

UNITY LUTHERAN CHURCH
PROPOSED BY-LAWS

These By-Laws, together with the Unity Evangelical Lutheran Church's (Unity), Constitution, must be presented to each Council member upon election.

I. Membership

Active membership shall be defined as a member of this congregation who has contributed or communed at least once in the past calendar year.

II. Congregational Committees

A. Ad Hoc (General) Committees

1. Executive Committee

Composed of the Pastor, the Council's chairperson, the Secretary of the Council and the Treasurer. The Committee is chaired by Council's chairperson. It's responsibilities include developing agendas for each Council and Congregation meeting.

2. Audit Committee

Composed of three (3) voting members to be elected by the Congregation Council. Not more than one (1) not more than one (1) Committee member shall be a member of the Congregation Council. The members shall serve for a three (3) year term, with one (1) member elected each year. Members shall be eligible for reelection. The Committee shall be responsible for the audit on a quarterly basis and for providing a report to the Council. Service is limited to two (2) consecutive terms.

3. Finance and Budget Committee

Composed of three(3) members, including the following: the Treasurer; one (1) member from the Council, and one (1) non-Council Congregation member. The members are appointed by the Council for a term of three (3) years. Members shall be eligible for reelection. Its responsibilities include the following: (1) setting the annual budget; (2) ensuring that it is followed; (3) providing a quarterly report on expenditures by budget category; and (4) overseeing the Church's investments and reporting on an overview of the investments to the Council on a quarterly basis. The budget must be approved by the Council prior to being presented to the Congregation.

4. Nominating Committee

Composed of at least three (3) voting members of the congregation, one (1) of whom shall be an out-going member of the congregation Council. The members shall be elected at the annual meeting of the congregation to serve for a one (1) year term. Members are not eligible for reelection. Its responsibility shall be to submit names to the Council for any vacancies where a vote is necessary.

B. Standing Committees

General Information:

Each Committee is to have one (1) Council member as a member of the Committee. At its February meeting each year the Congregation Council representative is appointed by the Council, the other members will be solicited from the congregation at large, by Council representative and the past Committee members working in concert. The Pastor may also assist in soliciting Committee members. Each Committee elects its own chairperson and a secretary. The Committee shall meet at least four (4) times a year and give a written report to the Council of their meetings. An annual written report is required for the Congregation's Annual Meeting.

1. Worship and Music

Composed of the Pastor, the Music Director and at least three (3) additional members. Its responsibilities include: (1) the worship life of the congregation, including forms of worship used on Sundays and special occasions; (2) overseeing the maintenance of the congregation's musical instruments and vestments; (3) decorating the sanctuary for holiday services; and (4) training for workshop leaders participants..

2. Altar Guild

A group of volunteers who change the altar clothes and prepare the Altar each Sunday for the services. It is charged with the responsibility for ordering candles, wafers and wine as needed and for caring of the Altar clothes.

3. Outreach

Composed of at least three (3) members. Its responsibilities include the following: oversight of ministries to the church community, including welcoming visitors, encouraging prospective members, care for shut-ins and home-bound members to give communion as trained, and maintaining contact with inactive members. This Committee will reach out into the neighborhood and the world community by participating in activities such as collecting food for Care for Real , cooking for the poor, or projects for Lutheran World Relief.

4. Property

Composed of at least three (3) members. Its responsibilities include: (1) oversight of property concerns; (2) supervision of the Sexton; and (3) seeks bids for property repairs, and sets policy and guidelines for building use, makes and encourages the congregation's members to carry out a plan for timely property maintenance and services as a liaison between the congregation and teh guests who use the building. The Committee may delegate the normal oversight of the Sexton's work to an individual member, but would be involved as a Committee in the hiring, firing and negotiating of a contract/job description.

5. Education

Composed of at least three (3) members. Its responsibilities include: (1) oversight of the Christian education programs at the congregation, such as Sunday School, vacation Bible School, confirmation and adult education; and (2) with the assistance of the Pastor the Committee will choose appropriate educational materials, recruit teaching staff, and evaluate the educational ministries of the congregation.

6. Stewardship

Composed of at least three (3) members. Its responsibilities includes: (1) challenging members to maximize their efforts with systematic financial giving and sharing of talents and resources for the work of Christ; and (2) conducting an annual emphasis on giving, including time and talents.

The above Standing Committees are the primary way in which members carry out the ministry of this congregation.

The congregation Council may appoint other Committees and task forces as needed to accomplish specific goals.

When a Committee or Task Force is appointed by the Council, the Motion creating it will specify the goals and responsibilities of the Committee or Task Force and the Motion will be recorded in the Council minutes.

111. Duties Of Officers

A. Chairperson

Conducts the meetings of both the Council and the congregation. In consultation with the Executive Committee and the Pastor, develops agendas for meetings of both Council and congregation, serves as chair for meetings of the Executive Committee. The Chairperson shall appoint a church member to fill any existing Council vacancy for the remaining term. The Chairperson is required to have a copy of the Constitution and By-Laws available at the Annual meeting.

B. Secretary

Keeps accurate minutes of the meetings of the Council, the congregation and the Executive Committee. Deposits a corrected copy of the minutes in the congregation's files as the official record of the actions of the Council, congregation and Executive Committee. Responsible for notifying members of called meetings of Council, congregation and Executive Committee as specified in the Constitution. Reports monthly to the congregation through the Church newsletter. The Secretary is required to have a copy of the Constitution and By-Laws available at the Annual Meeting.

C. Treasurer

Pays the congregation's bills as instructed by the congregation Council and the congregation. Oversees the total financial situation of the congregation. Keeps accurate records of the congregation's fiscal affairs. Restricted funds must be used as designated. Reports monthly to the congregation Council, reports monthly to the congregation through the Church newsletter and reports annually to the congregation at the annual meeting. *Reports must be kept on file in the Church office.*

D. Financial Secretary

Keeps accurate records of the giving by members of the congregation. Issues reports on their individual giving to the members on a quarterly basis. Issues monthly reports to the congregation Council on aggregate giving monthly. Reports to the congregation on aggregate giving on an annual basis.

IV *Congregation Annual Meeting*

The congregation annual meeting shall be held immediately after the Church service on the third Sunday in January.

The congregation annual written reports must be kept on file in the Church office.

V. Annual Reports

All Committee reports must be filed in the Church office in written form prior to the annual meeting..

VI Miscellaneous

The Council must consult with the Property Committee prior to making any decisions affecting the Property Committee.