

BY – LAWS

CONCORDIA EVANGELICAL LUTHERAN CHURCH OF NORTHERN DELAWARE

I ADMISSION TO MEMBERSHIP

Communicant membership shall be effected by:

1. Confirmation after a suitable period of instruction; or
2. Transfer from another Lutheran congregation; or
3. Confession of faith in case of lapsed membership.

II TERMINATION OF MEMBERSHIP

Membership in the Congregation is terminated by:

1. Transfer to an affiliated church.
2. Resignation

A person may be considered as resigned upon receipt of His/Her announcement of such; by His/Her permitting loss of contract for an extended period of time; or by assumption of membership in a non-affiliated church.

3. Expulsion

When a member of the Congregation, after fruitless admonition in the various grades prescribed by the Word of God (Matthew 18:15-20) where the observation of such grades has been possible, continues in defiance of God's Commandments, he/she may be expelled by unanimous vote of the Assembly. The same shall apply to such members as refuse to submit to church discipline and thus excommunicate themselves.

A person terminating membership by any means shall have forfeited all rights of membership in the Congregation; and all claims upon the property of the Congregation as such, or upon any part thereof, as long as he/she is not again received into membership by the Congregation.

III ASSEMBLY MEETINGS

The regular meetings of the Assembly shall be at least four (4) per calendar year.

The Annual Meeting of this corporate body shall be the May meeting, at which meeting Trustees, in odd years only, Deacons, and Administrators shall be elected to take office June first following.

Special meetings of the Assembly may be called when considered necessary by the Board of Deacons, the Administrative Board, or by any five Assembly Members.

All meetings shall be announced in at least the preceding public service. Each annual meeting shall be announced by notice at the front door of the place of worship in advance of such meeting and to all Assembly Members by mail at least ten days in advance of such meeting.

A meeting shall be valid and legal provided that at least twenty-five (25) members or thirty-three-and one-third percent ($33\frac{1}{3}\%$) of the Assembly, whichever is smaller, are in attendance. For the purpose of determining a quorum, the Secretary shall, after the roll call, determine the number of members required for such a quorum, after excluding from the total roll of the assembly the names of those members who have attended no meeting during the preceding twelve-month period. This provision shall not be construed as disqualifying any member from casting his/her vote at any meeting; but by failing to attend a meeting, a member waives his/her right to cast a ballot at that meeting. In all meetings of the Assembly, the majority of the votes cast shall decide all questions, except as otherwise specified in this Constitution and its By-Laws.

IV DUTIES OF OFFICERS, BOARDS, AND COMMITTEES

1. The Board of Trustees

The Board of Trustees shall represent the Congregation in legal and financial matters: draw up, sign and preserve the necessary documents, and in all business transactions, act as representatives of the Congregation. They shall exercise all such rights and powers as are herein specifically designated, in the name and stead of the Congregation, but the Congregation may not be bound by acts beyond the authority granted by the By-Laws or beyond the authority granted by special resolution of the Assembly.

- a. The President shall be Chairperson of the Board of Trustees and shall preside at all meetings of the Assembly. He/She shall be responsible, through the three Vice-Presidents, for conducting the affairs of the Congregation in accordance with this Constitution, its By-Laws, and Resolutions passed by the Assembly.

He/She shall handle all matters involving Concordia and other organizations such as The Lutheran Church-Missouri Synod, its Southeastern District, the Delmarva Circuit, the Martin Luther Foundation, Lutheran Senior Services, and agencies of government.

He/She shall appoint a Nominating Committee and an auditing Committee prior to each annual meeting of the Assembly.

He/She shall have custody of the seal and all books and papers of the Congregation, to which each member of the Congregation shall have access.

He/She shall perform such other duties as the By-Laws may provide.

- b. Each Vice-President shall serve as Chairman of the Board of which he/she is a member and conduct regular meetings of his/her Board.

In the absence or inability of the President to perform his/her duties, the Vice-Presidents will decide which Vice-President will perform each Presidential duty until the President is again able to perform his/her duties.

Each Vice-President shall have a job description prepared for each member of his/her Board and a purpose statement for each committee appointment for his/her Board. The job descriptions/purpose statements shall be kept up-to-date.

- c. The Secretary shall keep a written record of all meetings of the Assembly and the Administrative Board, and shall maintain files of all business documents of the Congregation as they are released to him/her by various officers, boards, committees and organizations of the Congregation.

The Secretary shall notify the Assembly and Administrative Board of meetings of these bodies.

The Secretary shall keep an up-to-date list of all Assembly Members and their attendance at meetings.

The Secretary shall submit to the Treasurer copies of all resolutions adopted by the Assembly relating to disbursements.

The Secretary shall send copies of all other resolutions adopted by the Assembly to the appropriate member of the responsible Board.

At each meeting of the Administrative Board, the Secretary shall present the list of resolutions still requiring action for review by the board.

- d. The Treasurer shall be custodian of the funds of the Congregation. He/She shall keep an account of all receipts and disbursements, and shall present written reports to each regular meeting of the Assembly. He/She shall pay all fixed and budgeted expenses without order. Where purchases or expenditures have been authorized by resolution of the Assembly and are made under the jurisdiction of various officers, boards, or committees, he/she shall require the written approval of such officers, boards or committees before making payment. All other disbursements he/she shall make only on order of the Assembly.

The Treasurer shall maintain bank accounts as authorized by the Assembly and in the name of the congregation. His/Her books shall be kept current and shall remain the property of the Congregation in his/her custody. He/She shall submit his/her books for auditing at least annually.

The treasurer shall serve as an advisor to the Administrator for Stewardship.

When for any reason the Treasurer is unable to perform the duties of his/her office, the books, papers, and other valuable articles in his/her keeping and belonging to the Congregation shall be taken into custody by any person whom the President may appoint for this purpose.

- e. The Financial Secretary shall keep account of all contribution and other income of the Congregation. He/She shall prepare and submit such reports as are designated by the Assembly, the Board of Deacons, the Administrative Board, or the Business Management Board.

The Financial Secretary shall be responsible for having all moneys deposited in bank accounts designated by the Assembly; these moneys shall then be in the custody of the Treasurer.

The Financial Secretary shall serve as an advisor to the Administrator for Stewardship.

2. The Board of Deacons

- a. It shall be the duty of the Board of Deacons to assist the Pastor in his pastoral duties; namely, to see that the doctrine of the Evangelical Lutheran Church is preserved and practiced, that the sacraments are administered in accordance with the Word of God; that the church discipline demanded in the Word of God is maintained; that provisions be made for the children to be brought up and taught in the sound doctrine of the Church; and that the members receive abundant opportunity to increase their knowledge of the Word of God and of Lutheran confessions.
- b. The Board of Deacons shall have the responsibility within the provisions of Matthew 18:15-20 of watching over the doctrine preached by the Pastor, his life and official conduct. They shall have the duty to admonish him when necessary.
- c. A concern of the Board of Deacons shall be the care of the physical well-being of the Pastor and the recommending to the Assembly such action as is necessary to ensure the Pastor and appropriate standard of living.
- d. The Board of Deacons shall concern itself with the spiritual welfare of members of the Congregation.
- e. The Board of Deacons shall, upon request, examine, and if possible, settle all such matters as might be properly brought to the attention of the Assembly, but which may be deemed advisable for reasons of charity and prudence to be discussed less publicly. In such cases, however, an appeal from the decision of the Board of Deacons may be taken to the Assembly.
- f. The Board of Deacons shall be responsible for determining eligibility for Associate membership on a case by case basis.
- g. The board of Deacons shall have no legislative power, but its activities shall be advisory and executive.

3. The Administrative Board

- a. The Administrative Board shall be concerned with all affairs of the Congregation except those matters entrusted specifically to the Board of Deacons or the Business Management Board. Its function shall be advisory but may be executive upon direction of the Assembly.
- b. The Administrative Board shall be responsible for maintaining a calendar of congregational events and for resolving any conflicts concerning dates and use of the Congregation's facilities. Accordingly, the various societies and organizations operating within the Congregation by consent of the Assembly shall keep the Administrative Board informed of their activities.
- c. In Addition to those positions specifically named, each Administrator shall appoint such committees to serve for a specified period of time as he/she deems to be helpful for carrying out tasks within that Administrator's areas of responsibility.

4. The Administrator for Property

- a. The use, care and maintenance of all properties of the Congregation are the responsibility of the Administrator for Property.
- b. It shall be the duty of the Administrator for Property to see that the estate of the Congregation is protected against loss or damage, and that the Congregation is protected against liability in case of accident within its properties.
- c. Duties of the Administrator for Property shall include seeing that inspections are made at least annually of all properties and taking necessary action or making recommendation for action to keep them in good order. A formal and detailed report on the condition of the property shall be presented to the Assembly in the May meeting.

5. The Administrator for Stewardship

- a. The Administrator for Stewardship shall be responsible for promoting good stewardship of the time and talents of the membership of the Congregation as well as of its monetary reserves.
- b. The Administrator for Stewardship shall appoint a committee for preparing the recommended annual budget and for providing the Congregation with information supporting its recommendations.
- c. The Administrator for Stewardship shall be a member of the Business Management Board.
- d. The Administrator for Stewardship shall work with and aid the Financial Secretary and Treasurer in carrying out their duties and responsibilities.

6. The Administrator for Outreach

- a. The Administrator for Outreach shall be concerned with promulgating and directing the programs for the effective witnessing by the members of Concordia to the Christian Faith so that the Word of God is spread and disseminated, and the unchurched brought into the church family.
- b. The Administrator for Outreach shall be responsible for periodic publications and publicity releases.

7. The Administrator for Worship

- a. The Administrator for Worship shall be concerned with the external aspects of the worship service such as music, ushering, and provision of a worshipful atmosphere.
- b. The Administrator for Worship shall appoint a head usher who shall recruit and direct the staff of ushers. The duties of the staff of ushers shall be to welcome members and guests, take up offerings, supervise effective seating, handle emergencies and to promote a quiet and worshipful atmosphere. The ushers shall take an attendance count at each service.
- c. The administrator for Worship shall assist the Pastor in the proper use of music in the service. For example, he/she/shall be responsible for recruiting the choirs, aiding the organist and choir director, assisting with music training in the Sunday school, and for hymn books, choir robes, and musical equipment.

8. The Administrator for Service

- a. The Administrator for Service shall be concerned with problems of the needy within the Congregation and serve as liaison with local community social agencies and welfare agencies of the Lutheran Church.
- b. The Administrator for Service shall be concerned with the education of the Congregation to its obligations in the area of Christian humanitarian endeavor and the blessings to be derived in such services.
- c. The administrator for Service shall promulgate and direct programs for the effective participation of Christian aid in the Congregation.

9. The Administrator for Education

- a. The Administrator for Education shall have the supervision of all educational agencies of the Congregation and shall be responsible for the selection of teachers and assistants required for the operation of the Sunday school and the other Educational Agencies.
- b. The Administrator for Education shall be responsible for an ongoing adult education program.
- c. The Administrator for Education shall be responsible for the Church Library.

10. The Administrator for Fellowship

- a. The Administrator for Fellowship shall be responsible for the Fellowship Program of the Congregation.
- b. The program shall include social events that enhance and promote a Christian community for members and guests.

11. The Administrator for Youth

- a. The Administrator for Youth shall be responsible for appointing and supervising a “Youth Committee”.
- b. The Youth Committee shall provide Christ-pleasing, Christ-serving, and faith-enhancing programs for Junior and Senior High School young people.
- c. The Youth Committee shall work closely with the pastor(s), professional youth staff, parents of high school people, and others involved in developing programs for high school students.
- d. To the extent possible, the Junior and Senior High school students shall be involved in developing and implementing their programs.

12. Business Management Board

The Business Management Board shall be responsible for:

- a. Operation of the church office, including maintaining up-to-date files on members periodically publishing a directory of members and issuing financial statements.
- b. Contracts with all hired staff members except the Pastor(s) and annual performance reviews with them.
- c. Implementation of any recommendations that the Auditing Committee makes.
- d. The Mueller Endowment Fund.
- e. Any other duties provided by the By-Laws and Resolutions passed by the Assembly.

13. Nominating Committee

- a. The Nominating Committee shall prepare a list of names of candidates for the elective offices, and place these names in nomination at the appropriate meetings.
- b. The members of this committee shall serve as tellers at each election.
- c. A sample ballot shall be mailed to each family in the congregation at least ten days before each regular election.

14. The Audit Committee

- a. The Audit Committee for any year shall hold office until the May Assembly Meeting of the succeeding year when a report shall be made to the Assembly.
- b. The Audit Committee shall audit the Financial Secretary's and Treasurer records and annual financial reports to determine that all receipts are accounted for and all disbursements have been made in accordance with proper authorizations and correctly reported in the annual financial statements.

V. SOCIETIES AND ORGANIZATIONS

Societies and organizations shall be organized and operated with in this Congregation only with the consent of the Assembly, to which they shall at all times be responsible through the Administrative Board.

VI ORDER OF BUSINESS – REGULAR MEETINGS OR ASSEMBLY

1. Opening Prayer
2. Roll Call
3. Reading of Minutes
4. Reception of New Members
5. Reports
6. Unfinished Business
7. New Business
8. Adjournment with Prayer

VII AMENDMENTS

Suggested amendments to these By-Laws must be presented in writing at a regular meeting. The passing of such amendments requires a two-thirds majority vote of those present.