

BYLAWS For WATERS OF LIFE
A Congregation of the EVANGELICAL LUTHERAN CHURCH IN AMERICA®
CREATED 3.19.13

B4.04.01 The governance of the church is vested in a congregational council. The president is the elected official responsible to lead the congregation council. The pastor(s) reports to the council and they should have a close working and supportive relationship with the president.

B4.04.02 Operational structure – the council shall strive to meet at least once per month, at a time and place pre-announced to the congregation. The President of the Council shall chair the meetings of the Council and the congregational meeting or may delegate the chair to the Vice President. The order of business at each meeting of the Congregation Council is as follows:

1. Call to Order
2. Opening Ceremonies or exercises
 - a. Opening prayer
 - b. Council Devotions
3. Approval of minutes
4. Reports
 - a. Treasurer's report
 - b. Other reports as called by the President
5. Unfinished Business (items pending when the last meeting was adjourned, but not items already acted upon.)
6. New Business
7. Closing Prayer
8. Adjournment

All members of the Waters of Life congregation are encouraged to communicate questions or concerns to any Congregation Council member prior to the meetings of the Council. Each Council member is expected to carefully consider these communications, and to bring forward to the whole Council substantive issues either under reports or as a new business.

Members of the Waters of Life congregation are welcome to attend the regular meetings of the Congregation Council as observers. Non-members of the Waters of Life congregation must have the approval of a majority of the Council members before attendance may be granted. Guests must be recognized by the meeting Chair before speaking.

The Council may adjourn a regular meeting, and then reconvene in a closed session (excluding guests) for discussion of personnel or other sensitive matters.

B5.05.01 The mission and operation of the Mission Endowment Fund will be determined by the Congregation Council.

B8.05.01 A member is no longer considered a member if they have not communed and have not made a contribution of record in one year's time, unless the Pastor grants an exception.

B10.01.01 A Congregation meeting is to be held annually in June, with the exact date to be established by the Council within 60 days of the previous annual meeting, and communicated to the Congregation. A full agenda of the meeting shall be posted in the church and sent to members by mail or through electronic means at least 30 days prior to the annual meeting, including all motions to be made at the meeting. Therefore, members of the congregation should notify the Council at least 30 days prior to the annual meeting of motions they would like to have considered at the meeting.

B11.01.01 The President of the congregation shall preside over all congregation meetings and congregation Council meetings. The President shall be responsible for the meeting agenda as specified in bylaws C4.04.02. The President shall have general oversight of the business of the congregation and with the Pastor oversee spiritual concerns within the congregation.

The Vice President of the congregation shall act as the President of the congregation in the absence of the President.

The Secretary of the congregation shall keep and report the minutes from meetings of the congregation and the Council, make official communications of the council, and preserve the archives of the council and congregation.

The Treasurer shall serve as the financial officer of the congregation, and shall perform, or oversee the performance of the following functions:

- ÿ Payment of all bills, invoices and charges as directed
- ÿ Oversee all bookkeeping functions
- ÿ Prepare the quarterly financial reports for the church council
- ÿ Complete and file all required federal and state tax forms
- ÿ Monitor the cash position of the congregation and investing available funds as directed
- ÿ Borrow funds as directed by the church council
- ÿ Provide the congregation council with financial information, when appropriate
- ÿ Assist in the preparation of the annual budget for the church council
- ÿ Prepare an annual report and the subsequent year's annual budget for the congregation, with sufficient detail to reasonably describe an accurate financial position of the church. A written report shall be made available to the congregation at least 30 days prior to the annual meeting.

B13.01.01 Nominating Committee – the Nominating Committee is responsible for selecting candidates for the congregational Council and its officers. It shall also nominate a candidate(s) for the Mutual Ministry Committee.

- ÿ The newly elected Nominating Committee will hold its convening meeting no later than 180 days prior to the annual meeting.

- ÿ The Nominating Committee will solicit input and direction from the Congregation Council regarding future personnel needs of the Council.
- ÿ No later than 120 days prior to the annual meeting the Nominating Committee will inform the congregation that openings will exist on the Congregation Council, and Mutual Ministry Committee, and that interested voting members should be identified to the Nominating Council.
- ÿ No later than 90 days prior to the annual meeting, Congregation Council members seeking reelection to a second term or seeking the office of President, will be identified to the Nominating Committee.
- ÿ The Nominating Committee will prayerfully evaluate each candidate's qualifications ever mindful of, and balancing the needs of, the Congregation Council and desires of the Congregation.
- ÿ No later than 30 days prior to the annual meeting the Nominating Committee will provide the Congregation Council and Congregation with the names of candidates running for positions on the Congregation Council, and the names of current Congregation Council members running for the office of President, and Mutual Ministry Committee candidate(s).
- ÿ The Nominating Committee will prepare written ballots and serve as tellers at the annual meeting election.

B13.02.01. Audit Committee – the Audit Committee shall conduct a financial compliance review which is comprised of a number of tests of the various transactions that occurred during the year. These tests shall lead to an opinion about the appropriateness of the financial statements. This shall be reported to the Council annually. The Audit Committee:

- ÿ Examines and reviews all financial statements.
- ÿ Conducts the annual audit or exercises supervision and oversees the work of the audit if it is conducted by an outside accounting firm or individual congregants.
- ÿ Examines all insurance policies and prepares a schedule of the insurance coverage.
- ÿ Inspects and examines securities and investments.
- ÿ Prepares a schedule of the securities and investments for review by the finance committee.
- ÿ Reports its findings in writing to the church council with supporting schedules and recommendations for change and improvement.
- ÿ Verifies that the congregation complies with federal and state tax laws and regulations.

B13.03.01. Mutual Ministry Committee – the whole people of God have a ministry with and to one another. It is a mutual ministry. Out of this theological awareness emerges the rationale behind a congregational mutual ministry committee.

The functions of this committee shall be:

- ÿ Provide for an annual evaluation and theological reflection upon the ministry of the Pastor and the mission of the congregation.
- ÿ Provide for periodic review of the call extended to the Pastor.

- ÿ Serve as a personal and confidential support group to the Pastor.
- ÿ Serving as an open communication channel regarding conditions and attitudes within the congregation.
- ÿ Reviewing annually the details of compensation, housing, pension and other benefits provided to the Pastor.
- ÿ Serving as agents of reconciliation in time of conflict in the congregation.
- ÿ Sharing with the Pastor and lay professional the expectations of the congregation.
- ÿ Identifying continuing education possibilities for the Pastor or the congregation.

B13.05.01. The Council has created a Memorial and Honorarium Committee. This committee shall consist of 6-8 voting members of the Congregation, with terms of membership to be three years. Members shall be eligible for a second term. All positions on this Committee shall be filled annually as needed with volunteers from the Congregation.

Memorial and Honorarium Committee members shall serve as a conduit for the receipt of gifts, shall acknowledge gifts, and shall make permanent record of gifts that are given to memorialize or honor individuals. The Committee shall elect its officers which shall consist of President, Vice President, Secretary and Treasurer, with terms of one year and shall be eligible for reelection.

The mission of the Memorial and Honorarium Committee shall be to seek, to serve and enhance our church community by assisting potential donors in the selection, designation, and appropriation of their special gifts.