

## New Hope Lutheran By-Laws

### Chapter 10. CONGREGATION MEETING

C10.01.01. Semi-annual meetings will be held before the end of February and before the end of September.

C10.01.02 At the annual meeting shall be before the end of February, the congregation shall receive reports from Congregation Council, Pastor, and all the organizations and boards of the congregation. Such reports, including a financial statement, shall be submitted in writing.

### Chapter 11. OFFICERS

#### C11.01.01 Duties of Officers

The officers of this congregation may form and oversee any committee or ad hoc groups to assist with its duties, as the council deems necessary.

#### C11.01.01.a. President

The president shall preside at the meetings of the Church Council and of the congregation. The president will have knowledge of Roberts Rules of Order, possess leadership, diplomacy and time/people management skills. They will be available and flexible with a willingness to serve.

#### C11.01.01.b. Vice-President

The vice-president shall preside at the meetings of the Church Council and of the congregation in the absence of the president. The vice-president will have knowledge of Roberts Rules of Order, possess leadership, diplomacy and time/people management skills. They will be available and flexible with a willingness to serve.

#### C11.01.01.c. Secretary

The secretary shall keep the minutes of the Church Council and of the congregation. The secretary will possess writing, computer and organization skills. They will also be concise, flexible and have a willingness to serve.

#### C11.01.01.d. Treasurer

The treasurer shall be responsible for disbursement of funds, maintain reporting of all accounting activity and manage the employee benefits of the congregation. The treasurer will possess strong accounting, organization, time management and communications skills with a willingness to serve.

### Chapter 12. CONGREGATION COUNCIL

C.12.01.01 Each Council member is elected to one of the following three (3) boards: Board of Deacons, Board of Trustees, or Board of Education. There shall be three (3) members on each of the three (3) boards.

#### C12.01.01.a. Duties and Responsibilities of the Board of Deacons

1. Oversee the support for Bible Camps, oversee ministry support and provide opportunities for outdoor community worship
2. Be concerned for the involvement of all members in the Body of Christ and promote Christian outreach of the Congregation
3. Assist the Pastor in all matters pertaining to the flow of service and the worship life and the growth of the Congregation by establishing guidelines and oversee the ushers and the altar committee and also appointing greeters and readers and supporting the prayer chain

4. Form and oversee any committee or ad hoc groups to assist with the above duties
5. Report activities to the annual meeting of the congregation and at such other times as the congregation may decide

#### C12.01.01.b. Duties and Responsibilities of the Board of Trustees

1. Along with the president, vice-president, treasurer and pastor, prepare a budget for review by the Church Council which shall make a recommendation for submission to the annual meeting of the congregation
2. Assure itself that the treasurer and others who have access to the funds of the congregation are adequately bonded
3. Make recommendations pertaining to staff personnel and salaries to the council for approval
4. Be responsible for the buildings and premises of the congregation
5. Annually examine the existing insurance coverage
6. Form and oversee any committee or ad hoc groups to assist with the above duties
7. Report its activities to the annual meeting of the congregation and at such other times as the congregation may decide

#### C12.01.01.c. Duties and Responsibilities of the Board of Education

1. Assist in the enrichment of the Congregation's Faith Formation through education programs and activities
2. Expansion of Spiritual Growth through mission trips, discipleship and community service projects
3. In consultation with the Pastor, define and update the job description for the Youth Leader
4. Assist in the organization of Community Service projects
5. Form and oversee any committee or ad hoc groups to assist with the above duties
6. Report activities to the annual meeting of the congregation and at such other times as the congregation may decide

### Chapter 13 CONGREGATION COMMITTEES

#### C13.02.01. Nominating Committee

1. The nominating committee shall nominate one or more candidates for each office to be filled and shall secure the consent of each candidate. The list of nominees shall be announced to the congregation in conjunction with the announcements of the meeting of the congregation at which the elections are to take place. In addition to the candidates submitted by the nominating committee, additional nominations may be made from the floor. The Congregation Council shall fill vacancies on the nominating committee.

#### C13.03.01. Audit Committee

On an annual basis the audit committee will review the financial records of the Treasurer, Youth Group, Women's Group and any other Group as deemed necessary

#### C13.04.01. Mutual Ministry Committee

1. Do not hold any elected position in the congregation
2. Are totally accountable to one another for maintaining strict confidentiality of all the information shared during their work together
3. Meet at least 2 times a year, with additional meetings as the team determines will meet the best interests of the pastor's and congregation's needs