

## Plattville Lutheran Bylaws

### Part 1 - Communion Participation

1. This congregation invites all of its members who have been prepared to receive the sacrament, to participate regularly in Holy Communion.
2. Participation in Holy Communion shall be open to members of other congregations who accept the Lutheran teaching in regard to this sacrament.
3. 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 the 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."

4. Record or participation in Holy Communion shall be maintained.

### Part 2 – Membership

#### (Chapter 8 of the Constitution)

#### A. Baptized Members

1. A child, one or both of whose parents or guardians are members of the congregation shall, upon receiving Baptism, become a baptized member.
2. A child, neither of whose parents or guardians are a member of the congregation, shall upon receiving Baptism, become a baptized member of the congregation; unless for good reason the child is to be baptized member of another congregation, in which case membership shall be transferred to that congregation.
3. A child baptized in another congregation shall be received as a baptized member in the congregation when a transfer has been received.
4. An unbaptized adult who has received instruction and has given evidence of an adequate understanding and acceptance of the teaching of the Word of God as confessed by the Lutheran Church, shall, upon confession of faith and after being baptized, become a baptized member of the congregation.

5. When one or both parents of baptized children are received into the membership of the congregation, such children should be received as baptized members with the consent of the member parent or parents.
6. Where a baptized child is an orphan or a ward of someone and these people move into the area served by this congregation, the child may be received as a baptized member when he or she is commended into the care of this congregation by the congregation which baptized the child.
7. When the parents of a baptized child are not themselves members of the Lutheran Church but move into the area served by this congregation and desire to have their child put within the pastoral care of the congregation, the child may be received as a baptized member.

B. Confirmed Members

1. A baptized adult, not previously a confirmed member of a Lutheran congregation, shall become a confirmed member of this congregation after having received instruction, having given evidence of adequate understanding of the teaching of the Word of God as confessed by the Lutheran Church and having publicly affirmed his faith.
2. A baptized member of the congregation becomes confirmed member through the rite of confirmation; except that an adult who has become a baptized member in accordance with section A, 4 of this part of the Bylaws shall be considered a confirmed member without participation in the rite of confirmation.
3. An applicant for membership who presents a letter of transfer which certifies that the applicant is a confirmed member in good standing of a Lutheran congregation shall become a confirmed member of the congregation. The letter of transfer of the applicant shall be reported to the congregation.
4. An applicant for membership who presents evidence of confirmation in a Lutheran congregation but does not have a letter of transfer shall be admitted to confirmed membership when the Congregation Council has determined that the applicant meets the standards of Christian faith and life indicated in the Constitution and Bylaws and has reaffirmed that faith before the congregation.

C. Voting Members

The Congregation Council shall determine the roster of voting members of the congregation in accordance with the provisions of the Constitution and Bylaws. The roster of voting members shall be available at all regularly called meetings of the congregation. The term "in good standing" shall be defined to include:

1. Those who partake of Holy Communion;
2. Those who contribute to the congregational treasury according to the congregation's record;
3. Those who participate in the life and worship of the congregation.
4. Those who have obtained the age of 18.

D. Pastoral Care of Membership

1. The congregation shall, in the event of the removal of a member from the community it serves, encourage the member to request a transfer to a Lutheran congregation which can serve him effectively. Should the member fail to request a transfer, a Lutheran congregation in the community of his residence shall be notified.
2. A confirmed member in good standing desiring to change his membership to another Lutheran congregation shall upon, upon request, receive a letter of transfer.
3. A confirmed member who does not, for a period of one year, partake of Holy Communion, support the church with his offerings and does not desire to participate in the life and worship of the congregation shall be visited by the pastor and the congregation's officer's and encouraged by them to active membership. If, during the second year, the confirmed member does not actively participate, that member's name shall be removed from the roster of the congregation but be retained on an associate member list as one who is in special need of the congregation's prayer and concern.
4. A child, neither of whose parents or guardians is a member of the congregation, may be removed from the roster of baptized members if that child fails to participate in the life and worship of the congregation.

Part 3 - Meetings of the Congregation

(Chapter 10 of the Constitution)

1. The annual meeting of the congregation shall be in January at a time to be set by the Congregation Council.
2. The current roster of voting members shall be available at each meeting of the congregation.
3. The annual meeting shall receive reports from all the organizations of the congregation.
4. The Nominating Committee is governed by Article 13.02 of the constitution. The pastor shall serve as an advisory member.

In addition to the candidates submitted by the nominating committee, additional nominations may be made from the floor.

The Congregation Council shall fill vacancies on the nominating committee.

#### Part 4 - Officers and Boards

##### (Chapter 11 of the Constitution)

#### A. Eligibility and Duties of the Officers

1. Only a voting member of the congregation shall be eligible to serve as an officer
2. The president shall preside at the meetings of the Congregation Council or the congregation.
3. The vice-president shall preside at the meetings of the Congregation Council or the congregation in the absence of the president.
4. The secretary shall keep the minutes of the meetings of the Congregation Council or the congregation and shall file them at the church.
5. The treasurer shall have custody of all funds except the memorial funds of the congregation and disburse such funds in accordance with the decisions of the congregation or the Congregation Council.
6. The financial secretary shall receive and maintain records of all contributions and make regular reports to the Congregation Council and to the members as required by the Congregation Council.
7. The memorial fund treasurer shall receive the funds given as memorials or bequests to the congregation and disburse funds in accordance with the decision of the congregation or Congregation Council.

#### B. Membership and Meetings of the Boards

In addition to the provisions of the constitution, the following shall govern membership on the Board of Deacons, the Board of trustees and the Board of Education as well as the conduct of their meetings:

1. Only a voting member of the congregation shall be eligible for membership on the boards of the congregation.
2. If a vacancy occurs on a board, the Congregation Council shall fill the vacancy at the next meeting. Should the unexpired term be one year or less, it shall not be considered in determining eligibility for succession.

3. A member of a board who is absent from two consecutive regular meetings shall be consulted by the president of the congregation; if a member is absent from three consecutive regular meeting without valid excuse, the board may declare the office vacant.
4. A quorum of any regular or special meeting of a board shall be more than one-half of the membership of the board.
5. A special meeting of the board may be called by the pastor, the president or any two members of the board. Notice of such meetings shall be given not less than three days prior to the meeting and announced at a public service if one is held during that period.

C. Duties and Responsibilities of the Board of Deacons

In addition to the duties and responsibilities provided in the Constitution, the Board of Deacons shall:

1. Elect from its own membership a chairman and a secretary.
2. Conduct regular meetings not less than once each month at such time and place as the Board may determine.
3. Develop a program of evangelism.
4. Consider matters relating to the worship of the congregation and make recommendations to the annual meeting.
5. Initiate and implement witness and service in the community.

D. Duties and responsibilities of the Board of Trustees

In addition to the duties and responsibilities provided in the Constitution, the Board of Trustees shall:

1. Elect from the Board of Trustees the officers specified in Chapter 11 of the Constitution.
2. Conduct regular meetings not less than once each month at such time and place as the board may determine.
3. Receive reports from the treasurer and memorial fund treasurer to ascertain that the expenditures are within the budget approved by the congregation. Any expenditures in excess of the total voted budget must be approved by the congregation.

4. Prepare a budget for review by the Congregation Council which shall make a recommendation for submission to the annual meeting of the congregation.
5. Assure itself that the treasurer and others who have access to the funds of the congregation are adequately bonded.
6. Appoint annually an auditing committee of two which shall audit the fiscal records of the congregation and report its findings in writing to the annual meeting.
7. 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 Board of trustees for its approval.
8. Report its activities to the annual meeting of the congregation and at such other times as the congregations may decide.
9. The Trustees shall review the insurance policies on an annual basis.

E. Duties and Responsibilities of the Board of Education:

In addition to the duties and responsibilities provided in the Constitution, the Board of Education shall:

1. Elect from its own membership a chairman and a secretary.
2. Conduct regular meetings not less than once each month at such time and place as the Board may determine.
3. Develop an effective teaching ministry which includes the training of the teachers and leaders and provide opportunity for study by every member of the congregation through its teaching agencies.
4. Nominate candidates for Sunday School Superintendant to the Congregation Council.
5. Report its activities to the annual meeting of the congregation and at such times as the congregation may decide.

F. Meetings of the Congregation Council (Chapter 12 of the Constitution):

In addition to the provisions of the Constitution, the following shall govern the Congregation Council in the conduct of its meetings:

1. A quorum for any regular or special meeting shall be more than one-half of the membership

2. A member of the Congregation Council who is absent from two consecutive regular meetings shall be consulted by the president of the congregation; if a member is absent from three consecutive regular meeting without valid excuse, the Congregation Council may declare the office vacant.
3. A special meeting of the Congregation Council may be called by the pastor, the president or any two members of the board. Notice of such meetings shall be given not less than three days prior to the meeting and announced at a public service if one is held during that period.

G. Duties and Responsibilities of the Congregation Council:

In addition to the duties and responsibilities provided in the Constitution, the Congregation Council shall:

1. Elect from the Board of Trustees the officers specified in Chapter 11 of the Constitution.
2. Conduct regular meetings not less than once per month at such time and place as the Congregation Council may determine.
3. Secure necessary staff other than pastor(s), such as administrative assistan, Christian day school teacher, business administrator, church musician, parish education director, parish secretary, parish worker or youth worker, intern, custodian, etc. and fix and review their annual salaries.
4. Review annually the salary of the pastor(s) and make adjustments from time to time within the limits of the budget approved by the congregation.
5. Review the budget prepared by the Board of Trustees and submit it to the annual meeting of the congregation with its recommendations.
6. Elect, upon nomination by the Board of Education, a superintendant of the Sunday church school.
7. Exercise discipline in accordance with the provisions of the Constitution and its Bylaws.
8. Report its activities to the annual meeting of the congregation and at such other times as the congregation may decide.
9. If a vacancy occurs on the Congregation Council, the Congregation Council shall fill the vacancy until the next meeting of the congregation. Should the unexpired term be one year or less, it shall not be considered in determining eligibility for succession.

10. Have authority between meetings of the congregation to choose delegates to any group or meeting in which the congregation is entitled to representation.

#### H. Congregational Records

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

1. The roster of the baptized, confirmed and voting members;
2. The ministerial acts performed by the pastor;
3. The minutes of the meetings of the congregation and the Congregation Council for which the secretary of the congregation shall be responsible;
4. The financial records of the congregation for which the treasurer and memorial fund treasurer of the congregation shall be responsible.
5. The pastor shall report to the Northern Illinois Synod such statistics as may be requested and shall annually report to the congregation a summary of ministerial acts.
6. Should the congregation be dissolved, the official records of the congregation shall be deposited in the archives of the Evangelical Lutheran Church in America or its successor.