

**BYLAWS OF
EMMANUEL EVANGELICAL LUTHERAN CHURCH
EXPORT, PENNSYLVANIA**

Effective 28 January 2018, when approved
by this congregation

Section I
MISSION STATEMENT

- C4.05.01. Welcoming all in Christ's name.
Growing together in faith.
Sharing God's Love in the world.

Section II
MEMBERSHIP

- C8.06.01. The Congregation Council may remove inactive members from the roll of this congregation. An inactive member shall be defined as not having used the means of grace, both Word and sacraments, with this congregation, nor having made a contribution of record to this congregation, within the last three years.

Section III
CONGREGATION MEETINGS

- C10.01.01. The Annual Budget Meeting of this congregation shall be held within 30 days prior to the start of each fiscal year (C10.01.02) at a time and place to be determined by the Congregation Council. Unless required advance notice is given (C10.03, C16.03, or C17.01) of additional business items, no other business shall be conducted at the Annual Budget Meeting other than that business stated in the bylaws of this congregation (C10.01.03. and C12.06.02.).
- C10.01.02. The Annual Meeting of this congregation shall be held prior to mid calendar year (normally the third or fourth Sunday of May) at a time and place to be determined by the Congregation Council.
- C10.02.01. Persons who are not voting members (C8.02.c) of this congregation may attend meetings of this congregation and may be accorded the privilege of voice without vote at the discretion of this congregation's president or presiding officer of the meeting. Should any such visitor be disruptive, they may be removed from the meeting at the discretion of the president or presiding officer of the meeting.
- C10.01.03. The treasurer shall submit a written report to this congregation at the Annual Budget Meeting (C10.01.01.) summarizing the financial transactions and account balances of this congregation for the previous fiscal year (C11.01.04.).
- C12.02.01. Nomination of candidates for election to the Congregation Council (C12.02.02.) shall occur at the Annual Meeting (C10.01.02.) of this congregation.
- C12.02.02. Election of Congregation Council members (C12.02.04.) shall occur at the Annual Meeting (C10.01.02.) of this congregation.

- C12.06.02. The annual budget shall be presented to this congregation by the Congregation Council and adopted or amended and adopted by this congregation at the Annual Budget Meeting (C10.01.01.).
- C12.10.01. The Congregation Council shall, through reports (C12.16.05.) by the standing [ministry teams] of the Congregation Council (C12.16.02.) and the called staff (Ministry Report), submit a comprehensive written Annual Report to this congregation at the Annual Meeting (C10.01.02.) on membership, work of the previous year, and, if appropriate, plans and goals for the upcoming year.
- C13.03.01. The Audit Committee shall submit a written report to this congregation at the Annual Meeting (C10.01.02.) summarizing their findings and recommendations from the financial records audit, and review of accounting, procurement and payment practices for the previous fiscal year of this congregation and organizations within this congregation (C14.01.).
- C14.01.01. Each organization within this congregation e.g., Emmanuel Lutheran Church Women (ELCW) shall submit a written report to this congregation at the Annual Meeting (C10.01.02.) concerning their membership, work, and audited finances.

Section IV

DUTIES OF THE OFFICERS OF THIS CONGREGATION

- C11.01.01. The president shall preside at all meetings of this congregation and the Congregation Council unless they choose to delegate such responsibility to the Vice President. The president of this congregation shall not vote on the election of members to committees of this congregation, except in the event of a tie vote by this congregation (C13.02.) or the Congregation Council (C13.03. and C13.04.) which precludes an election wherein the president may cast the deciding vote or shall draw lots to complete the election.
- C11.01.02. The vice president shall temporarily assume the duties of the president of this congregation (C11.01.01. and C12.17.02.) in the event of the president's inability to serve, either for absences or until such time as the Congregation Council elects a successor president of this congregation (C11.04.). The vice president shall also chair the Executive Committee (C13.01) and may preside at meetings of this congregation and the Congregation Council at the behest of the president.
- C11.01.03. The secretary shall be responsible to keep accurate minutes of all meetings of this congregation and the Congregation Council, which shall be organized and permanently preserved, along with the Annual Report of the Congregation Council (C12.10. and C12.10.01.), in the archives of this congregation. The highlights of the minutes of all meetings of this congregation and the Congregation Council shall also be published by the secretary for distribution to the congregation. The secretary shall also be responsible for tallying and recording election results (C12.02., C.13.02 and C13.05.) of this congregation. Continuing Resolutions of the Congregation Council shall be maintained by the secretary and be available for reference in the office of this congregation.
- C11.01.04. The treasurer shall keep the book of accounts for this congregation. The treasurer shall supervise and account for the receipt and disbursement of all funds on proper orders, making timely remittance of

benevolence receipts (C12.06.e.). Before payments are made, all invoices should be approved by either the pastor, the responsible Congregation Council standing [committee chairperson] [ministry team leader], or their designee (C12.16.04.). The treasurer shall be an ex-officio member of the Life Stewardship Ministry Team (C12.16.02.e.) and make written report of all financial transactions to the Congregation Council monthly and to this congregation at its Annual Budget Meeting (C11.01.01.). The treasurer shall cooperate with the Audit Committee (C13.03.), providing requested financial records and documentation, in order that a satisfactory audit of all financial transactions of the previous fiscal year can be presented by the Audit Committee at the Annual Meeting (C13.03.01.).

C11.01.05 The Council may appoint an assistant treasurer. The assistant treasurer shall be trained in the book keeping and financial reporting procedures of the congregation. The assistant treasurer shall be permitted to perform the following duties at the request of the treasurer:

- Maintain the financial records of the congregation
- Prepare and present monthly financial reports to the Congregation Council
- Assist the treasurer in preparation of the annual financial reports of the congregation

The assistant treasurer shall be an ex-officio member of the Life Stewardship Ministry Team with voice but without vote.

Section V

THE CONGREGATION COUNCIL

C12.01.01. The number of lay voting members of the Congregation Council shall be no less than 6 and no more than 9, dependent upon the membership level and including the President, Vice President, and Secretary.

C12.02.03. Nominations for Congregation Council membership shall be made by the Nominating Committee (C13.06.02.) and can be made from the floor by any voting member (C8.02.c) of this congregation at the scheduled Annual Meeting (C12.02.01.) for nominations of candidates for election to the Congregation Council. Nominees from the floor shall meet the constitutional requirements to serve on the Congregation Council (C12.01. and C12.02.) and agree, if elected, to serve as a member of the Congregation Council (C12.04.). Non-called staff are not eligible to be members of the Congregational Council.

C12.02.04. Elections of layperson members to the Congregation Council (C12.02.02.) shall be by written ballot and the result recorded in full by the secretary. The persons receiving the highest number of votes, up to the number of Congregation Council members to be elected (C12.01.01.), shall be deemed elected to the Congregation Council. The election of Congregation Council members to fill the remaining terms of any vacated positions (C12.03.), terms of less than three years) may be from (1) a separate slate of specific nominees for the remaining term(s) with the specific nominee(s) receiving the most votes deemed elected, or (2) shall be that person, or those persons for multiple vacated positions, receiving the next highest number of votes deemed elected to the Congregation Council sequentially filling vacated positions with the longest remaining terms. Should the Congregation Council decide to use the separate slate method of election for the remaining term(s) of any vacated position(s) on the Congregation Council, this election method must be declared to this congregation prior to nominations

for election to the Congregation Council (C12.02.02.). In the event of a tie vote by this congregation precluding an election of the remaining member(s) to the Congregation Council, a run-off election shall be conducted between only those candidates receiving the tie votes which precluded their election on the first or subsequent ballots.

- C12.04.01. It shall be the duty of all non-officer members of Congregation Council to lead a ministry team.
- C11.02.01. The Congregation Council shall, at the first council meeting following the election of members to the Congregation Council (C12.02.02.), by prayerful consideration, elect the officers of this congregation.
- C13.08.01. The Congregation Council shall, at the regular council meeting immediately following the Annual Meeting of this congregation (C10.01.02.), by prayerful consideration, approve the appointments and elect members to those congregation committees (Audit and Mutual Ministry Committees) whose constitutional duty (C13.03 and C13.04) belongs to the Congregation Council.
- C12.06.01. The Congregation Council shall set the month and day of the start of the congregation's fiscal year, and record the month and day in a continuing resolution.
- C12.06.03. The Congregation Council shall, at the regular council meeting immediately following the election of members to the Congregation Council (C12.02.02.), by prayerful consideration, appoint a financial secretary. The term of service shall be one year or until a successor is appointed. The term of service shall begin at the close of the meeting at which the financial secretary is appointed. The financial secretary shall be a member of the congregation, may be an officer of the congregation, need not be a member of the Congregation Council, and may serve for indefinite consecutive terms. The financial secretary shall keep the records of all contributing members, with an accurate account of their individual pledges and contributions, and shall, at least annually, send statements and receipts of contributions to the members of this congregation as authorized by the Congregation Council. The financial secretary shall also be an ex-officio member of the Life Stewardship Ministry Team (C12.16.02.g.). The position of financial secretary shall not have signatory authority for either payments or purchases on behalf of this congregation.
- C12.06.04. Any offerings received designated for a budgeted special benevolence will be sent directly to that designated benevolence above and beyond the amount in the adopted budget (C12.06.02.) of this congregation.
- C12.09.01. The Congregation Council shall be responsible for the hiring and discharging of this congregation's salaried non-called staff.
- C12.09.02. The Congregation Council shall ensure that the performance of each member of this congregation's salaried non-called staff is evaluated by the Ministry Team appropriate to each staff member at least annually. The Executive Committee shall ensure that the performance of each member of the administrative staff is evaluated at least annually. The Congregation Council shall have the right to review and amend any and all such evaluations.

- C12.09.03. The Congregation Council shall annually review and appropriately adjust compensation and benefit packages of this congregation's salaried non-called staff for the next fiscal year budget recommendations to this congregation.
- C12.09.04. The Congregation Council shall be responsible for addressing non-called staff concerns and resolving any non-called staff problems that may arise.
- C12.09.05. The Congregation Council shall be responsible for the monitoring and support of the training and professional development of this congregation's salaried non-called staff.
- C12.09.06. The Executive Committee shall be responsible for church office operations and efficiency.
- C12.17.01. The Congregation Council, as authorized by this congregation in this bylaw, shall, by prayerful consideration, either elect, appoint, or approve the appointments of official representatives of this Congregation for participation in local, regional, national or international meetings, assemblies, convocations, or conventions of the NALC or other bodies or organizations of which this congregation is a member. Such representatives shall be drawn from this congregation's roll of voting members.
- C12.17.02. Council meetings shall be open to all members of congregation, who shall have voice at the discretion of the president or presiding officer, but without vote. Disruptive visitors may be asked to leave at the discretion of the president or presiding officer of the meeting.
- C12.17.03. The Congregation Council shall assist and work cooperatively with all congregation ministry teams and organizations of this congregation.
- C18.01.01. Duties of the Congregation Council and the ministry teams of the Congregation Council may be further specified in the continuing resolutions (C18.01).

Section VI
MINISTRY TEAMS

- C12.16.01. The Congregation Council shall have overall responsibility for the effectiveness of the Congregation Council's ministry teams. Each ministry team shall be led by a designated member of the Congregation Council, excluding the President, Vice President, and Secretary, who shall be responsible for the effective functioning of the team. Each Congregation Council member may elect to delegate operational leadership of their ministry team or sub-team(s) to another member of the team. Such delegation shall be documented in the ministry team meeting minutes and council shall be so informed. In such cases, the member of Council shall retain the authority to act on behalf of the team on matters that affect the team which come before the Congregation Council.
- C12.16.02. The Standing Ministry Teams of the Congregation Council and their duties shall be as follows:
- a. Soul Life Ministry Team
This ministry team's mission is to see that the services of God's house are conducted regularly (C4.03.a.) and in accordance with our confession of faith as delineated in Chapter 2 of the

Constitution, and assist the pastor(s) with his/her (their) call to preach the Word and administer the sacraments to this congregation (C9.02.a.) by:

1. Supervising and striving to advance the welfare and effective service of, the musicians and choirs of this congregation. Areas of focus for this ministry team include: music (choirs and instruments), altar guild (vestments, paraments, altar linens, baptism, wedding and funeral support), assisting ministers, acolytes, ushers, hymnals, worship bulletins, and to coordinate/direct the work and providing recommendations for the continuing education, training and review of this congregation's organist/choir director.
2. Providing resources and opportunities for all members of the congregation to develop their faith through education and sponsored activities, with a focus on children, youth, and their families. This ministry team shall be responsible for the formal and informal educational programs of the congregation including Sunday Church School, First Communion Instruction, the Confirmation Program, and Vacation Bible School. In this role, the Soul Life ministry team will be responsible for curriculum selection, program scheduling, and general program oversight, as well as to coordinate/direct the work and providing recommendations for the continuing education, training and review of this congregation's educational staff.

Other areas/activities that this ministry team may pursue at its option include:

- Nursery schedules (as required)
- Cradle Roll
- College Care Mailings
- Bells
- Flowers
- Bread bakers
- William Penn Visits
- Rally Day

b. Christian Life Ministry Team

The mission of this ministry team is to lead this community of baptized to carry out Christ's Great Commission by reaching out to all people to bring them to faith in Christ (C4.03.e.). This ministry team shall stimulate and lead all members of this congregation in continuous and, from time to time, concerted endeavors to re-awaken the spiritually indifferent. It shall reach out with the Gospel to all, inviting and assisting them to become active members in Christ's Church. To this end, this ministry team shall devote itself to deepening spiritual life and organizing Christian fellowship-oriented activities to strengthen the congregational family.

As a further expression of our congregation's faith in Christ, this ministry team shall lead our congregation's efforts to extend Christian compassion and helpfulness to the ill, the aged, the orphaned, the underprivileged, the imprisoned and in general, to persons of all ages in need of aid in body and soul (C4.03.f.). It shall strive to enlist in those efforts as many as possible of the individual members and organizations of this congregation.

Areas of focus for this ministry team include:

- Providing a welcoming atmosphere for members and visitors at worship services
(e.g., worship greeters, seeking out and welcoming visitors, follow-up contact with visitors, Sunday coffee services.)
- Facilitating the integration of new members into our faith community and assigning new member sponsors
(e.g., new member sponsors, new member receptions and fellowship events.)
- Extending the concern of this congregation to those who are voluntarily or involuntarily inactive
(e.g., monitoring worship attendance and sacrament records, contacting inactives, visitation of shut-ins; recording of worship services for the shut-ins and hospitalized.)
- Maintaining contact with our missionaries and Mission Partner congregations
- Facilitating communications among the members and groups within the congregation to diffuse knowledge of this congregation's local, national and worldwide ministries
(e.g. inputs to the weekly e-news and monthly Herald newsletters; the congregation's web site and membership directory.)
- Maintaining visibility of this congregation within the community
(e.g., publication of congregational activities on the congregation's web site and in the local media, coordinating paid advertisements, liaison with the Murrysville/Export Area Ecumenical Ministry, periodically updating the congregational brochure.)
- Initiating and maintaining such other programs as will contribute to the spiritual health and outreach of this congregation.

Other areas/activities that this ministry team may pursue at its option include:

- Christmas Caroling
- Faith night at Pirates
- Community days
- Greeter Schedule
- Shrove Tuesday Dinner
- Easter Breakfast/Lenten Light Meals
- Lutherlyn Ambassador
- Lutherlyn Junior Ambassador
- W-Dogs (3)/Owl Dinner
- Dinners for 8ish
- Congregational Christmas Party
- Youth Group

Fish Hooks

c. Life Stewardship Ministry Team

It shall be the mission of this ministry team to evoke and promote the expression of Christian faith in daily living (C12.05.b.) and to teach the Christian use of spiritual gifts (time, talents, and possessions/money). As part of this mission, this ministry team shall oversee the financial affairs of this congregation (C12.06.e.).

The stewardship duties of this ministry team include:

- Recording and disbursement of memorial gifts (Memorial Committee), in concert with the Congregational Council;
- Arranging counters for weekly services;
- Coordination with financial secretaries, including management of membership contribution envelopes, records, and statements; and
- Annual review of membership records (C12.08.) and determination of those persons on the roll of voting members (C8.02.c.)
- Administration of benevolence recommendations and distributions
(e.g., distribution of benevolence contributions; clothing drives/disaster relief; hunger appeals; parish assistance; Health Ministry; Card Ministry; Blackburn Center; and distribution of gifts to nursing home patients.)

Financial oversight duties of this ministry team include:

- Congregational investments (C12.06.f.);
- Cash reserves, and loans;
- Determination of funding sources for budgeted and unbudgeted expenditures;
- Optimization of operating costs (i.e., evaluation of service and supply contracts) and cash flow;
- Evaluation with the treasurer of his/her reports and the appropriateness of this congregation's expenditures;
- The congregation's total insurance program (C12.06.f.);
- Compilation of the annual budget of this congregation (C12.06.d.); and
- Organization and supervision of the counters for the contributions made to this congregation.

This ministry team shall also see that the members of the Executive Committee (C13.01.) and all other persons and staff who handle receipts and disbursements for this congregation or who have access to secured areas where money may be kept shall provide corporate surety (fiduciary bonds to insure for defalcation), in amounts determined by the Congregation Council, for which the premium shall be paid by this congregation. As able, this ministry team shall also compile and update a talent inventory from the congregational membership.

d. God's Property Ministry Team

The mission of God's Property Ministry Team is to have oversight of the buildings and grounds of this congregation, seeking to maintain and improve the facilities and property (C12.06.). This ministry team shall also seek to maintain qualified contractors, in accordance with the bylaws of this congregation (C13.06.01.), to provide emergency or rapid repair services for the structures, utilities, and environmental controls of this congregation's facilities. This ministry team shall bring to the attention of the Congregation Council the need for major repairs or renovations. Other concerns of this ministry team include: physical plant operations; facility cleaning and refuse disposal; helping to coordinate/direct the work/repair activities of volunteers and contractors; grounds beautification; maintaining this congregation's equipment (i.e., office, kitchen, and lawn) and warranty information; furnishings; office equipment; telecommunication system; public address system; and security and safety of the premises, including fire detection and extinguishing systems, and snow/ice removal from walkways and parking areas.

C12.16.03. Additional ministry teams:

- a. Other ministry teams may be formed by decision of the Congregation Council.
- b. The ministry teams of the Congregation Council may form subcommittees to help fulfill their stated mission. The subcommittee will be responsible to the ministry teams and need not have Congregation Council representation. The leader of each subcommittee shall be approved by the responsible standing ministry team of the Congregation Council.
- c. Special ministry teams or task forces to fulfill specific purposes, which will be dissolved upon completion of their stated purposes, may be formed by decision of the Congregation Council. Each special ministry team or task force shall have Congregation Council representation. The leader of each special ministry team or task force shall be approved by the Congregation Council.

C12.16.04. Each ministry team of the Congregation Council shall supervise and approve (C11.01.04.) the expenditure of funds by the ministry team and any of its subcommittees consistent with the adopted budget of this congregation (C12.06.d.). Each ministry team shall also participate in the preparation of the annual budget for this congregation (C12.06.d.) by reviewing team expenditures and making recommendations to the Congregation Council for necessary and planned expenditures for the next fiscal year. Each ministry team leader (or their designee) or the Pastor shall authorize expenditure of funds for budgeted items.

C12.16.05. Each ministry team of the Congregation Council shall submit a comprehensive written report for the Annual Meeting of this congregation (C12.10.01.) concerning its membership, work of the previous year, and, if appropriate, plans and goals for the upcoming year. Such reports shall also include the same information for any subcommittees reporting to each of the ministry teams of the Congregation Council.

C12.16.06. Ministry Team meetings shall be open to all members of the congregation, who shall have voice at the discretion of the presiding members of the team, but without vote.

Section VII

DUTIES OF CONGREGATION COMMITTEES

- C13.06.01. The Executive Committee shall provide general oversight and guidance to the Congregation Council and its ministry teams. The Executive Committee shall also perform those functions as directed and authorized by the Congregation Council. Members of the Executive Committee shall be the only persons in this congregation who can be authorized by this congregation or Congregation Council, consistent with the constitution of this congregation and the laws of the Commonwealth of Pennsylvania, to sign legal documents or contracts which extend calls, that offer or terminate employment, or that buy, sell, or otherwise encumber property on behalf of this congregation. In order to facilitate the carrying out of its duties, members of the Executive Committee shall be accorded the privilege of voice at all meetings of this congregation's committees, the ministry teams and subcommittees of the Congregation Council, and any special ministry teams or task forces of the Congregation Council, except the Audit (C13.03.), Mutual Ministry (C13.04.), and Call (C13.05.) Committees of this congregation and such other special committees specifically so stipulated by direction of the congregation. Except for the Executive Committee and Congregation Council, no member of the Executive Committee shall chair any congregation committee or ministry team, (C12.16.02.), subcommittee (C12.16.03.b.), or special ministry team/task force (C12.16.03.c.) of the Congregation Council. The Executive Committee shall also have responsibility for the management of the administrative staff. (C12.09.06)
- C13.06.02. The Nominating Committee shall nominate at least one but not more than two candidates from the membership of this congregation for each vacancy to be filled on the Congregation Council. The nominees shall meet the constitutional requirements (C12.01. and C12.02.) and have been deemed qualified by the committee to serve on the Congregation Council, and have agreed, if elected, to serve as a member of the Congregation Council (C12.04.). The Nominating Committee shall also nominate qualified candidates, who meet the constitutional requirements (C13.02., C13.03. and C13.04.) and agree, if elected or appointed, to serve for the position nominated, for other congregation committees, including the Nominating Committee. A minimum of one candidate will be nominated for each vacant position on congregation committees, except as otherwise provided in the constitution. The Nominating Committee should endeavor to build slates of nominees which reflect the age, gender, and race diversity of this congregation.
- C13.06.03. The Audit Committee shall audit the financial records, and review the accounting, procurement and payment practices of this congregation and organizations within this congregation (C14.01.,e.g., ELCW). The Audit Committee shall submit appropriate written reports of their findings and, if applicable, recommendations to this congregation (C13.03.01.).
- C13.06.04. The Mutual Ministry Committee shall affirm and strengthen the mission of this congregation and ministry of the called staff. The committee shall aid in the clarification of expectations between the called staff and this congregation. It shall provide a positive and constructive forum for the consideration and resolution of relevant issues. Members of this committee shall respect and maintain the personal confidences (outside of committee discussions) of any and all who request it and shall

disregard without consideration anonymous correspondence. The Mutual Ministry Committee should also, at least annually, evaluate the effectiveness of the individual called staff and their ministries, and review those evaluations with the called staff. The professional development and continuing education of the called staff shall be guided and encouraged by the committee. Further, the Mutual Ministry Committee shall make recommendations to the Congregation Council as to the compensation and benefit packages for the called staff for the next fiscal year budget

- C13.06.06. The Call Committee shall follow NALC guidelines for identifying qualified candidates for a pastoral (C5.03.a) call to this congregation.
- C13.06.07. Duties of congregation committees may be further specified in the continuing resolutions (C18.01).
- C13.06.08. Except for meetings of the Executive (C13.01.), Audit (C13.03.), Mutual Ministry (C13.04.), and Call (C13.05.) Committees, as well as special committees so stipulated by the explicit direction of the congregation, members of this congregation may attend all meetings of this congregation's committees. Non-committee members may be accorded the privilege of voice at the discretion of the presiding chairperson of the meeting, but without vote . Should any such visitor be disruptive, they may be asked to leave and then shall leave the meeting or be subject to disciplinary actions in accordance with the constitution at the discretion of the presiding chairperson of the meeting.