

**Mount Calvary Lutheran Church**  
**By-Laws**  
**2021**

**Preamble:**

Mt. Calvary's mission is to share the love of Christ with all people. We believe that this is consistent with God's mission: to love and bless the world. As such, we see ourselves as a "community church" called to meet the needs of the community as best we can. Jesus lives in the community and so does this congregation.

**I: Membership**

(cf. Chapter 8 of Constitutions)

A. Admission of Baptized Membership:

1. Children, one or both of whose parents or guardians are members of this congregation, shall, upon receiving the Sacrament of Baptism, be received as baptized members of this congregation.
2. Children, neither of whose parents or guardians are members of this congregation, shall, upon receiving the Sacrament of Baptism, be received as baptized members of this congregation unless there is understanding that, for good reason, they will be enrolled as baptized members of another congregation, in which case, notice of the baptism will be sent to the congregation in which the child is to be enrolled as a baptized member.
3. Children baptized in other congregations shall be received as baptized members of this congregation upon admission of one or both parents or guardians to membership, or by consent of one or both parents or guardians, or by action of the Congregation council.

B. Admission to Confirmed Membership

1. Baptized adults who have received instruction and accepted the teaching of the Word as confessed by the ELCA, shall be admitted to confirmed membership through the rite of Affirmation.
2. Unbaptized adults who have received instruction and accepted the teachings of the Word as confessed by the ELCA, shall be admitted to confirmed membership through the rite of Baptism.
3. Children who are baptized members of the congregation shall be admitted to confirmed membership through the rite of Affirmation at the right time.
4. Applicants for membership presenting a Letter of Transfer showing them to be confirmed members of another ELCA congregation shall be admitted to confirmed membership upon acceptance of their Letter of Transfer by the Congregation Council and report of their names to the congregation.

C. Discontinuance of Membership

1. It is understood that confirmed membership in Mt. Calvary Lutheran Church means being a faithful disciple of Jesus Christ. As such, it is expected that every

confirmed member will worship as often as possible, at least communing and/or contributing at least once a year. This is to be considered the minimum requirement for voting membership.

2. If a confirmed member fails to meet even the minimum, they may move to associate member status. Only the Pastor(s) with approval of the Congregation Council may make exception to this policy (e.g. extended military service).
3. If an associate member cannot show good cause for such membership, then that membership shall be terminated. The Pastor(as) with the approval of the Congregational Council shall determine good cause.
4. Effort shall be made to contact those who are in jeopardy of losing their voting membership. If, after reasonable attempts have been made, there is still no apparent desire to be in the life of the congregation, voting membership shall be terminated. The voting membership may be reestablished by a show of good faith to enter in the life of the congregation.
5. Pastoral care and congregational concern must be extended to those who forfeit their membership. Membership may be restored following the procedures outlined in by-laws section I B 1.
6. Children baptized in infancy, shall forfeit their membership if, in the judgment of the Congregation Council they are not participating in the worship and education life of this congregation.

## **II: Congregation Meetings**

(cf. Chapter 10 of Constitutions)

- A. There shall be two (2) regular meetings of the congregation each year.
  1. There shall be a meeting early in the calendar on a Sunday following a scheduled worship service. The date shall be determined by the Congregation council. The purpose of the meeting shall be:
    - a. Presentation of the annual reports;
    - b. Other matters of importance to the congregation, if necessary.
  2. There shall be a meeting on a Sunday later in October or November following a scheduled worship service. The purpose of the meeting shall be:
    - a. Election of officers of Congregation Council
    - b. Approval of the budget for the coming year;
    - c. Other matters of importance to the congregation.

## **III: Nominations and Elections of Congregation Council Officers and Appointment of Members**

(cf. Chapters 10-13 of Constitutions)

- A. Elections shall be by simple majority of those members present and voting. Written ballot will be used if necessary.
- B. The nominating task force shall serve as tellers of the election and inform those elected of election results and subsequent responsibilities, and send letters of appreciation to those not elected.

#### **IV. Duties of the Officers**

(cf. Chapter 11 of Constitutions)

The following officers of the Congregation Council will comprise the Executive Committee of the Congregation Council.

Note: No paid employee of the church can hold any of the following elected offices.

- A. President: The President shall:
  - 1. Preside at the meetings of the congregation and of the Congregation Council
  - 2. Conduct the same according to parliamentary procedure.
  - 3. Seek to promote the general welfare of the congregation.
  
- B. Vice-President – The Vice-President shall:
  - 1. Assist the President in fulfilling the duties of office.
  - 2. Preside at meetings of the congregation and Congregation Council in the absence of the President, or when called upon to do so by the President.
  - 3. Serve as the chair of the Nominating Committee.
  
- C. Secretary – The Secretary shall:
  - 1. Take minutes of all meetings of the Congregation and Congregation Council.
  - 2. Record all minutes electronically for their permanent filing.
  - 3. Post minutes for the availability of the members of the congregation.
  - 4. Be responsible for all correspondence from the Congregational Council.
  
- D. Treasurer – The Treasurer shall:
  - 1. Hold all funds in a financial institution(s) designated by the Congregational Council.
  - 2. See to the payment of all salaries, expenses, and financial obligations of the congregation in a timely manner.
  - 3. Forward all benevolence monies monthly.
  - 4. Submit in writing the condition of the finances of the congregation at the monthly Congregation Council meeting and at regular meetings of the congregation.
  - 5. Submit an internal annual audited account of income and disbursements to the congregation at the regular spring meeting.
  - 6. Have complete charge of the offering envelope system;
  - 7. Oversee the duties/ responsibilities of the Financial Secretary whose duties include but are not limited to:
    - a. Seeing that all contributions are properly recorded and assigned to the proper treasuries for distribution.
    - b. Assisting with the offering envelope system
    - c. Maintaining records and documents as directed
    - d. Securing and maintaining financial records and documents of the Congregation on site.

#### **VI: Duties of the Committees**

(c.f. Chapter 13 of Constitutions)

The Executive Committee of the Congregation Council may designate other persons or will assume responsibility for completing committee assignments if a committee is not active and functioning.

- A. Executive Committee shall:
  - 1. Be comprised of the elected officers and 1 member of each of the core committee
  - 2. Have at least 3 members present at a Congregation Council meeting for a quorum to be established.

3. Fulfill other duties and responsibilities as designated.

Each of the following areas of emphasis shall be areas that the congregation is interested in promoting based on availability of members and interest.

- A. Learning - promote the areas of interest as listed below:
  1. Worship
  2. Education
  3. Evangelism
- B. Giving – promote the areas of interest as listed below:
  1. Stewardship
  2. Finance
  3. Outreach
- C. Caring - promote the areas of interest as listed below:
  1. Building
  2. Property
  3. Member Care

#### **CONTINUING RESOLUTIONS**

- A. There shall be a Nominating Committee that will:
  1. Have the Vice-President serve as the chair.
  2. Consist of one member from each of the five (5) committees that are members to the Congregation Council or designate others if a committee is not active.
  3. Be formed each October
  4. Encourage people to serve in elected positions within this congregation.
  5. Contact such persons directly by visit, letter, phone or email.
  6. Present the Congregation Council a ballot for approval at the November meeting
  7. Serve on election day as tellers as noted in Section 3.B in these bylaws.
  8. Disband when all described duties are complete, but no later than January 1.
- B. There shall be an Audit Committee:
  1. The Congregational Council will appoint three (3) or more members from within the congregation to serve.
  2. Congregation Council members are the only Confirmed members not eligible to serve on this Committee.
  3. They shall complete an annual internal audit of the congregation finances and provide such to the Congregation Council at their April meeting.
  4. This Committee shall be convened in January and complete its work by April 30, at which time it shall disband.
- E. The church building and property shall also function as a Family Community Center and as such may provide programming, services, opportunities and events that will be available to members and non-members in the area. These services may include but are not limited to:
  1. Food and Baby Pantry
  2. Head Start Early Childhood Program
  3. Leaps and Bounds Family Services; Family Literacy, Adult Education
  4. Other organizations, events, projects and activities that further benefit the community.

**Approved By:**

**Congregation Council**

\_\_\_\_\_  
**Signature of Congregation Council President**

\_\_\_\_\_  
**Date**

**Congregation**

\_\_\_\_\_  
**Date**

**Synod of Southeast Michigan**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**