

By-Laws to Grace Lutheran Church (San Antonio) Constitution

I. Introduction:

- A. Grace Lutheran Church is an open, welcoming and affirming congregation.
- B. Our vision is: "That we grow as a light shining throughout the community reflecting the love of Jesus Christ."
- C. And we are guided by the following five principles:
 - 1. Everyone confesses that Jesus is Lord and Savior
 - 2. Everyone welcomes and includes others and their unique gifts
 - 3. Everyone works toward knowing God and knowing others better
 - 4. Everyone works together to serve where we find a need, often looking first to our San Antonio community
 - 5. Everyone studies, everyone teaches, everyone spreads the Word of God

II. Communion Participation

- A. Participation in Holy Communion is for baptized persons who confess their sins to Almighty God, believe in Jesus as Lord and Savior, desire to live a new life in Christ, and believe in the real presence of Christ in this Sacrament for the forgiveness of sins. Written and oral announcements shall be devised as to make prospective participants aware of this Lutheran teaching.
- B. This congregation urges all of its members who have been prepared to receive this Sacrament to participate regularly in Holy Communion.
- C. Adults and children ten (10) years of age and older will receive instruction in the Sacrament of Holy Communion as part of their pre-baptismal catechesis, and may be invited to Communion immediately following their baptism. They will be encouraged to participate in the next available communion preparation course.
- D. Children under the age of ten (10) may be invited to Communion following mutual conversation between the pastor, child, parents, and/or sponsors, and completion of catechesis instruction in the Sacrament of Holy Communion.
- E. Record of participation in Holy Communion shall be maintained. If a member of another congregation communes, notice shall be sent to the pastor of that congregation.

III. Conflicting Loyalties

(Pertains to Chapters 3 and 4 of the Constitution and Article V of the Minneapolis Theses as quoted in the United Testimony of Faith and Life)

A. While the building of this congregation shall be open to share in its worship, instruction, pastoral care, and fellowship, this congregation rejects all fellowship with organizations, secret or open, which are avowedly religious or which practice forms of religion without confessing faith in the Triune God and Jesus Christ as the eternal Son of God Incarnate to be our Savior from sin, and which thus teach salvation by works.

B. Ceremonies of lodges or other such organizations shall not be permitted in the buildings or premises of this congregation; nor shall its pastor(s) take part in such ceremonies wherever they are conducted.

IV. Membership

(Pertains to Chapter 7 of the Constitution)

A. Baptized Members

1. A child, one or both of whose parents or guardians are members of this congregation, shall, upon receiving Baptism, become a baptized member.

2. A child, neither of whose parents or guardians is a member of this congregation, shall upon receiving Baptism, become a baptized member of this congregation, unless for good reason the child is to be a baptized member of another congregation in which case membership shall be transferred to that congregation.

3. A child baptized in another congregation shall be received as a baptized member in this congregation when a transfer has been received.

4. An unbaptized adult who has received instruction and has given evidence of an adequate understanding and acceptance of the teachings of the Word of God as confessed by the Lutheran Church, shall, upon affirmation of faith and baptism, become a baptized member of the congregation.

5. When one or both parents of baptized children are received into membership of this congregation, such children should be received as baptized members with the consent of the member parent or parents.

6. When a baptized child is an orphan or ward of someone and these people move into the area served by this congregation, the child may be received as a member when it is commended to the care of this congregation by the congregation which baptized the child.

7. When the parents of a baptized child are not themselves members of the Lutheran Church but move into the area served by this congregation and desire to have their child put within the pastoral care of this congregation, the child may be received as a baptized member.

B. Confirmed Members

1. A baptized adult, not previously a confirmed member of a Lutheran congregation, shall become a confirmed member of this congregation after having received instruction, having given evidence of adequate understanding and acceptance of the teachings of the Word of God as confessed by the Lutheran Church, and having publicly affirmed his/her baptism.

2. A baptized member of this congregation shall become a confirmed member through the rite of confirmation; except that an adult who has become a baptized member in accordance with the provisions of Section A, 4 of this part of the Bylaws shall be considered a confirmed member with participation in the rite of confirmation.

3. An applicant for membership who presents a Letter of Transfer which certifies that the applicant is a confirmed member in good standing of a Lutheran congregation shall become a confirmed member upon approval of the Church Council. The acceptance of the applicant shall be reported to the congregation.

4. An applicant for membership who presents evidence of confirmation in a Lutheran congregation but does not have a Letter of Transfer shall be admitted to confirmed membership when the Church Council has determined the applicant meets the standards of the Christian faith and life indicated in the constitution and bylaws and has publicly confirmed his/her baptism before this congregation.

C. Voting Members – The Church Council shall determine the roster of voting members of this congregation in accordance with the provisions of the constitution and bylaws. The roster of voting members shall be available at all regularly called meetings of this congregation. The term “in good standing” shall be defined to include:

1. Those who partake of Holy Communion at least once during the past six (6) months;

2. Those who contribute to the congregational treasury during the past six (6) months according to this congregation’s records;

3. Those who participate in the life and worship of this congregation at least once during the past six (6) months.

D. Associate Members – In addition to the categories above, there shall also be Associate Members who are persons holding memberships in other Christian congregations who wish to retain such membership but desire to participate in the life and mission of this congregation, or who wish to retain a relationship with this congregation while being members of other congregations. They have all the privileges and duties of membership except voting rights and eligibility for elected offices or membership on the Church Council of this congregation.

E. Pastoral Care of Membership

1. This congregation shall, in the event of the removal of a member from the community it serves, encourage the member to request a transfer to a Lutheran congregation which can serve this member effectively. Should the member fail to

request a transfer within six (6) months, a Lutheran congregation in the community of this member's residence shall be notified.

2. A confirmed member in good standing desiring to change membership to another Lutheran congregation shall, upon request, receive a Letter of Transfer.

3. A resident confirmed member who neither participates in the life and worship of this congregation nor partakes of Holy Communion for a six (6) month period will be visited, if possible, by a pastor and/or member of the Board of Lay Ministry and encouraged to resume participation on a regular basis. A copy of this bylaw will be given to the member when visited. If the member does not participate in worship or Holy Communion during the next six (6) months, a pastor, together with a member of the Board of Lay Ministry, will make a second visit. If the member does not resume a regular pattern of worship and Holy Communion, after this second visit, it shall be presumed that membership in this congregation is no longer desired. Corresponding contacts by mail or phone will be made with non-resident members, encouraging them to affiliate with another congregation. Upon appropriate recommendation from the Board of Lay Ministry, the Church Council will remove a member from the active roster of this congregation and the member shall lose the right to vote and shall not be counted in the membership statistics of this congregation. Members removed from the active roster shall be kept on a responsibility list for one (1) year following this action by the Church Council. A member on the responsibility list shall be encouraged to take part in the worship life of this congregation, or to transfer elsewhere, as the member may determine. If the member resumes a regular pattern of worship and Holy Communion while on the responsibility list, active membership shall be restored, otherwise the member shall be dismissed from this congregation, and if possible, be notified of this action. Upon appropriate recommendation from the Board of Lay Ministry, the Church Council can waive specific requirements for worship attendance and partaking of Holy Communion due to circumstances beyond a member's control.

4. A child neither of whose parents or guardians is a member of this congregation, may be removed from the roster of baptized members by action of the Church Council upon appropriate recommendations from the Board of Lay Ministry, if that child fails to participate in the life and the worship of this congregation.

F. Discipline (Also pertains to Chapter 8 of Constitution)

1. In exercising discipline as provided in the constitution, the following shall be the procedure:

a) A member who is requested to appear before the Church Council for possible discipline, shall be advised in writing no less than ten (10) days prior to the hearing. The written notice shall include the time and place of the hearing and shall specify the exact reason for the possible discipline. If this member fails to appear at the time and place without valid excuse, the Church Council may proceed with the hearing and may reach its conclusion in the absence of the member.

b) Should a member be found guilty by a two-thirds vote of the members of the Church Council, the Church Council shall impose one of the following:

- (1) censure before the Church Council or this congregation;
- (2) suspension from membership until proof is given of sufficient repentance and amendment;
- (3) exclusion from membership and denial of the Sacraments.

2. In the event of the imposition of (b) or (c) above, the action of the Church Council shall be in writing.

V. The Pastor(s)

A. When this congregation has voted to call a pastor, it shall issue a Letter of Call to the pastor-elect, in a form approved by the Evangelical Lutheran Church in America. It shall be signed by the chairperson and the secretary of the meeting at which the call was voted, and it shall be attested by the signature of the Bishop of the Synod. A call for additional clergy shall be issued only with the concurrence of the present pastor(s) of this congregation and in accordance with this paragraph. The Call shall normally be for an indefinite time.

B. If a pastor receives a Call to another ministry, the pastor shall consult the Church Council, or, if desired, the congregation, before reaching a decision. The pastor shall announce a decision to this congregation as quickly as possible, normally within three (3) weeks. The pastor shall notify the Synod Bishop of this decision. When a Call has been accepted, the pastor's ministry in this congregation shall be terminated as soon as feasible, normally within a month.

C. Clergy qualified according to Chapter 9, paragraph C9.02 of the constitution may occasionally perform pastoral functions in this congregation with the approval of the Church Council and the pastor(s)

D. This congregation may agree to consider associates in ministry, deaconesses, and diaconal ministers for call to other staff positions in the congregation according to the procedures of the Evangelical Lutheran Church in America.

VI. Regular Meetings of This Congregation

- A. Announcement of the time and place of the regular meetings of this congregation shall be made at two (2) public services immediately preceding the meeting, said services to be at least a week apart, and in such publications as this congregation or the pastor(s) may periodically issue, or by written notice to the voting members mailed not less than ten (10) days in advance of the meeting. Normally, the regular meetings of this congregation will occur semi-annually in June and December of each year.
- B. The current rosters of voting, confirmed, and baptized members shall be available at each meeting of this congregation.
- C. The regular meetings shall receive reports from all boards and organizations of this congregation. Such reports, including a financial statement, shall be submitted in writing to the President of this congregation not less than ten (10) days before such meeting.
- D. The order of business at regular meetings shall be:
1. Opening devotion
 2. Reading and approval of the minutes of the previous meeting
 3. Reports of the pastor(s), Church Council, boards, organizations, and others
 4. Elections, if applicable
 5. Approval of budget, if applicable
 6. Unfinished business
 7. New Business
 8. Closing Prayer
- E. The June meeting of this congregation will include election of the following officers and board chairmen:
1. President-Elect/Secretary, who shall serve the second year as President.
 2. Director of Ministry, who is elected in even-numbered years
 3. Director of Congregational Life, who is elected in odd-numbered years
 4. Director of Operations, who is elected in odd-numbered years
 5. In odd-numbered years, chairmen specifically elected to the following boards: Lay Ministry, Evangelism, Parish Education, and Stewardship.
 6. In even-numbered years, chairmen specifically elected to the following Boards: Fellowship, Day School, Church Properties, Finance, Youth Ministry.
 7. Each year, Directors will submit nominations to replace outgoing Board Chairs after carefully vetting potential replacements.
 8. Each year, a Youth Representative will be nominated by the Youth Ministry Chair to serve as a member of the Ministry Directorate to speak for the youth of the church. The Youth Representative will be at least 14 years of age and no older than 18 years.
- F. The May meeting of this congregation will include election of the following officers and board chairmen:
1. President-elect, who shall serve the second year as President.
 2. Secretary, who is elected in odd-numbered years.

3. In odd-numbered years, chairmen specifically elected to the following boards: Lay Ministry, Evangelism, Parish Education, *Day School*.

4. In even-numbered years, chairmen specifically elected to the following Boards: Fellowship, Stewardship, Church Properties, Finance, Youth Ministry.

5. Each year, a Youth Representative will be nominated by the Youth Ministry Chair to serve as a member of the Church Council to speak for the youth of the church. The Youth Representative will be at least 14 years of age and no older than 18 years.

G. All matters shall be decided by majority vote of those present and voting, unless otherwise provided in the constitution and bylaws. Unless otherwise ordered, parliamentary procedures shall be in accordance with Robert's Rules of Order.

VII. Grace Lutheran Dayschool

- A. The Texas Child Care Licensing division granted an operational license to the Grace Lutheran Day School. The Day School is a non-profit 501c (3) organization sharing its mission and location with Grace Lutheran Church.
- B. The School Board's mission is to ensure successful operation of the day school and determine its overall direction by establishing policy, approving budget, overseeing capital expenditures and providing resources for the Day School Director.
- C. The members of the board of the nonprofit shall receive no compensation other than reimbursement of reasonable expenses incurred while fulfilling duties as a member of the board.
- D. The Day School Director reports to the Office Manager. The Office Manager will keep the Day School Board informed of all operational and personnel issues.
- E. The School Board shall play an advisory role in the terms of hiring, dismissal, discipline of employees, and employee reviews as well as any decisions regarding parental situations (hot checks, late fees, etc.) with the ultimate decision made by the Day School Director.
- F. The Board has authority to implement necessary policies, periodically evaluates day school progress and tuition fees, and oversees plans to secure adequate funding (fundraising, donations).
- G. The Board shall support the Day School Director to ensure that the day school complies with Federal, State and all applicable laws and regulations including but not limited to such laws governing employment, environment, disabilities, civil rights, children with special needs and student/employee records.
- H. The Board shall support the Day School Director to ensure that its daily operations comply with all applicable health and safety laws and regulations whether federal, state or local.
- I. The Board shall adopt and ensure compliance with a conflict of interest policy. This policy shall include, at a minimum, the following provisions:
 - 1. All meetings are open to employees or family members, congregation members, however only actual members of the day school board can vote. Staff members may be asked to step out when dealing with staffing issues.
 - 2. The Pastor shall be a non-voting member of the board.
 - 3. The director shall be a non – voting member of the board.
- J. The Charter calls for a minimum of 3-8 board members, of whom represent parents (limit of 2), church members and Church Council. A member of property is encouraged in order to uphold communication regarding Day School projects to include structural and internal to keep council informed.
- K. The Chairperson will be nominated by the board members.

L. Each Board member will serve a two year consecutive term. Contingencies may be made for partial terms if needed.

M. The board officers should consist of a board chairman and a secretary. The Chairman will be responsible for reporting to all council meetings along with the director.

N. Individuals having served their two years cannot reapply to serve on the board until after a full year has passed.

VIII. Officers, Boards and Church Council

A. Eligibility and Duties of Officers

1. Only a voting member of this congregation shall be eligible to serve as an officer. A member of the congregation who is also an employee of the church may serve as Chairperson of Boards and Committees, but not as an officer of the Council (or any Board or Committee under the Director of Operations).

2. The President shall preside at the meetings of the Church Council and of this congregation. The President shall be an ex-officio member of all boards and committees, with voice and vote.

3. The President-Elect/Secretary shall preside at the meetings of the Church Council and of this congregation in the absence of the President. In the absence of the President, the President-Elect/Secretary shall be an ex-officio member of all boards and committees, with voice and vote. Also, the President-Elect / Secretary shall take minutes and keep records of all Council and Congregational meetings. The President-Elect / Secretary shall present minutes of the Council meetings for approval to the Council each month and minutes of the Congregational meetings for approval to the congregation at the semi-annual meetings.

4. The Director of Ministry shall provide oversight and direction to the following Boards: Lay Ministry, Stewardship, Evangelism, and Parish Education.

5. The Director of Congregational Life shall provide oversight and direction to the following Boards / Committees: Youth, Fellowship, Communications

6. The Director of Operations shall provide oversight and direction to the following Boards / Committees: Property, Finance, Human Resources, Audit Committee, and Nominating Committee

7. Directors are responsible for oversight of their assigned Boards and Committees. They shall review all reports from their Boards and Board meeting minutes. They may attend selected Board meetings should they deem it appropriate.

B. Membership and Meetings of Boards. In addition to the provisions of the constitution, the following shall govern membership on the nine (9) boards and the conduct of their meetings:

1. At its initial meeting following the May congregational meeting, the Church Council shall determine the membership of the nine (9) boards according to the job description of each board.

2. Only a voting member of this congregation shall be eligible for voting membership on the boards. Other persons may serve as advisory members or resource persons.
3. The appointments to the nine (9) boards shall be made by the Church Council each year for one (1) year terms, with no limit of terms. These appointments shall be made in consultation with the proper board chairmen and the pastor(s).
4. Any changes in board membership shall be made by the Church Council in consultation with the proper board chairperson and the pastor(s).
5. Regular meetings shall generally be held each month on a day and time determined by each board.
6. A special meeting of a board may be called by the pastor, the President, or the chairperson of that board. Adequate notice of each meeting shall be given to all members of that board, the pastor(s), and the President if possible.
7. A quorum for any regular or special meeting of a board shall be a simple majority of the membership of that board.
8. A member of a board who is absent from two (2) consecutive regular meetings shall be consulted by the chairperson of that board; If a member is absent from three (3) consecutive regular meetings without valid excuse, membership on this board is forfeited.

C. General Duties, Powers, and Organization of the Boards

1. Each board shall organize annually according to the guidelines and job descriptions as reviewed and approved by the Church Council.
2. Each board shall submit a report of its activities to the respective Director, and at each regular meeting of this congregation. at each regular meeting of the Church Council, and at each regular meeting of this congregation. Such reports shall include specific recommendations (if any) for action and/or approval.
3. Each Director shall submit a report of the activities of the boards under him/her at each regular meeting of the Council and at each regular meeting of the congregation.
4. Directors shall hold regular (at least quarterly) meetings of Boards under his/her oversight and keep records of the proceedings of those meetings.
5. Each board shall initiate and carry out such activities and programs within this congregation as will enable it to effectively perform the functions and duties assigned to it.
6. Each board shall be empowered to administer all funds set aside for its work by budget appropriation or by special resolution of this congregation. Each board shall be jointly and severally liable for all expenditures not authorized either by the budget or by special resolution of this congregation.
7. Each board shall keep a permanent set of minutes for each meeting, and such minutes shall be the property of this congregation.
8. Each board shall be under direct control and supervision of the chairperson of that board. Following election of the chairperson of each board and the appointment of the number of board members required, the chairperson of the respective board shall designate and appoint, at the chairperson's discretion, those individuals who are to be responsible for various phases of the work of that board. Notification of such appointments is to be given to the President of this congregation for publication to the members in a manner deemed most advisable.

D. Duties and Responsibilities of Each Board

1. The Board of Lay Ministry shall be responsible for the spiritual welfare of the pastor(s), and other congregational members, individually and corporately, and the supervision of everything pertaining to congregational worship. The nature and duties of this board requires that only members noted for their Christian knowledge, zeal, and experience in the spiritual work of the Kingdom of Christ shall be appointed to membership.
2. The Board of Evangelism shall be responsible for the bringing of the Gospel to the un-churched and the enlistment of members in the work of spreading the Gospel, and for ministering to the needs of the people in our community.
3. The Board of Parish Education shall be responsible for the planning and administering the educational program of this congregation, determining policies, selecting appropriate volunteer staff and providing the necessary means and facilities.
4. The Board of Senior Adults Ministry shall be responsible for the ministry to, with and for senior adults in this congregation and the community.
5. The Board of Fellowship shall be responsible for the strengthening of the fellowship between congregation members, the integration of new members into the life of this congregation, and the general building up of mutual cooperation, trust and enjoyment among members of this congregation.
6. The Board of Stewardship shall be responsible for initiating programs for the development of good stewardship attitudes in the members of this congregation in regard to time, talents and treasures, and for providing for the training and utilization of members of this congregation for work in Christ's Kingdom.
7. The Board of Church Properties shall be responsible for the proper maintenance and repair of church property, the representation of this congregation in all legal matters, and the general protection of this congregation against any loss or damage.
8. The Board of Finance shall be responsible for the care and management of the financial resources of this congregation and those resources assigned to the Grace Mission Fund. (See Section X.) The congregation finances and the Grace Mission Fund will be managed separately and not co-mingled.
9. The Board of Youth Ministry shall be responsible for involving the youth of this congregation in Christian fellowship with one another and in service to Christ through the mission and ministry of the congregation. In addition to the board chair, a Youth Representative will serve on the Church Council to speak for the youth of the church.
10. *The Day School Board shall be responsible for the oversight, administration, and governance of the Grace Lutheran Day School.*

E. Meetings of the Church Council

1. Regular meetings of the Church Council shall be held monthly on a day and time determined by the Church Council.
2. A quorum for any regular or special meeting shall be a simple majority of the elected membership.
- 3 Each board shall be represented at each meeting of the Church Council by the respective Director providing oversight for that Board.

4. A member of the Church Council who is absent from two (2) consecutive regular meetings shall be consulted by the President of this congregation; if a member is absent from three (3) consecutive meetings, the Church Council may declare the office vacant.
5. A special meeting may be called by a pastor, the President, or any three (3) members of the Church Council. Adequate notice of such a meeting shall be given to all Church Council members and the pastor(s).

F. Duties and Responsibilities of the Church Council. In addition to the duties and responsibilities provided in the constitution, the Church Council shall:

1. Review the proposed budget prepared by the Board of Finance, receive input from all board chairmen and officers, hold an open hearing of the proposed budget, and recommend a proposed budget at the November meeting of this congregation.
2. Have authority between meetings of this congregation to choose delegates to any group or meeting in which this congregation is entitled to representation.
3. Serve as the point of liaison between the pastor(s), the officers of this congregation, and the nine (9) boards in planning the total work of this congregation.
4. Determine the duties and responsibilities of the nine (9) boards and review each board's job description annually.
5. At the December meeting of this congregation, present a strategic plan for the coming year which includes a plan of activity, as well as a long range plans for the development and expansion of Christ's work in our midst.
6. Prepare the agenda for the two (2) regular meetings of this congregation, set the dates and times.
7. Fill by appointment any vacancy on the Church Council. Should the unexpired term be one (1) year or less, it shall not be considered in determining eligibility for succession.

IX. Congregation Committees

- A. The officers of this congregation and the pastor shall constitute the Executive Committee.
- B. An Audit Committee of three voting members shall be elected by the Church Council. Audit Committee members shall not be members of the Church Council. Term of office shall be three years, with one member elected each year. Members shall be eligible for reelection.
- C. When a pastoral vacancy occurs, a Call Committee of six voting members shall be elected by the Church Council. Term of office will terminate upon installation of the newly called pastor.
- D. Nominating Committee
 1. Organization of the Nominating Committee
 - a. The Nominating Committee shall consist of three (3) members to be elected at the December meeting of this congregation. The members shall serve for one (1) year, and shall not serve two (2) consecutive terms.
 - b. The Nominating Committee shall hold a meeting in January of each year and elect a Chairperson at that meeting.
 - c. The President shall serve as an ex-officio member, with voice and vote.

2. Duties and Responsibilities of the Nominating Committee
 - a. The Nominating Committee, as soon after the December meeting as possible, shall prepare a list of candidates for Council positions drawn from among confirmed members of this congregation. Only one (1) person shall be nominated for each position to be filled. This list of candidates by position, shall then be made available to the members of this congregation at least four (4) weeks prior to the June meeting
 - b. Following the publication of the Nominating Committee's list of candidates, any confirmed member of this congregation may submit, in writing, to the Nominating Committee additional names for inclusion on the list by position, and such names shall be placed in nomination by the Nominating Committee along with the candidates already chosen, provided:
 - 1) That such names shall be submitted at least two (2) weeks before the date of the June meeting of this congregation, and
 - 2) That the Nominating Committee, through consultation with the pastor(s) and the Board of Lay Ministry, shall have investigated the status of the proposed candidates and found them spiritually eligible for office and willing to serve.
 - c. The Nominating Committee, at least one (1) week before the date of the June meeting, shall publish to this congregation the final list of candidates for the positions to be filled. There shall be no additional nominations at the June meeting.
 - d. At the December meeting of this congregation, the Nominating Committee shall present at least three (3) candidates for that year's Nominating Committee. Additional nominations may be made from the floor, provided the consent of the candidate has been obtained.
 - e. Whenever a vacancy occurs on the Church Council, the Nominating Committee shall present at least one (1) candidate to the Church Council.

E. Mutual Ministry Committee (MMC)

1. Purpose of the MMC: To affirm and strengthen the mission of the congregation and the ministry of the staff through listening, clarifying, sharing, communicating, reviewing and reflecting.
2. Organization of the MMC
 - a. The MMC shall consist of four (4) members appointed jointly by the president and the pastor. The pastor and President will each appoint two members.
 - b. The President will convene and lead the meetings to be held quarterly.
 - c. The four appointed members will be approved at the next council meeting following the May congregational meeting.
 - d. Term of office shall be two years, with two members appointed each year (one by pastor and one by president). Members of this committee may serve no more than two consecutive terms.

3. Duties and responsibilities of the MMC
 - a. To meet regularly to discuss the life and ministry of the congregation.
 - b. To promote healthy conversation among leaders of the congregation.
 - c. Accountability:
 - (1) To the Church Council - to report regularly.
 - (2) To each other - to maintain confidentiality.
 - (3) To the congregation - to provide an annual report for the congregational meeting.

F. Communications Committee

1. Purpose of the Communications Committee: To ensure that information is provided to congregation members in a timely and coordinated fashion using multiple methods.
2. Organization of the Communications Committee
 - a. The Communications Committee shall consist of a minimum of four (4) members: the Chairperson, the Pastor, the Office Administrator, and the Web Master.
 - b. The Chairperson will be appointed for a two-year term by the President of the Council and may serve no more than two consecutive terms.
3. Duties and Responsibilities of the Communications Committee
 - a. Develop an overall communications strategy for the church.
 - b. Develop an annual communications plan and present to the Council for approval at the next Council meeting after the May congregational meeting.
 - c. Maintain and coordinate the annual church calendar.
 - d. Develop consistent internal communication messages for members and disseminate across multiple communication platforms.
 - e. Coordinate communications between joint senders.
 - f. Identify and resolve communication issues.
 - g. Seek and implement innovative communication tools.

G. Human Resources Committee

1. Purpose of the Human Resources Committee: To oversee and administer Human Resource (HR) policy as outlined in the Grace Lutheran Church HR Policy Manual.
2. Organization of the HR Committee
 - a. The Human Resources (HR) Committee shall consist of at least three members to include one Council Member (preferably with HR background) and two members-at-large appointed by the Church Council.
 - b. Members will serve a two-year term starting June 1 of each year.
 - c. At least one of the members-at-large must have either HR or hiring manager experience.
 - d. The Senior Pastor serves in an advisory capacity to the committee for all staff except the Pastor.

e. The Council representative shall serve as the chairperson of the committee.

1. Duties and Responsibilities of the HR Committee

- a. To review and approve all job descriptions of clergy and lay staff, prior to posting.
- b. To be responsible for the hiring and discharge of all staff except for clergy.
- c. To conduct an “Annual Review” of all clergy and to recommend to the Church Council any changes to the “terms of call”.
- d. To oversee the Performance Management process for all church staff, both lay and clergy.
- e. To conduct an annual review of HR Policies and Procedures and to recommend updates to the Church Council for approval.
- f. To receive and investigate all grievances relevant to HR matters. This includes grievances filed by both staff members (except the Pastor) and by members of the congregation. The HR Committee shall be responsible for resolving all grievances filed subject to final approval by the Church Council. (Pastor files any grievances to the Mutual Ministry Committee).

H. Columbarium Committee

1. Purpose of the Columbarium Committee: To oversee and administer the operation of the Columbarium according to the Rules and Regulations for Operation of the Columbarium.
2. Organization of the Columbarium Committee
 - a. The Columbarium Committee will consist of 3 – 5 members at large from the congregation, approved by the Church Council.
 - b. The Columbarium Committee shall elect its own Chairperson, Vice Chairperson, and Secretary.
3. Duties and Responsibilities of the Columbarium Committee
 - a. Set meetings according to need as Application for Interment of Cremated Remains is received.
 - b. Suggest procedural changes, subject to approval by the Church Council
 - c. Receive proceeds from the sales of niches and make disbursements or pay expenditures, subject to accounting for such financial transactions to the Church Council upon request, using accounts with designated financial institutions.
 - d. Generally, administer, operate and maintain the Columbarium consistent with the Rules and Regulations for Operation of the Columbarium.

X. Parish Records

A. The pastor(s) shall be responsible for keeping accurate record of membership and of ministerial acts, on forms provided by this congregation and which shall remain the property of this congregation. The pastor(s) shall report these statistics to the congregation annually, and, when required, to the secretary of the Evangelical Lutheran Church in America. Upon leaving this congregation, the pastor(s) shall complete the records of ministry up to the time of departure.

B. Should this congregation be dissolved, the official records of this congregation shall be deposited in the archives of the Evangelical Lutheran Church of America or its successor.

XI. Grace Mission Fund

A. This congregation shall have a mission fund that provides for the faithful management of special gifts given to the church.

B. This fund shall be separate from the regular financial activities of the congregation.

C. The Mission Fund shall be administered in accordance with continuing resolutions of the congregation by the Finance Board. The Pastor will serve as an advisory member.

Approved by Congregation – March 2015

Revisions approved by Congregation – June 2017

Revisions approved by Congregation – May 19, 2019