

# St. Timothy Lutheran Church

## The Bylaws

### **BYLAW 1.0 PROCEDURES FOR CALLING ORDAINED AND COMMISSIONED MINISTERS**

- 1.1 When a pastor or other church worker is to be called, every member of the congregation shall have the privilege of making one or more nominations. The congregation shall also ask the President of the Northwest District of The Lutheran Church – Missouri Synod for recommendations. The board of elders may serve as the search committee.
- 1.2 The search committee shall submit all names to the District President for information and evaluation. After receiving information and recommendations from the District President, the search committee shall present to the congregation by means of a public announcement, at least three (3) preferred candidates, together with a biographical sketch of each.
- 1.3 At the voters meeting, called for the purpose of electing a new church worker, the preferred list may be amended by means of a two-thirds majority vote of those present. At that point the voters assembly shall be asked to agree to be satisfied with whatever selection is finally made by the congregation.
- 1.4 At that meeting, balloting shall proceed by means of a secret ballot vote. A two-third majority is needed in order to determine the disposition of the call. The voters shall seek to make the vote unanimous.

### **BYLAW 2.0 CHURCH COUNCIL**

#### **2.1 Membership**

The church council shall consist of the president, the vice-president, the secretary, the treasurer of the congregation, the financial secretary, the chairman of the board of elders, the chairpersons of the boards of trustees, education, preschool, evangelism, youth, stewardship, fellowship, finance, and social ministry. The pastor shall be an advisory member of the church council. The president and secretary of the congregation shall serve as chairperson and secretary of the church council.

#### **2.2 Meetings**

The church council shall meet monthly in regular sessions. Special meetings may be called by the chairperson, the pastor, or any three (3) members of the church council by giving notice of the special meeting to each council member at least 24 hours in advance. A majority of the elected members of the council shall constitute a quorum in all council meetings.

## **BYLAW 3.0 NOMINATIONS AND ELECTIONS**

3.1 A nominating committee, chosen by the church council, shall present a slate of candidates for all elected offices. The slate shall normally consist of two names for each office. Additional nominations may be made from the floor. No person shall be nominated without his or her consent. Candidates for president and vice president are eligible after one year of membership and 6 months of experience on the church council or equivalent experience. Candidates are eligible for all other council positions after six months of membership in St. Timothy congregation.

3.2 All officers shall be elected by a majority ballot vote, and voting shall continue until a clear majority has been established. The candidate receiving the lowest number of votes shall be eliminated in each succeeding ballot.

3.3 The officers and members of the church council are elected for a term of two (2) years that begins January 1. President, secretary, financial secretary, chairpersons of trustees, preschool, youth, fellowship and social ministry shall be elected on even years, with vice president, treasurer, and chairman of the elders, and the chairpersons of education, evangelism, stewardship and finance elected on odd years. Treasurer and financial secretary may serve no more than two consecutive terms.

3.4 Members of the church council shall be placed into office in a worship service of the congregation.

3.5 In case of a vacancy in an elected office, the offices of president, vice-president, secretary, treasurer and trustee must be filled by the voters assembly. All other vacancies may be filled by the church council.

## **BYLAW 4.0 OFFICIAL DUTIES**

Church council members and board members shall perform the duties prescribed in the constitution. The congregation shall also have the privilege from time to time of detailing and enlarging these responsibilities by majority vote of the voters assembly. It may also call such other boards and committees into being as it may need from time to time. The church council may also call committees into being as it may need from time to time. Current board and committee job descriptions may be kept with the articles of incorporation, constitution and bylaws of the congregation. All boards shall have policies and procedures approved by the church council.

## **BYLAW 5.0 MEETINGS**

5.1 The voters assembly shall normally meet in November to elect church council members and in June to adopt the annual budget.

5.2 The church council shall normally meet monthly at a time convenient to the members and announced to the congregation. Once a quarter the church council shall meet on a Sunday after worship.

5.3 Boards and committees shall normally meet monthly at a time convenient to the members and announced to the congregation.

## **BYLAW 6.0 RULES OF ORDER**

In addition to principles laid down in Scripture, the latest edition of *Robert's Rules of Order* shall be followed.

## **BYLAW 7.0 AMENDMENTS**

7.1 These bylaws may be amended in a properly convened meeting of the voters assembly by a majority of all voting members present, provided that the proposed change has been announced in a previous voters meeting or has been submitted in writing at least two weeks prior to the meeting to all communicant members of the congregation.

7.2 The date of adoption shall be included in the amendment.

7.3 The amendment shall not be implemented until approved by the Board of Directors of the Northwest District of The Lutheran Church – Missouri Synod.

## **BYLAW 8.0 FINANCES**

8.1 The annual budget shall be recommended by the board of finance to the church council in May and approved by the voters assembly in June for the next calendar year.

8.2 The church council may make limited changes to the approved budget as needed. This authority to make limited changes cannot be delegated to other groups or individuals. Transfers between two budget accounts shall not exceed 25% of the larger account's amount.

8.3 Expenditures shall be authorized by respective board chairpersons. Prior approval is required by the church council for a single expenditure in excess of \$500.

8.4 The voters assembly shall provide for a professional audit or review of the congregation's finances on a regular basis.

## **BYLAW 9.0 PRESCHOOL**

9.1 The congregation shall provide for Christian education and outreach through the operation of St. Timothy Lutheran Preschool.

9.2 The preschool shall be an integral part of the ministry of the congregation.

9.3 The preschool shall operate according to policy adopted by the church council.

