregation, under the auspices of the Evangelism Committee.

3. Children, whose parents or guardians are not active members of this congregation, shall be dropped from the baptized membership roll if they fail to participate in the Christian education program of the congregation.
4. Members, who have been excommunicated, 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, shall thereby have lost membership in this congregation and all rights pertaining thereto.

Part III – The Pastor (See C9)

1. 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 chairman and secretary of the meeting at which the Call was voted, and shall be attested by the signature of the Bishop of the Synod. A Call to a member of the clergy to be an assistant or associated pastor shall be issued only with the concurrence of the lead pastor of the provisions of this paragraph.
2. The Call shall normally be for an indefinite time. A Call issued to an assistant or associate pastor may be for a definite time.
3. If a pastor receives a call to another ministry, the Church Council, or if the pastor desires, the congregation, shall be consulted before reaching a decision. The decision shall be announced as soon as possible, normally within three weeks. The Synod Bishop shall be notified of the decision. When a Call has been accepted, the pastor shall terminate his/her ministry as soon as feasible, normally within a month.
4. A member of the clergy qualified according to Chapter 9.02. of the Constitution may occasionally perform pastoral functions in this congregation with the approval of the Church Council and/or the pastor, ~~02.-Of this Constitution may occasionally perform pastoral functions in this congregation with the approval of the Church Council and/or the pastor,~~ or in case of vacancy in the pastorate, with the approval of the Church Council and the Synod Bishop.

Part IV – Meetings of the Congregation (See C10)

1. Semi-annual meetings of the congregation shall be held in late September and late January.
2. Announcement of the times and places of the semi-annual meetings of the congregation shall be made at two public services immediately preceding the meeting, said services to be at least a week apart; and in such publications as the congregation or the pastor may periodically issue, or by written notice to the voting members mailed not less than five days in advance of the meeting.
3. The September semi-annual meeting of the congregation shall elect those officers and council members needed and shall elect three of the five members of the Nominating Committee.
4. The Nominating Committee shall provide a list of candidates for the offices to be filled and shall secure the consent of each candidate.
5. 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.
6. In addition to the candidate submitted by the Nominating Committee, additional nominations may be made from the floor.
7. The Church Council shall fill vacancies on the Nominating Committee.
8. At the January semi-annual meeting members shall adopt a budget for the current fiscal year beginning January 1 and ending December 31, and shall receive reports from all the organizations and committees of the congregation. Such reports shall be submitted in writing

to the church office not less than seven days before such meetings.

Part V – Church Council (See C11 and C12)

A. Membership and Meetings of the Church Council

In addition to the provisions of the constitution, the following shall govern membership on the Church Council and the conduct of the meetings:

1. A member of the Church Council, including the president, the president-elect, secretary and treasurer, who is absent from two consecutive regular meetings shall be consulted by the president or the president-elect of the congregation; if he/she is absent from four consecutive meetings without valid excuse, the Council will declare the office vacant.
2. Since it is incumbent upon all members of the congregation, according to Chapter 8.04. of the constitution, to make diligent use of the Word of God in public worship and to attend the Lord’s Supper, any officer or Council member who neglects these privileges shall forfeit the right to serve in his/her elected or appointed capacity.
3. ~~Terms of the office for the non executive officers shall be two years. Term of office shall begin January 1*. Newly elected council members shall become co chairs of their respective committees until their term of office begins.~~

B. Duties and Responsibilities of the Church Council

In addition to the duties and responsibilities provided in the constitution, the Church Council shall:

1. Secure necessary staff other than the pastors and review annually their salaries.

2. Review annually the salary of the pastor(s) and make adjustments from time to time within the limits of the total budget approved by the congregation.
3. Receive reports regularly from the treasurer to ascertain that the expenditures are within the budget approved by the congregation. The Church Council may exceed the total adopted budget by one percent for emergencies without congregational approval.
4. Assure itself that the treasurer, recording financial secretary, and others who have access to the funds of the congregation are adequately bonded.
5. The Audit committee shall report its findings to the congregation and Church Council. Such audit shall include the examination of the existing insurance coverage.
6. ~~Approve the president’s appointment of two Church Council members to the Nominating Committee.~~
6. Be responsible for the buildings and premises of the congregation so that their use is normally limited to the functions of the congregation. Should groups or individuals not associated with the congregation desire to use such property, application shall be made to the Church council for its approval.
7. Have authority between meetings of the congregation to choose delegates to any group or meeting in which the congregation is entitled to representation.

C. Duties and Officers

1. The presidents shall preside at meetings of the Church Council and of the congregation. ~~The president shall preside at meetings of the Church Council and of the congregation and shall appoint two members of the Church Council to the Nominating Committee upon approval of the Church Council.~~

2. The president-elect shall preside at the meetings of the Church Council and of the congregation in the absence of the president.
3. The secretary shall regularly attend the meetings of the Church Council, shall keep minutes of the Church Council and of the congregation and shall have the responsibility for the custody of the archives of the congregation.
4. The treasurer shall have custody of all funds of the congregation. He/she shall receive and disburse such funds in accordance with the decisions of the congregation or the Church Council. He/she shall see that records of all congregations are kept and shall make regular reports to the Church Council and to the members as required by the Council. ~~He/she shall serve as a de facto member of the Church Finance Committee.~~
5. The church office shall assist the treasurer in maintaining records and in making regular reports.
6. Newly elected officers shall attend Church Council meetings between election and taking office.
- ~~7. The term of office of the President, President-elect, Secretary and Treasurer shall be for one year, beginning January 1st following election. The election of the Secretary and Treasurer shall be the first item of business at the October Church Council meeting. Newly elected officers shall attend Church Council meetings between election and taking office.~~
- ~~7.7 There shall be standing committees for Building and Grounds, Evangelism, Fellowship, Finance, Parish Education, Social Concerns, Stewardship, Worship and Music and Youth.~~
7. Each committee chairperson shall monitor and control committee expenses within their approved budget and shall select committee members.

Part VI – Parish Records (See C9.12)

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

1. The roster of baptized, confirmed and voting members.
2. The ministerial acts performed by the pastors.
3. The minutes and reports of the Synod and the Handbook of the Evangelical Lutheran Church in America.
4. The minutes of the meetings of the congregation and the Church Council, for which the secretary of the congregation shall be responsible.
5. The financial records of the congregation, for which the treasurer of the congregation shall be responsible.