

BYLAWS OF ZION EVANGELICAL LUTHERAN CHURCH

Article I: Mission Statement/Purpose

Serving Christ by Sharing God's Love

Article II: Location

Zion Evangelical Lutheran Church is located at 2901 S. Hwy. 169, Grand Rapids, Minnesota 55744

Article III: Zion Congregational Council Officers' Duties

1. The President will chair all meetings of the Congregation and the Congregation Council.

Specific duties according to the Constitution include calling and conducting special meetings of the Congregation, conducting the annual meeting and serving on the Executive Committee. A meeting of the Congregation will be held annually on a date in January selected by the Congregational Council and duly announced as stipulated in the Constitution.

The President will assume a leadership role and have general supervision over the affairs of the Congregation.

The President may be an ex-officio member of all committees of the Congregation.

2. The Vice-president/President-elect will act in the absence or disability of the President and perform such other duties as may be assigned by the President of the Council.
3. The Secretary will keep accurate minutes of all meetings of the Congregation and the Congregation Council in document form to be preserved permanently in the church archives.
4. The Treasurer and/or a company selected by the council will be responsible for the books of account of the Congregation, receive and disburse all funds on proper order and make monthly remittance of benevolent receipts to the treasurer of the synod. Further, the treasurer will make written report of all transactions monthly to the Congregation Council and annually to the Congregation and will provide the information needed by the Audit Committee.

Article IV. Inclusion

The pastor of this congregation is allowed to perform all rites of the ELCA, including baptism, holy matrimony, communion and funerals for anyone regardless of race, sexual orientation, or denomination.

Article V. Committees and Organizations

1. There are four Constitutional Committees required and governed by the Constitution: Executive, Nominating, Audit, and Call. The composition of these committees is contained in the Constitution, Chapter 13.
2. Standing Committees, as differentiated from Constitutional Committees, may be approved and dissolved by the Lead Pastor and the Congregation Council.
3. The purpose, powers, responsibilities and composition of Standing Committees are found in the preface to the accompanying Continuing Resolution.
4. Membership on committees will follow recommendation by the pastoral staff.

CONTINUING RESOLUTIONS: Committee Descriptions

Standing Committees

All Standing Committee terms are for a one-year minimum with further terms optional.

All Standing Committees should strive for diversity and inclusivity. Recommended committee size should range between three people minimum and nine people maximum.

All Standing Committees will report and be accountable to the Congregation Council especially if budgetary or activity considerations deviate from the norm.

1. Personnel Committee

RESPONSIBILITIES

The Personnel Committee is responsible for establishing personnel practices and for recommending the compensation and benefits for the paid staff in a fair, equitable and legal manner that is in keeping with the Christian principles of the congregation. To accomplish this the Personnel Committee will:

- Establish and keep current a personnel manual to guide the congregation in its relationships to the employed staff;
1. Develop and maintain current job descriptions for all paid staff.
 2. Review on at least an annual basis the compensation and benefit levels of the paid staff using available guidelines. These guidelines may include any annual documents that may be published by the NE Minnesota Synod regarding compensation and benefits for pastors and lay professionals, the Survey of the Church Staff Compensation sponsored by the North

Central Chapter of the National Association of Church Business Administrators, an internal survey, the appropriate American Guild of Organists report, and whatever other resources might be available;

3. Annually provide the Finance Committee with the appropriate staff salary and benefits financial data to be included in the budget for the next year;
4. Respond to any personnel items that might be assigned by the congregation or the Congregational Council;
5. Act as a resource to the Lead Pastor on personnel matters.
6. Evaluate the Lead Pastor (the Lead Pastor evaluates all other paid staff).
7. Review the staff evaluations completed by the Lead Pastor; the Committee has access to the personnel files of all paid staff.
8. Serve as a resource to the Council on hiring issues

2. Social Ministry:

The purpose of the Social Ministry Committee is to extend Christian compassion and help to persons of all ages in need of aid: the ill, the aged, the poor and the hungry.

This committee will study social conditions and issues, provide opportunities for thoughtful Christian discussion and facilitate action. In addition, this committee will promote and support the local and world-wide mission of the ELCA.

In carrying out its purpose, the Social Ministry Committee will enlist other members and organizations of the congregation.

3. Worship Committee:

The Worship Committee will help the Congregation Council ensure that the services of God's house are conducted regularly and in accordance with the liturgy of the ELCA, that ushers and lay leaders are recruited and trained, and that hymnals and other devotional materials are properly cared for and provided.

Together with the Director of Music, this committee will supervise the choirs of the congregation and strive to advance their welfare and effective service.

This committee will arrange for the care of paraments, vestments, banners, and musical instruments. In consultation with the pastoral staff and the Director of Music, the committee will furnish music supplies appropriate for use in the worship of a congregation of the ELCA.

4. Congregational Life Committee:

The purpose of the Congregational Life Committee is to provide fun and fellowship for church members of all ages. Activities will be varied and held frequently in order to involve as many people as possible.

5. Youth Committee:

The purpose of the Youth Committee is to organize, supervise and maintain a Christian program for youth activities designed to strengthen the faith of Zion's youth.

This committee will be supervised by the Director of Youth and Family Ministry and will be made up of, interested members of the congregation including one youth liaison.

6. Stewardship Committee:

The Stewardship Committee will develop good stewardship attitudes in the congregation through the study of scriptural principles regarding the total stewardship calling of the Christian.

Furthermore, it will inform the congregation of local, national and world-wide ministries and encourage the congregation to a gospel-motivated practice of joyous, proportionate giving in response to received blessings and recognized needs.

Committee members will recruit, train and direct members of the congregation in carrying out stewardship programs.

7. Property Committee:

The Property Committee will be responsible for the public's safety and the care, protection, maintenance and improvement of Zion's building and grounds.

It will provide for adequate insurance coverage and for the efficient management of the building's operating systems. This committee will also prepare an annual inventory for the Audit Committee. The Custodial Staff will be a part of this Committee.

8. Evangelism Committee:

The Evangelism Committee will provide for congregational caring and assimilation of new members and their families into the congregation.

To promote an atmosphere of friendliness among members, this committee will also provide greeters at Sunday morning services and at other times as needed. With the hope of renewing membership, the committee will also communicate with members considered inactive.

9. Finance Committee:

The Finance Committee will have oversight of all financial affairs of the congregation. The committee will ensure that financial matters are conducted efficiently with special attention given to the prompt payment of all obligations including benevolence monies to the synodical treasurer.

With approval from the Congregation Council, the committee will also be responsible for investments, the accounts of the schools and organizations within the congregation and the information needed by the Audit Committee.

This committee will prepare a budget draft for the coming year to be submitted to the Congregation Council for approval and subsequently to the congregation for action. The budget will include the congregation's full share of support for the wider ministry of the ELCA and the synod.

The Treasurer, whether elected or salaried personnel, will be an Advisory Member of this committee as will the Financial Secretary if such a position is activated.

10. Education Committee:

The Education Committee will promote and oversee the Christian education ministries at Zion. In association with the pastoral staff and the Director of Educational Ministries, this committee will establish policy, determine curriculum and recruit staff for the congregation's school.

11. Columbarium

The Columbarium Committee will implement and interpret Columbarium policies. The committee will consist of four niche holders to be elected for a four-year term plus one member of the Church Council and the Lead Pastor.

12. Endowment

The Endowment Committee oversees the endowment funds and investments of Zion and submits a complete financial report for the annual meeting.

13. Library

The Library Committee purchases all materials for the library, including books, magazine subscriptions and devotional materials. The committee prepares book displays for the congregation and encourages members to check out materials to take home and enjoy.