

BYLAWS
OF
SPIRIT OF JOY! LUTHERAN CHURCH

MISSION STATEMENT

The Mission Statement is recognized *as a* point of focus for the work of this Congregation. To that end:

1. The Mission Statement shall be reviewed and affirmed by all members upon their joining this Congregation.
2. The Mission Statement shall be taught and reaffirmed in each confirmation class.
3. The Mission Statement shall be prominently displayed in the Church and reference on occasion in worship

Chapter 8. MEMBERSHIP

C8.05.01 A member shall be considered inactive for failure to receive Holy Communion or make a contribution of record for a period of two years.

Chapter 9. THE PASTOR

C09.03.01 The pastoral staff for this congregation shall consist of a Senior Pastor and such other pastors as are from time to time called by this congregation to serve in the ministry of this congregation.

C09.03.02 Each pastor is strongly encouraged to form a Pastoral Support *Team* to support. The pastor in his or her service of this congregation. The Pastoral Support Team is to act as a resource, a sounding board, a mentor, a guide, and a sympathetic ear, as appropriate. Each pastor should select up to three members as a support group. It is strongly advised that the members of the Pastoral Support Team not be members of the Congregation Council.

C09.03.03 The Senior Pastor shall install or supervise the installation of the servants of this congregation, including staff members and other persons who hold a position of responsibility in this congregation.

C09.12.01 The Senior Pastor shall supervise, instruct, mentor, and guide any other pastors and the staff of this congregation.

C09.12.02 The Senior Pastor shall assist the Personnel Team with the evaluation of all other pastors of this congregation.

Chapter 10. CONGREGATION MEETING

C10.01.01 The annual meeting of this Congregation shall take place on the second Sunday of January each year, unless another meeting time is set by the Congregation Council at least two (2) weeks prior thereto.

Chapter 11. OFFICERS

C11.01.01 The president shall be the chief executive officer of the congregation, and it shall be the duty and responsibility of the president to:

- a. Preside at all meetings of the congregation;
- b. Act as agent for service of process for the congregation;
- c. Sign and execute (with the secretary), in the name of the congregation, all authorized deeds, mortgages, notes, bonds, contracts or other necessary instruments;
- d. Sign and execute checks as drafted by the treasurer and draw upon the various assets of this congregation in payment of financial obligations of this congregation;
- e. Preside at the meetings of the Congregation Council; and
- f. Serve this congregation in leadership and coordination as set forth in the bylaws of this congregation and otherwise.

C11.01.02 The vice president shall have the following duties and responsibilities:

- a. In case of the absence or disqualification of the president for any reason, perform all duties of the president and when so acting the vice president shall have all the powers

- of the president;
 - b. Convene a Nominating Team from time to time as required;
 - c. Serve this congregation in leadership and coordination as set forth in the bylaws of this congregation and otherwise.
- C11.01.03 The secretary shall have the following duties and responsibilities:
- a. Keep the minutes of the annual and special meetings of this congregation;
 - b. Keep the minutes of all meetings of the Congregation Council and direct their publication as set forth in these bylaws;
 - c. Sign and execute (with the President), in the name of the congregation, all authorized deeds, mortgages, notes, bonds, contracts or other necessary instruments; and
 - d. Issue letters of call on behalf of this congregation upon such terms as might be directed by the congregation or its authorized representatives in the call process.
- C11.01.04 The treasurer shall have the following duties and responsibilities:
- a. Keep the financial affairs of this congregation in order, tracking all monies and assets received and expended for the use of this congregation;
 - b. Draft checks for the president's signature and draft such documents as to draw upon the various assets of this congregation in payment of financial obligations of this congregation;
 - c. Have a professional audit or compliance review of the financial affairs of the congregation conducted at least one time per year;
 - d. Report to this congregation at least once per year at the annual meeting all of the fiscal matters of this congregation for the previous year, including the results of the professional audit or review; and
 - e. Report to the Congregational Council periodically as to the fiscal matters of the congregation as directed by the Congregational Council.
- C11.01.05 The treasurer shall not be a voting member of the Congregation Council.
- C11.02.01 The Nomination Team described herein shall also operate to assist in the nomination of officers of this congregation.
- C11.04.01 Should an officer serve less than a full term because of the officer's filling a vacancy, the first term shall count towards the term limitation if and only if the officer has served for more than half of the normal term. If the officer serves equal to or less than half of the normal term, then the first term shall not count towards the term limitation.
- C11.06.01 A nomination team need not be formed in order to present a nominee to fill a vacancy. The Congregation Council may nominate directly.
- Chapter 12. CONGREGATION COUNCIL
- C12.02.01 Nominees for the Congregation Council shall be proposed by the Nomination Committee and approved by vote of the Congregation Council. Nominees currently on the Congregation Council shall not vote as to their own confirmation.
- C12.0202 Following such approval, nominees shall be called by the Nomination Committee, in order that they may accept or decline. Should any such nominee decline, the Nomination Committee will propose another nominee, who shall be approved by the Congregation Council.
- C12.06.01 Should a member of the Congregation Council server less than a full term because of the member filling a vacancy on the Congregation Council, the first term shall count towards the term limitation if and only if the member has served for more than half of the normal term, then the first term shall not count towards the term limitation.
- C12.08.01 A nomination team need not be formed in order to present a nominee to fill a vacancy. The Congregation Council may nominate directly.
- C12.09.01 All Meetings of the Congregation Council shall be open to the membership of this congregation, except noted in the constitution or herein.
- C12.09.02 From time to time, the Congregation Council may convene in Executive Session for deliberation. The reasons for Executive Session shall include the deliberation of personnel issues specific to a specific person, discuss potential litigation or to confer with counsel, the sale or purchase of real property, or other reasons outlined in the Local Government Code of the State of Texas. No action may be taken in executive session.

- C12.09.03 The regular meetings of the Congregation Council shall be held at such times and places as to encourage the membership of this congregation to attend.
- C12.09.04 Regular meetings shall be held in person.
- C12.09.05 Under no circumstance should any meeting of the Congregation Council be held without notice of reasonably attempted notice to all of the members and ex officio members of the Congregation Council
- C12.11.01 Special Meetings may be held by teleconference or other technological means in case of need and at the discretion of the president
- C12.11.02 In case of dire need, at the discretion of the president with advance notice and consent of the Senior Pastor, a vote may be taken of the Congregational Council by telephone or other technological means without all members being present simultaneously; such a vote is considered a special meeting and minutes shall be prepared and published accordingly.
- C12.13.01 Generally, all meeting shall follow Roberts Rules of Order, most recent edition, under the direction of the president, who shall prepare an agenda of the business to be conducted at the meeting.
- C12.14.01 Minutes shall be summarized and each summary published in the newsletter of this congregation. Additionally, copies of the full minutes of the most recent meeting of the Congregation Council shall be publicly available at each worship service.
- C12.14.02 **Minutes of the Congregation Council and Congregational Meetings shall be retained into perpetuity.**

Chapter 13. CONGREGATION COMMITTEES

- C13.01.01 In addition to the Committees named in the Constitution, the Council shall from time to time form Committees, Teams, Task Forces, and other groups of members to further the ministries of the Congregation.
- C13.01.02 The term for Team Leaders shall be determined at the discretion of the Congregation Council. Team leaders shall be selected by the Congregation Council. A team leader may be replaced by the Congregation Council at the Congregation Council's discretion without regard to the term for which the team leader has been selected Team members shall be recommended by the Congregation Council and selected by the team leader
- C13.01.03 The following special teams shall be formed by majority vote of the Congregation Council as needed and shall be disbanded when their function is complete:
- a. A Call Team shall address the call of a pastor. The Call Team shall be comprised of **at least six (6)** voting members of this congregation. The Senior Pastor shall be a member of the Call Team. Such other pastors as may be in service with this congregation shall be ex officio members of the Call Team, having the right and responsibility of voice without a vote within the Team. The Call Team shall consult with the other teams, officers, and members of the congregation, including the Treasurer, in order to formulate a letter of call appropriate in all respects.
 - b. A Nomination Team of not less than **four (4)** voting members shall recommend nominees for Congregation Council and officers of this congregation. Its membership shall be recommended by the Congregation Council and approved by this congregation. The Nomination Team should fairly represent this congregation, drawing from the various ages, genders, and experiences within this congregation.

Chapter 16. BYLAWS

- C16.01.01 Should a bylaw be determined to conflict with a provision of the Constitution, the provision of the Constitution shall control, and the remainder of the bylaws shall not be nullified and shall be unaffected thereby

Chapter 20. STAFF

- C20.02.01 Staff member hiring and evaluation of the staff is the responsibility of the Congregation Council. **The Senior Pastor has shall provide day-to-day supervision for the staff and direct the evaluation of each member of the staff at least one time per year. The Congregation**

Council or its designee(s) shall assist the Senior Pastor in performing such evaluations. The Senior Pastor may call upon other pastors of this congregation to assist in performing such evaluations.

- Chapter 21. FINANCIAL AND LEGAL
- C21.02.01 Contracts, including bonds, loans, employment contracts, and other commitments, involving an amount less than ten thousand and no/100 dollars (\$10,000.00) may be executed by the president and the secretary upon a majority vote of the Congregation Council. Contracts involving an amount equal to or greater than ten thousand and no/100 dollars (\$10,000.00) may be executed by the president and secretary only upon a majority vote at an annual or special meeting of this congregation.
- C21.04.01 All persons who are signatories on any financial account of this congregation shall be bonded in an amount as determined by the Congregation Council, such amount not to be less than one hundred thousand and no/100 dollars (\$100,000.00).
- C21.04.02 Signatories on financial accounts shall be members of the Congregation Council or the Finance Committee.