

BYLAWS

ST MARK LUTHERAN CHURCH

St. Mark Lutheran Church Connects People to Jesus

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ByLaw 1

Baptized Membership

Baptized members are all persons within the congregation who have been baptized in the name of the Triune God and come under the pastoral care of this congregation. It is expected that all baptized members will:

1. Attend worship services faithfully and regularly.
2. Lead a Christian life as taught in Galatians 5:19-26.
3. Out of Christian love, submit to brotherly admonition, according to Matthew 18, when having erred or offended.
4. Contribute, as God has blessed them, of their time, talents and treasures toward the maintenance of the congregation and the extension of the church at large.
5. In due time, take a course of instruction in preparation for confirmed membership in this congregation.

ByLaw 2

Confirmed Membership

Confirmed members are all baptized persons within the congregation who have completed a course of instruction in Christian doctrine that meets with the approval of the Board of Elders.

Persons seeking to attain confirmed membership shall make that fact known to the Senior Pastor or any other delegated pastor. The Senior Pastor shall ascertain the understanding and commitment to the purpose and theological commitment contained in Article II of the Constitution. He will determine if additional training is needed and the appropriate method for that training. The Senior Pastor is authorized to extend confirmed membership to the transferring person and shall receive them as new members in a public service.

In addition to the duties of baptized members, it is expected of all confirmed members that they:

1. Accept the confessions of faith listed in Article II of the Constitution.
2. Familiarize themselves with the doctrines of the Lutheran Church Missouri Synod.
3. Partake of the Lord's Supper.
4. Participate in continuing Christian education.
5. Provide for the Christian training of their children by making use of the educational agencies of the congregation.

ByLaw 3

Voting Membership

Voting membership shall be confirmed members who have attained the age of 18 years.

ByLaw 4

Termination of Membership

A. Transfers and Releases

A member desiring transfer to another LCMS congregation or be peacefully released to a non-LCMS congregation shall make that fact known to the Senior Pastor. The Senior Pastor shall cause the creating and mailing of a letter of transfer to the receiving congregation.

B. Whereabouts unknown or moved

The names of people whose whereabouts are unknown or who have moved from the area after a period of one year may be removed from membership.

C. Discipline

All discipline in this congregation shall be administered in accordance with Matthew 18:15-20. The purpose of any disciplinary action is to renew a member's relationship with the Lord and with the church. A member shall be considered self-excluded when unresponsive to the witness and ministry of the church.

D. Excommunication

Excommunication is to be applied to any member who conducts himself or herself in an unchristian manner, such as openly adhering to false doctrine, giving evidence of an immoral and offensive life, or willfully despising the preaching of the gospel and the Lord's Supper. The Board of Elders, in consultation with the Senior Pastor, shall administer church discipline on behalf of the congregation.

ByLaw 5

Voters' Assembly

The annual Voters' Assembly shall be held in November of each year to approve the annual operating budget and elect the Parish Leadership Council. The day and hour of the annual meeting shall be set by the Parish Leadership Council and publicized at least two weeks in advance. The notification shall contain an agenda of items to be considered as well as the slate of nominees for election.

The Voters' Assembly may meet at other times of the year subject to a call by the Parish Leadership Council or at the written request of any ten voting members of the congregation. Notice of any such special meeting shall be publicized as far in advance as possible but no less than ten days in advance. The notice shall contain an agenda of items to be considered. No agenda items may be added once notification of any meeting is publicized. The President, Vice President, or their designated Parish Leadership Council member shall preside at all Voters' Assembly meetings.

A. Quorum

1. Whenever a meeting has been properly called, a minimum of 30 registered voting members of the Congregation must be present to constitute a quorum.

ByLaw 6

Called Workers

A. Called Workers

The Parish Leadership Council shall appoint a Call Committee. All Pastors will be ex officio members of the committee. The Call Committee shall involve the District President or his representative and the leaders of the affected ministry in the congregation. The Call Committee will present a recommended candidate(s) to the Voters' Assembly for their selection and issuance of the Call.

B. Removal from Office of Called Workers or Eliminating a Called Position

1. The Voter's Assembly may remove any called worker for the following reasons: false doctrine, scandalous life, neglect of duties, or the inability to perform the duties of the Office (or Call).
2. Should the decision to remove a called worker or eliminate a called position be recommended, the Parish Leadership Council, acknowledging the divine nature and theology of the call, shall seek consultation with the District Office to modify, adapt or redefine the existing call, and shall reasonably do all within its power to find the affected worker another position within the Lutheran Church Missouri Synod.

3. Should such an occasion ever arise, an intended elimination or removal shall be announced by the President at regular divine services during the two weeks preceding a special meeting of the Voters' Assembly called for that purpose. Voting members shall be notified by announcements at divine services and/or other congregation gatherings, through the web site or any other electronic media formats possible, and with published letters made available to the congregation at least two week in advance. A two-thirds (2/3) majority vote of the voting members present shall be required to eliminate a called position or modify, adapt, redefine or release the call extended to the worker.

ByLaw 7

Parish Leadership Council (PLC)

A. Membership

The Parish Leadership Council shall consist of up to nine voting members, elected at large by the Voters' Assembly, which will include the four congregational officers listed in Bylaw 8. Members of the Parish Leadership Council may not receive compensation from the congregation, and may not serve on any group that reports directly to the Parish Leadership Council, except a Call Committee or the Nominations Committee. The Senior Pastor is a nonvoting member. The Parish Leadership Council shall determine annually, the number of members needed to carry out the mission of the church and adjust the number of candidates to elect accordingly.

B. Term of Office

The term of office shall be two years, with approximately one-half of the Parish Leadership Council being elected each year.

C. Meetings

The Parish Leadership Council shall meet at least quarterly at a time and place determined by the President. The Senior Pastor or President may call special meetings of the Parish Leadership Council by informing members of the time and place of such meetings at least twenty-four (24) hours in advance. At least one elected officer shall be present. The quorum is five members of the Parish Leadership Council, of which one must be an officer of the congregation. Notice of each meeting shall be posted. The minutes shall fully disclose all actions taken and be signed by the President and Secretary. Minutes of the meetings shall be available to voting members upon request.

ByLaw 8

Officers

The Parish Leadership Council shall annually elect a President, Vice President, Secretary and Treasurer from its members after new members are installed.

A. President:

1. Preside at meetings of the Voters' Assembly and the Parish Leadership Council.
2. Enforce the constitution and bylaws.
3. Perform the general duties as are common for the office, including such additional duties as may be directed by the Parish Leadership Council or Voters' Assembly from time to time.

B. Vice President:

1. Perform all of the duties of the President in the latter's absence and such other additional duties which may be directed by the Voters' Assembly or by the President from time to time.
2. Chair and appoint a Nominating Committee with the advice and consent of the Parish Leadership Council.

C. Secretary:

1. The duties shall be those commonly required of that office, especially the keeping and preserving of accurate records of all Voters' Assembly meetings, and handling such correspondence as the congregation may require.
2. Keep and make available minutes of all Parish Leadership Council meetings.

D. Treasurer:

1. Keep and preserve the accurate records of all receipts and disbursements, and submit a written report of them at all regular meetings of the Voters' Assembly.
2. Assure accuracy and propriety of all financial transactions of the congregation.

ByLaw 9

Powers of the Parish Leadership Council

The Parish Leadership Council's responsibility is generally confined to establishing topmost policies, leaving implementation and subsidiary policy and procedural development to the Senior Pastor. All board authority delegated to staff is delegated through the Senior Pastor. The Senior Pastor is to provide regular reports to the Parish Leadership Council on the status of all operations. As authorized by the Parish Leadership Council, the ministry staff shall conduct the day-to-day business of the congregation.

ByLaw 10

Duties of the Parish Leadership Council

- A. The Parish Leadership Council, as the chief governing Council of the congregation, shall act in all matters pertaining to the legal and general welfare of the congregation, except those reserved for the Voters' Assembly in Article V. B. of the constitution.
- B. The Parish Leadership Council shall see to it that all activities of the church reflect the purpose and faith of the congregation.
- C. It shall concern itself with establishing all policies governing the activities of the congregation and with the implementation of the mission, vision, budget, and plans adopted by the Voters' Assembly.
- D. The Parish Leadership Council may appoint any entity needed. It shall oversee and have authority over all other boards, committees, task forces, action teams, or other entities of the congregation.

ByLaw 11

Election, Removal from Office, and Vacancies

Detail of the process for serving on the Parish Leadership Council will be located in the Policy Manual of St. Mark Lutheran Church.

A. Nomination

The Vice President of the Parish Leadership Council shall annually appoint a Nominating Committee whose responsibility will be to develop a slate of candidates for all positions to be elected each year. The committee shall contain a majority who are not on the Parish Leadership Council, shall function for one year only, and shall report their nominations to the annual Voters' Assembly. The Senior Pastor shall be a nonvoting member of the Nominating Committee.

The Parish Leadership Council of this congregation shall establish policies as to the selection and criteria to be used by the Nominating Committee. All nominees shall be voting members noted for their Christian knowledge, zeal, and experience in the spiritual work in the

Kingdom. Officers may not receive compensation from the congregation. Specific criteria for elected officers shall be outlined by the Nominating Committee prior to accepting any nominations. In addition to the Nominating Committee's slate of candidates, any voting member may nominate candidates.

All candidates shall have given prior consent before being nominated. Nominations will close 4 weeks in advance of the annual Voters' meeting.

B. Election

Nominees who receive a majority of the ballots cast at the Voters' Assembly shall be elected. All persons elected shall assume their position January 1st following the election.

C. Removal from Office of Elected Officials

Any elected official, who is unable or is willfully neglectful in the performance of the official duties, may be removed from office by two-thirds secret ballot vote of the Voters' Assembly. The Parish Leadership Council shall initiate such action.

D. Vacancy

The Parish Leadership Council shall be authorized to appoint a person to fill an unexpired term of an elected official.

ByLaw 12

Elders: A Ministry of Spiritual Care

The Elders shall be appointed annually by the Senior Pastor, with consent of the Parish Leadership Council, and act in all matters pertaining to the spiritual welfare of the pastoral staff, congregation and its members. The Elders shall assist the Senior Pastor in the spiritual and worship life of the congregation. The Elders shall consist of male Voting Members selected by the Senior Pastor.

ByLaw 13

Endowment Fund

This congregation shall have a fund called "St. Mark Lutheran Church Endowment Fund" hereinafter referred to as the Fund. The purpose of the Fund is to receive gifts and bequests and use them for the Mission and Ministry of St. Mark Lutheran Church, and the Lutheran Church - Missouri Synod, its districts, seminaries, colleges, institutions, and agencies.

In order to carry out Christ's mission for His Church as stated in the Preamble to the Constitution and these Bylaws, the Parish Leadership Council of this congregation shall establish a policy(s) on the promotion, gift acceptance, asset management, spending and/or gifting, reporting on the Fund activities and actions. Any Christian Ministry that embraces the Great Commission will be used as a guideline for the Parish Leadership Council to annually draft and approve a list of eligible ministries.

None of the income or principal from unrestricted gifts or bequests to the Fund shall be distributed to the congregation's operating budget nor shall the congregation borrow from the Fund for any purpose. Should St. Mark Lutheran Church cease to exist, the assets constituting the Fund at the time of such cessation shall become the property of The Lutheran Church - Missouri Synod Foundation, except properties held by the Fund upon special conditions, restrictions or limitations shall continue to be subject to those conditions, restrictions or limitations.

ByLaw 14

Indemnification

To the fullest extent permitted by law, the Congregation shall indemnify any individual who was or is a party, or threatened to be made a party, to any proceeding by or in the right of the Congregation, because he or she was a director, officer, called worker, or employee of the Congregation, against liability and/or expenses incurred in the proceeding if: a) he or she conducted himself or herself in good faith, b) he or she reasonably believed i) in the case of conduct in his or her official capacity, that his or her conduct was in the best interest of the Congregation, and ii) in all other cases, that his or her conduct was at least not opposed to the best interest of the Congregation; and c) in the case of any criminal proceeding, he or she had no reasonable cause to believe his or her conduct was unlawful.

ByLaw15

Amendments

The Bylaws may be amended by a two-thirds majority of the votes cast in a meeting of the Voters' Assembly. The wording of the amended constitution and bylaws shall be distributed to all members in a mailing as far in advance as possible, but no fewer than ten days in advance. In addition, the revisions will be distributed to the congregation assembled for worship on two different Sundays prior to the date upon which the amendment is presented for action.