

Bylaws for Spirit of Life Lutheran Church

These Bylaws are a supplement to the Constitution for Spirit of Life Lutheran Church document, providing additional guidance for operational procedures not detailed in the Constitution. Throughout the Bylaws document, references to the Constitution will be noted to direct the reader back to the Constitution section governing the Bylaws provision, e.g., C4.03.a.

MISSION STATEMENT (C4.05)

The Mission of Spirit of Life Lutheran Church and its ministries is as follows:

A Welcoming, Renewing, and Serving Intergenerational Community of Discipleship in Christ.

This mission is a reflection of the common core missional values which the Congregation and its ministries reflect in thought, word, and deed. We are a body of Christ, a community of faith, trusting in God, rooting ourselves in the sacramental understanding of God's grace, responding to community needs, devoting ourselves to prayer, Bible study and fellowship, welcoming all as Christ welcomes, and witnessing God doing new things in the community and in our lives.

Part I – COMMUNION PARTICIPATION (C4.03.a)

Christ Jesus invites all members and visitors of this Congregation to the Lord's Table. This meal is instituted by Christ himself for us to eat and drink and believe that this sacrament is given and shed for the forgiveness of sins.

Children of all ages are always welcome to the Lord's Table and may receive Holy Communion after preparation. Preparation for participation in Holy Communion involves one or more of the following forms:

1. Parent or sponsor shall instruct the child in an understanding of Holy Communion commensurate with their age level. Guidance for this instruction by the parent will be available from the Pastor.
2. Age-appropriate instruction by the Pastor.
3. Confirmation classes

Part II – MEMBERSHIP (C8, C20)

A member who does not, for a period of one year, partake of Holy Communion, support the Church with offerings of record, and does not participate in the life and worship of the Congregation shall be contacted by a Congregational representative who will listen to their concerns and determine their desire to maintain active membership. If, during the second year, the confirmed member does not actively participate, their name shall be removed from the membership roster of the Congregation at the end of that year unless extenuating circumstances exist. Removal from the membership roster will be performed after approval of the Congregational Council. Prior members will continue to receive the Congregation's prayer and concern and may be reinstated upon return to active church participation if desired.

Disciplinary action for members will follow procedures set forth in the Constitution.

Part III - PAROCHIAL RECORDS (C9.12, C9.14)

The records of the Congregation shall be and remain the property of the Congregation. The Pastor(s) shall be responsible for the maintenance of the records, except as otherwise provided herein. Upon termination of service to the Congregation, the Pastor shall have brought the records up to date prior to his/her departure. The records shall consist of:

1. The roster of baptized, confirmed, voting and associate members.
2. The ministerial acts performed by the Pastor(s).
3. The minutes of the meetings of the Congregation and the Council, for which the secretary of the Congregation shall be responsible.
4. The financial records of the Congregation, for which the treasurer of the Congregation shall be responsible.
5. The Pastor(s) shall report to the Synod and Secretary of the ELCA such statistics as may be requested and shall annually report to the Congregation a summary of ministerial acts.

Part IV – CONGREGATIONAL MEETINGS (C10.01, C12.09)

- A. There shall normally be two Congregational meetings called in accordance with Constitutional notification requirements.
 1. January
 - a. Council President's report
 - b. Pastor's report
 - c. Annual financial report
 - d. Budget adoption
 - e. Election of Nominating Committee for the Congregational Council
 2. May
 - a. Interim financial report
 - b. Audit Committee Report
 - c. Election of officers and at large members
- B. An online meeting is allowed, as is a combined online and in-person meeting. If written ballots are necessary for the election, then the in-person attendees shall vote by written ballot and the online attendees shall vote by an e-mail ballot or other approved electronic means, which shall be received by the Congregation secretary before the conclusion of the meeting.
- C. Whenever possible, information on items to be voted on at any regular or special meeting of the Congregation will be provided at least one week prior to the meeting, except for Constitution or Bylaws changes, which require 30 days.

Part V – NOMINATING PROCEDURE FOR CONGREGATIONAL COUNCIL

- A. The Nominating Committee, as soon after the January meeting as possible, shall prepare a list of candidates from active confirmed members of the Congregation. This list shall be made available by mail or electronic means to the voting members at least one month prior to the May Congregational meeting.
- B. Following publication of the Nominating Committee's list, any communing member

of the Congregation may submit to the Nominating Committee additional names for inclusion on the list of nominees.

- C. Such names shall be placed in nomination along with the other candidates' names, provided:
1. that such names be submitted to the Nominating Committee at least two weeks before the May Congregational meeting and,
 2. that the Nominating Committee, through consultation with the Pastor(s) shall have determined the eligibility of the nominees, shall have presented a description of the position to the nominee, and shall have the consent of the nominee for the nomination and a consent to serve if elected.

The above process is to ensure an open nomination process to produce informed and qualified candidates. The nomination process from the Nominating Committee is closed after this date. The Nominating Committee, at least one week before the date of the May Congregational meeting, shall notify voting members by mail or electronic means.

Part VI – ELECTION PROCEDURE

The voters, at the May Congregational meeting, shall elect by voice or written ballot and simple majority, the following officers:

1. President
2. Vice President(s)
3. Secretary
4. At-Large Members such that the Council contains three or more members at large.

Part VII ORGANIZATIONAL STRUCTURE (C11, C12)

- A. The Church governing body is the Congregational Council (Council) comprised of an Executive Committee and other elected and appointed members. Elected members of the Council shall be voting members of the Congregation.
1. The Executive Committee is comprised of the President, Vice President, Secretary, and Pastor(s). The Executive Committee is responsible for planning Council meetings and staff support.
 2. The remainder of the voting members of the Council would be comprised of three or more members at large. These members may each be assigned to various committees, special studies, or Church function oversight as determined by the Executive Committee.
 3. A confirmed youth member may be elected for a period of one year and have full voting privileges except in legal affairs wherein the State of Washington requires a person to be of a specific age.
 4. Appointed Members - Additional members are appointed and serve at the council's discretion. Appointed members have voice in matters before the council but have no vote. Appointed members include but are not limited to Treasurer, Finance Steward, Recording Secretary, and representatives of Little Doves, Life Care Foodbank, and other established Church ministries.
 5. The terms of office for elected positions will begin on the first day of the month following their election; will be for a period of two years.

- B. . Council Voting - Council matters requiring a vote shall be decided by simple majority of those present, except as otherwise provided by these Bylaws.
- C. Electronic Media Meetings - When deemed advisable, the Executive Committee may direct Council meetings be by electronic media or telephone. Council members agree to such meetings by accepting their election/appointment

Part VIII – OFFICERS’ DUTIES (C11.01.a)

A. President

1. Represent the Congregation in business and legal matters and sign/countersign all documents as the primary legal representative of the Congregation.
2. Preside over Congregation, Council, and Executive Committee meetings and call special meetings as required.
3. Direct meetings in a speedy/efficient manner according to parliamentary rules of order and Christian principles.
4. Direct the timely preparation and submission of Congregation, Council, and Executive Committee meeting agendas and minutes.
5. Prepare and present the annual report of Council activities at the January Congregational meeting.
6. Ensure the policies of the Constitution and Bylaws are followed.
7. Support and advise council members as needed.
8. Administer the Congregation program(s) and ensure that Congregational processes and procedures are documented and updated/reviewed annually.
9. During a Pastoral vacancy, serve as liaison between the Congregation, temporary Pastor(s) and the Synod and work with the Synod regarding necessary administrative submissions.
10. Oversee operations and actions of other Council members and Council appointed committees.
11. Attend and support, or ensure Congregation and/or Council participation, in Synod and Church-wide activities.
12. Recognize and seek Synod advice and assistance in managing Congregation matters beyond the Council’s expertise.

B. Vice President

1. Assume the duties of the President in that individual’s absence.
2. Arrange for devotions at meetings.
3. Perform the Secretary’s duties in that individual’s absence.
4. Actively aid the President in the administration of office.
5. Ensure that the incorporation, tax exemption, etc. documents, and property, casualty and liability insurance are in good standing and sufficient.
6. Assume other duties as assigned by the Council or President.

C. Secretary

1. Prepare minutes of Congregation, Council, and Executive Committee meetings and oversee their timely publication and distribution.
2. Attest legal and/or business instruments as the Congregation’s authorized and empowered agent when required.
3. Ensure preparation, protection, and storage of important business and legal documents and papers through liaison with the Pastor, Council, and staff.

4. Ensure that annual reports of the Congregation's corporate status reports are filed with the Washington Secretary of State's office and other government agency or department(s), if required.
5. Sign the letter of "call for rostered staff" at the time of a call meeting.
6. Work with the Treasurer and Pastor to ensure timely filing of the Congregation's annual parochial report.
7. Attest the Synod report that the Congregation's records are up to date and under Secretary's control at the time of Pastoral transition.
8. Ensure the roster of Congregation membership is up to date through liaison with the Pastor and Recording Secretary.
9. Submit approved copies of the Congregation Constitution and Bylaws and amendments to the Synod.
10. Prepare official correspondence on behalf of the Council and the Congregation, as directed.
11. Ensure that records are retained according to Records Retention Schedule for Congregations of the Evangelical Lutheran Church in America©.

Part IX - SUPPORT POSITIONS

A. Treasurer

1. Serve as the Congregation financial officer and attend Congregation and Council meetings.
2. Oversee Finance Steward's duties and processes.
3. Oversee Recording Secretary's duties and the processes.
4. Prepare monthly financial reports and oversee the Congregation's cash position; brief Congregational financial status at regular Congregation and Council meetings; prepare the annual Congregational financial report.
5. Oversee preparation and filing of required State and Federal tax forms and documentation, if required.
6. Invest available funds as directed.
7. Prepare the annual Congregation budget through coordination with appropriate ministry teams, the Finance Steward, and the Recording Secretary.
8. Cooperate and present data as requested during financial audits.
9. Oversee reimbursement policies for the Congregation.

B. Recording Secretary

1. Oversee and participate in counting the offerings and depositing receipts.
2. Train individuals who count offerings.
3. Ensure "double custody," two non-related people being always present, is maintained throughout the counting and secure storage on Church premises. Bank deposit may be done by a single person. Bank deposit receipts shall be returned to the Finance Steward for verification with the count report.
4. Report to the Treasurer total offerings each week and any special-purpose breakdowns. Coordinate with the Treasurer to ensure financial records match the "official" financial records maintained by the Profit and Loss statement.
5. Maintain individual contribution records and provide semi-annual and year-end individual statements to contributors for tax purposes.
6. Monthly, report on levels of giving to the Council.

7. Assist the Treasurer with tithing projections for budget purposes.
8. If unable to perform the duties, the Recording Secretary shall designate a council member to fill in temporarily.

C. Finance Steward – The Council will appoint/hire a finance steward who, in collaboration with the Treasurer, will perform the general ledger, accounts payable, accounts receivable, and miscellaneous accounting functions for the Church and its ministries in accordance with the decision of the Council. The Finance Steward will record and maintain all finances in accordance with Generally Accepted Accounting Principles (GAAP), Federal and State guidelines, and Church needs. The duties of this individual are further described in a job description document.

Part X – DUTIES OF THE CONGREGATIONAL COUNCIL (C12)

- A. Uphold the Constitution and Bylaws and ensure these policies are followed. Uphold Council approved policies including but not limited to:
 1. Ethics and Conflict of Interest Policy
 2. Prohibited Activity Policy
 3. Employee Handbook
 4. Little Dove Parent Handbook
 5. Records Retention Policy
 6. Disbursements Policy
- B. Be a Congregation leadership presence, involved in Congregational life, regularly attend worship services, and prayerfully consider Council actions and what is best for the Congregation.
- C. Attend scheduled Council meetings.
- D. Be a part of a united body by supporting all decisions of the Council, even if an individual does not agree with the decision.
- E. Be familiar with the Congregational governing documents.
- F. Assist the Pastor(s) through nurturing Congregation spiritual life and caring for the Congregation.
- G. Treat all matters relating to Council deliberations as confidential. Decisions made will be posted in the minutes.
- H. Support and help ensure Congregation decisions are carried out.
- I. Serve on committees requiring Council presence.
- J. Secure necessary staff other than the Pastor(s), such as Little Doves Director, Finance Steward, Church Musician, Administrative Assistant, Intern, Custodian, etc. and fix and review their salaries annually.
- K. Be informed of any Little Doves staff hiring within one month of their hire at a regularly scheduled council meeting.
- L. Review annually the salary of the Pastor(s) and make adjustments in accordance with the current version of the Southwestern Washington Synod Guidelines.
- M. Receive reports regularly from the Treasurer to ascertain that expenditures are within the budget approved by the Congregation.
- N. Identify and follow up on necessary repairs and maintenance of Congregational real property.
- O. Make financial decisions as described in Part XIII.
- P. Annually, the Council should review the membership roster.

Part XI – CONGREGATIONAL COMMITTEES

- A. Standing Committees are permanent committees made up of members elected by the Congregation. These committees shall consider and recommend actions and propose policies in the areas of their responsibility. They will meet on a regular basis and report regularly to the Council, which will have final approval of all actions and decisions.
 - 1. An Audit Committee (C13.04) of three voting members shall be elected by the Council. Members shall be eligible for reelection
 - a. The Audit Committee shall serve three years with one member elected by the council each year.
 - b. The committee shall meet at least annually to review all accounts for the previous fiscal year, following the Synod guidelines, provide a report to the Council, and report at the May meeting of the Congregation. The committee may be called to meet additionally as needed.
- B. A Task Force is a subcommittee of a standing committee whose members are appointed by a standing committee or the Council. It focuses on a specific issue and is disbanded after the task is completed.
- C. An Ad Hoc Committee is formed for a limited time, usually short term, to address a specific need. Its members are elected or appointed by the Council or Pastor(s). When the work of the ad hoc committee is completed, the committee is dissolved.
 - 1. A Nominating Committee (C13.03) of four to six voting members of this Congregation, two of whom, if possible, shall be outgoing members of the Council, shall be elected at a Congregational meeting.
 - a. The Nominating Committee will serve for a term of one year.
 - b. Members of the Nominating Committee are not eligible for consecutive reelection.
 - c. The Nominating Committee is responsible for finding eligible candidates for open elected positions on the Council.
 - 2. Staff Support Committee (C13.05) duties as requested by the Pastor(s) may be delegated to the Executive Committee.
 - 3. When a Pastoral vacancy occurs, a Call Committee (C13.06) of at least four voting members shall be elected by this Congregation under guidance of the Synod call process. Term of office will terminate at installation of the newly called Pastor.
 - 4. Every two years a committee shall be established to review the Constitution and Bylaws.
 - 5. Other Congregation committees and task forces may be formed as the need arises, by decision of the Council. Duties and term of service of Congregation committees and task forces shall be specified by the Council.

Part XII – SPECIALIZED MINISTRIES (C14.01)

- A. A Faith Community Health Ministry Team (Team) may be appointed by the Council. If appointed, an individual will be extended a call by the Congregation through the Council to serve as Faith Community Nurse. The Faith Community Nurse will lead the Team, which will provide to the needs of the Congregation and community on general health care issues and to Congregation and community members on requested needs. The Team will be accountable to the Council.
- B. A Life Care Community Services Ministry Team (Team) will be formed to manage ongoing operations of Life Care Community Food Bank. The Team is led by a Chair,

selected by the Team members and approved by the Council. Other Team members are Congregation volunteers who have shown a commitment to food operations that are involved in the day-to-day compliance, servicing, and reporting operations of the food bank. The Team is not authorized to enter any contract related situations without the approval of the Council. Duties of the Team are, but not limited, to the following:

1. Ensure that food bank operations are in compliance with state and federal health and food safety guidelines.
 2. Ensure that food bank operations are in compliance with USDA/TEFAP contractual requirements.
 3. Ensure that food bank expenditures are in compliance with USDA/TEFAP contractual requirements.
 4. Provide a monthly report to the Council on food bank activity.
 5. Maintain and annually present a current operations manual to the Council for review and approval.
 6. Provide budget information to the Treasurer for annual Congregation budget purposes.
- C. The Little Doves Children's Learning Center Ministry is responsible for all operations related to the child care center operated by the Church and led by its Director. The Director of Little Doves shall be hired by the Council upon recommendation from a hiring committee consisting of the Pastor, members of the Council, and/or other appointed individuals. The Director reports directly to the Pastor. The Pastor may delegate this responsibility to a designee. The Director or designee is a non-voting member of the Council. Performance evaluation for the Director is the responsibility of the Pastor or appointed designee. The Director, serving as the chief administrative officer of Little Doves shall make recommendations to the Council for their concurrence. Specific responsibilities of the Director include but are not limited to:
1. Ensure all operations and facilities are maintained in compliance with all Washington State and Federal guidelines and laws.
 2. Oversee the daily Little Doves operations and its staff.
 3. Recommend the hiring and termination of Little Doves' staff through the Pastor or designee to the Council.
 4. Employee discipline not involving termination in conjunction with the Pastor or designee. Termination actions shall be approved by the Executive Committee.
 5. Complete and provide timely verbal and written mid-term staff performance reviews, as required, and annual performance reviews as established by the Council.
 6. Ensure staff salary and educational standards meet Washington State guidelines.
 7. Provide timely status reports to the Council, in the absence of a designee, at its meetings.
 8. Ensure all Little Doves operational documentation is reviewed and updated annually and communicated to the Council for approval and then to the Little Doves' staff.
 9. Assist the Finance Steward in the preparation of annual budgets and work to stay within or improve on the budget projection.
 10. Review and accept applications for enrollment to maintain enrollment levels.

Part XIII- FINANCIAL POLICIES and PROCEDURES

A. Church Financial Accounts (C12.05)

1. Financial accounts shall be kept under the direction of the Treasurer and in accordance with Generally Accepted Accounting Principles (GAAP).

2. After the close of each accounting year, the books and accounting records shall be reviewed by the Audit Committee using ELCA and GAAP guidelines.
 3. The Treasurer shall present a full and correct statement of the Church finances including a balance sheet and financial statement of operations for the preceding accounting year at the January Congregational meeting. An interim report shall be provided at the May Congregational meeting.
- B. Fund Distribution Limitations
Funds designated for specific project(s) or purpose(s) shall only be used for that project or purpose and shall be accounted and tracked separately from other funds.
- C. Accounting Year
The Church accounting year shall be twelve months ending December 31 each year.
- D. Accounting Method
All financial accountings for the Church and its ministries shall be accomplished on a cash basis.
- E. Budget
The annual budget shall be submitted for Congregation approval at the January meeting. Expected shortfalls and the plan for addressing the shortfalls shall be discussed during this meeting.
- F. Financial Audits
1. The Audit Committee shall conduct an annual Congregational financial review. The committee shall be guided by ELCA's Congregational Audit Guide precepts.
 2. The Audit Committee may recommend a formal certified financial audit. Other certified financial audits required by the Synod, State, or Federal agencies shall be performed when required.
- G. Operational Ethics and Conflict of Interest Policy
The Council, Treasurer, and others responsible for financial matters shall be guided by Spirit of Life's Operational Ethics and Conflict of Interest Policy.
- H. Indemnification (C19)
The Council shall provide indemnification insurance for Council members, its appointees, and employees involved in Congregation finances and other fiscal matters.
- I. Disbursement Policy
1. The Treasurer shall establish comprehensive policies for responsibly making personal reimbursement for authorized Church expenses, use of business accounts, and credit/debit cards.
 2. Business accounts and credit/debit cards should be used for Church expenditures whenever possible. Use of such vehicles shall be reported to the Finance Steward with an invoice or payment receipt.
- J. Council Fiduciary Limits
1. Expenditures not included in the approved budget in excess of 1% of the total voted budget not offset by unanticipated income must be approved by the Congregation.
 2. The Council may enter into contracts not included in the approved budget of which the cumulative total shall not exceed 1% of the total combined expenses in the current annual budget.
 3. The Council may incur obligations more than 10% in excess of the anticipated receipts only after Congregational approval at a duly called Congregation meeting. (C12.05)

Part XIV- SPECIAL GIFTS AND BEQUESTS

- A. Christian stewardship involves the faithful management of all the gifts God has given to humankind: the created world, the gospel, life, time, abilities, money, including accumulated, inherited, and appreciated resources. The Scriptural principle of proportionate giving, to return to the Lord a portion of the gifts God has first given to his beloved children, is both a privilege and an appropriate response in all times and circumstances.
- B. Christians can give to the work of the Church through:
 1. bequests in wills
 2. assignment of life insurance
 3. charitable gift annuities
 4. charitable remainder and other trusts
 5. assignment of certificates of deposit
 6. transfers of property (cash, stocks, bonds, real estate).
- C. It is the desire of the Church to encourage, receive and administer these gifts in a manner consistent with the loyalty and devotion to our Lord expressed by the donors and in accord with the policies of this Congregation.
- D. Financial gifts received outside the annual stewardship process and offering will be put into the Special Gifts and Bequests Fund and managed in the following manner. No benevolence will be paid on these gifts.
- E. Designated Gifts
 1. The Pastor or Council Executive Committee member will contact the donor or closest family member (if the donor is deceased) to express gratitude for the gift and ask permission to share the story with the Congregation.
 2. Funds will be used as designated by the donor.
 3. If Spirit of Life is unable to use the funds as requested, then the Pastor or Council Executive Committee member will go back to the donor or family to determine the best course of action.
- F. Undesignated Gifts
 1. These gifts will be deposited in the Special Gifts and Bequests Fund and shall be credited and tracked separately.
 2. Council may determine by two-thirds vote how it is to be used.
 3. The Council may appoint an ad hoc committee to discuss the gift and possible ways to maximize its impact, taking into consideration the Congregation's stated priorities for Mission, Vision, and Ministry. The Treasurer will lead the ad hoc committee made up of two to four Council and Congregation members. The committee will report directly to the Council.
 4. In a timely fashion, the Council will create a proposed plan for the use of the gift, will convey the plan to the Congregation for approval by majority vote. If so determined, the gift may be used for the Mission Endowment Fund.
- G. Non-monetary Gifts
 1. Use of non-monetary gifts will be determined by the Council.
 2. Use of the gift must be approved by the Congregation if over \$5,000.00.
- H. Mission Endowment Fund
 1. The Mission Endowment Fund was established to enhance the mission outreach of the Church apart from the general operation of the Congregation; that no portion of the income generated by the Fund shall be used for the annual operating budget of the Congregation.

2. The Fund will be maintained in a separate bank account.
3. The Council shall be the administrator of the Fund.
4. Members of the Council shall not be liable for any losses which may be incurred upon the investments of the assets of the Fund except to the extent such losses shall have been caused by bad faith or gross negligence.
5. No member shall be personally liable if he/she acts in good faith and with ordinary prudence.
6. Each member shall be liable only for his/her own willful misconduct or omissions and shall not be liable for the acts or omissions of any other member.
7. Each member shall always refrain from any conduct in which his/her personal interests would conflict with the interest of the Fund.
8. All assets are to be held in the name of the Spirit of Life Lutheran Church Mission Endowment Fund. (Or in the name of the Evangelical Lutheran Church in America, for the benefit of Spirit of Life Lutheran Church Mission Endowment Fund.)
9. Recommendations to hold, sell, exchange, rent, lease, transfer, convert, invest, reinvest, and in all other respects to manage and control the assets of the Fund, including stocks, bonds, debentures, mortgages, notes, or other securities, as in their judgment and discretion they deem wise and prudent, are to be made by the Council, with subsequent execution by the designated member of the Council.
10. Distribution of Income: The Council shall track principal and income balances according to accepted accounting procedures. The income generated from the investments of the principal may be expended with two-thirds vote of approval of the Council.
11. Income from the Fund should be distributed annually and at such other times as deemed necessary and/or feasible to accomplish the following purposes:
 - a. A portion may be used for outreach into the community and Synod, including, but not limited to, grants to ELCA seminaries, colleges, or students attending such schools, social service agencies, institutions, agencies, and to special programs designed for those persons in our community who are in spiritual and/or economic need.
 - b. A portion may be used for missions of the ELCA in this continent and worldwide, including, but not limited to, grants to the ELCA for new congregational development in North America, professional leadership, educational ministries, global mission, ecumenism, evangelism, social ministries, and capital financing.
 - c. A portion may be used for capital improvements, debt reduction, or a building program of the Church.
 - d. Programs for support may be recommended to the Council for funding according to the guidelines established by the Congregation
 - e. Amounts to be used may be determined by the Council for causes and programs, which at the discretion of the Council are consistent with the Fund purpose of enhancing the mission outreach of the Church.
 - f. Disbursement of income from the Fund need not occur annually in the event causes and programs have not been approved by the Council sufficient to utilize total income available.
12. Distribution of Principal: When, in the opinion of the Council, circumstances indicate a need to use a portion of the principal of the Fund, the Council may, upon a two-thirds vote, recommend such authorizing action to the Congregation for approval by a majority vote.

13. Disposition or Transfer of Fund: In the event Spirit of Life Lutheran Church ceases to exist either through merger or dissolution, disposition or transfer of the Fund shall be at the discretion of the Council in conformity with the approved Constitution and in consultation with the Bishop of the Synod to which this Congregation belongs at such time. Consultation with the Evangelical Lutheran Church in America may be desirable for continuation of Mission Endowment Fund obligations.

| | | |
|----------|--------------------|---|
| Adopted: | February 28, 1993 | |
| Revised: | January 18, 2004 | Added Part VII, D – staff support committee |
| Revised: | May 22, 2005 | Changed C11.02 – from one year term to two-year term |
| Revised: | September 18, 2005 | Added Part V – business manager Added Part VIII, D – council to oversee board of directors |
| Revised: | September 24, 2006 | Part VII, C – removed Operating Committee |
| Revised: | May 4, 2008 | Part VI – rewritten in its entirety |
| Revised: | May 3, 2009 | Part VIII, D – rewritten in its entirety |
| Revised: | September 27, 2009 | Part III – corrected ministry team representatives |
| Revised: | January 25, 2010 | Part VII – rewrote Congregational committees |
| Revised: | January 22, 2012 | Part III – renamed ministry teams Part IV – renamed ministry teams Part IX – eliminated September voter meeting |
| Revised: | January 25, 2015 | Bylaws – removal of LCL Corporate Board and duties Part V – corrected officers’ titles and duties Part VIII – clarified BOE role and responsibilities Part XI – corrected election procedure |
| Revised: | January 23, 2022 | Full review and update, addition of financial procedures |
| Revised: | May 22, 2022 | Parts II, IV.B, V, XIV – revision, minor document |
| Revised: | January 29, 2023 | Parts II, VII.A.1, IX.B, XIII.J – minor revisions and additions, whole document punctuation and formatting |