

ADVENT LUTHERAN CHURCH

CONSTITUTION BYLAWS

ARTICLE I – CONGREGATION MEETINGS

Section 1. This congregation shall have two regular congregational meetings each year at a date to be determined by Congregation Council (generally, January/February and June/September). In addition, there will be a budget meeting, held in December, to approve the budget for the upcoming year.

Section 2. The fiscal year of this congregation shall start on January 1<sup>st</sup> and end on the following December 31<sup>st</sup>.

Section 3. At the two regular congregation meetings, reports shall be given by the pastor and all standing and special committees. Additionally, the treasurer shall provide up to date financial information.

ARTICLE II – MEMBERS

Section 1. Newly received members shall be publicly announced and received into the congregation and received into the congregation at a regularly held Sunday service.

ARTICLE III – CONGREGATION COUNCIL

Section 1. The Congregation Council shall nominate enough names to fill vacancies on the Congregational Council for election at congregational meetings.

Section 2. The congregation may submit further nominations from the floor at congregational meetings provided such nominations have the nominee's consent.

Section 3. If an election is required as there are more nominees than spaces, the election shall be by ballot.

Section 4. The Congregation Council shall assure all financial records of the church and its ministries are audited on an annual basis by an outside auditor with appropriate credentials.

ARTICLE IV – COMMITTEES

Section 1. At its discretion, the Congregation Council shall appoint standing and/or ad hoc committees to support the ministry of the congregation. Standing committees should generally include: Worship and Music; Nursery School Board; Christian Education; Stewardship; Evangelism; Memorial/Endowment Fund; etc. Ad hoc committees may be created as deemed necessary. All committees must regularly report to the Congregation Council and provide appropriate details of their ministry for reports published and distributed at congregation meetings. The Pastor and Council President have voice and vote at all committees. Members serve at the discretion of the Congregation Council.

Section 2. The Congregation Council shall appoint a Mutual Ministry Committee.

Section 3. Terms and leadership of standing and ad hoc committees shall be at the discretion of the Congregation Council.

Section 4. Additional ministry efforts being started or led by an individual member of the congregation or community must receive approval from the Congregation Council.

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ARTICLE V – STEWARDSHIP

Section 1. There may be an annual pledge drive/commitment Sunday led by the Stewardship Committee or Congregation Council in support of the general church budget.

Section 2. The Congregation Council may approve fund-raising activities, provided those activities are to support specific ministries, missions, or capital improvements. Fund-raising must be in keeping with Christian values and Advent's mission and should not be used to support the general budget.

Section 3. The Congregation Council may approve use of the building by outside organizations, individuals, or members. Building usage and custodial fees will be assessed depending on the situation. Preferences will be given in situations where the activity is one of outreach and/or service. Written policies will be maintained and reviewed by the Congregation Council.

ARTICLE VI

Section 1: Amendments/Changes to these bylaws may be made at any congregation meeting in a manner consistent with the process for amending the Constitution.

ARTICLE VII

Section 1: Special short-term or longer term fund raising campaigns may be undertaken with congregation approval for capital expansion, improvement, repair purposes, ministry or endowment purposes. The congregation may undertake programs to communicate opportunities for deferred gifts for memorial and/or endowment purposes.