

Constitution and Bylaws Hope Lutheran Church Farmington Hills,  
MI 48331

Constitution [Chapter#+Article#] Adopted November 20, 2011

Bylaws [Chapter#+Article#+Bylaw#] Adopted ~~TBD~~ November 20, 2011

C4.04 This Congregation shall develop an organizational structure to be described in the bylaws. The Congregation Council shall prepare descriptions of the responsibilities of each standing committee and task force, and shall review their actions.

~~4.04.01 The Congregation Council is also known throughout this Congregation as the Strategic Planning Council.~~

C6.04 It shall be the privilege and duty of Members of this Congregation to:

a. make regular use of the means of grace, both Word and sacraments;

~~a.~~ b. live a Christian life in accordance with the Word of God and the teachings of the Lutheran church; and

~~b.~~ c. support the work of this Congregation, the synod, and the churchwide organization of the Evangelical Lutheran Church in America through contributions of their time, abilities, and financial support as biblical stewards.

Chapter 9 (Previously 12)

CONGREGATION COUNCIL

C9.01 The voting membership of the Congregation Council, ~~also known throughout this Congregation as the Congregation Council,~~ shall consist of the Senior Pastor, the President, and six (6) directors (two three of whom are Officers), ~~and an appointed Recording Secretary.~~ Any active Voting Member of this Congregation, ~~eighteen (18) years of age or older,~~ may be elected, subject only to the limitation on the length of continuous service in that position, and to the following age restrictions:

a) one (1) of the three (3) non-officer directors may be sixteen (16) or seventeen (17) years of age.

b) all officers and all other directors must be at least eighteen (18) years of age.

C9.02 ~~All directors.~~ members on the Congregation Council may be removed from office for reasonable cause.

Chapter 11 (Previously 11)

OFFICERS

C11.01 The Officers of this Congregation shall be the President, the Vice President (also known in this

Congregation as the Director of Leadership), and the Secretary-Treasurer (also known in this Congregation as the Director of Finance), and the Secretary (also known in this Congregation as Director of Facilities).

a. Duties of the Officers shall be specified in the bylaws.

b. The Officers shall be Voting Members of this Congregation at least 18 years of age.

c. The Officers shall serve as Voting Members of the Congregation Council.

d. The Officers of this Congregation are authorized to execute legal documents.

C11.02 No Officer shall hold more than one office at a time.

C11.03 All Officers of this Congregation may be removed from office for reasonable cause by this Congregation.

Bylaws of Hope Lutheran Church

CONGREGATION MEETING

C7.01.01 A meeting shall be held in ~~the spring~~ May for the purpose of congregational elections and conducting other necessary business.

The Personnel Committee shall serve as tellers, and as such, shall be responsible for counting the votes.

C7.01.02 A meeting shall be held in ~~the fall~~ November for the purpose of congregational action on the budget and conducting other necessary business. The financial budget of this Congregation shall be on a calendar year basis and shall be presented for approval by this Congregation at the fall Congregation Meeting.

C7.01.03 Notice of all regular meetings of this Congregation shall be given at all worship services in the preceding two (2) weeks and shall be included in congregational communications in the preceding two (2) weeks.

C7.01.04 A special Congregation Meeting may be called by the ~~pastor~~ Senior Pastor ~~[M1]~~, the SPC, or the ~~president~~ President of this Congregation, and shall be called by the ~~president~~ President of the ~~this congregation~~ Congregation upon the written request of a minimum of ten (10) voting members of this ~~congregation~~ Congregation. The call for each special meeting shall specify the purpose for which it is to be held, and no other business shall be transacted.

C7.01.05 Notice of special meetings shall be given at all worship services on the last Sunday that is at least seven (7) days prior to the meeting and shall be included in congregational communications at least seven (7) days prior to the meeting.

C9 STRATEGIC PLANNING COUNCIL (SPC)

C9.01.01 The elected members of the SPC shall be elected by written ballot at the regular ~~spring~~ May Congregation Meeting. The Personnel Committee (as defined in Chapter 13) shall make recommendations for all elected SPC positions for ratification by this Congregation. Voting members may make nominations from the floor. The terms for all elected members of the SPC shall be for two (2) years beginning on July 1 and ending on June 30 unless one (1) of the three (3) non-officer directors is sixteen (16) or seventeen (17) years of age at the beginning of their term. -If one (1) of the non-officer directors is sixteen (16) or seventeen (17) years of age, their term will be one (1) year.

C9.01.02 After one (1) term, a director may be elected to a different position and serve one (1) term.

- C9.01.04 After serving the maximum time allowed in C9.01.03 in the same or different positions, a director must wait one (1) year to serve again on the SPC unless elected Director of Leadership.
- C9.02.01 Should SPC vacancies occur during a term, they shall be filled for the remainder of the term by this Congregation at its next regular Congregation Meeting. Should the SPC judge that the vacancy needs to be filled earlier, it may fill the vacancy by appointing an interim director until a vote at the next Congregation Meeting.
- C9.02.02 All members of the SPC, other than the Senior Pastor, shall be volunteers —directors.
- C9.02.04 The ~~Composition~~ composition of the SPC shall be as follows:

<u>Member</u>	<u>Officer</u>	<u>Term</u>	<u>Elected/Appointed</u>	<u>Voting Status</u>
<u>President</u>	<u>President</u>	<u>2 years</u>	<u>Elected</u>	<u>Yes</u>
<u>Director of Leadership</u>	<u>Vice President</u>	<u>2 years</u>	<u>Elected</u>	<u>Yes</u>
<u>Director of Finance</u>	<del>Treasurer</del> <u>Secretary</u>	<u>2 years</u>	<u>Elected</u>	<u>Yes</u>
<u>Director of Facilities</u>	<u>Secretary</u>	<u>2 years</u>	<u>Elected</u>	<u>Yes</u>
<u>Director at Large</u>	<u>-</u>	<u>2 years</u>	<u>Elected</u>	<u>Yes</u>
<u>Director at Large</u>	<u>-</u>	<u>2 years</u>	<u>Elected</u>	<u>Yes</u>
<u>Director at Large</u>	<u>-</u>	<u>2 years</u>	<u>Elected</u>	<u>Yes</u>
<u>Senior Pastor</u>	<u>-</u>	<u>Ongoing</u>	<u>Called</u>	<u>Yes</u>
<u>Recording Secretary</u>	<u>-</u>	<u>Ongoing</u>	<u>Appointed</u>	<u>No</u>

- C9.02.05 The Recording Secretary shall keep an exact record of all transactions and resolutions of the Congregation Meeting and the SPC in regular and special meetings of each; shall enter such minutes into a record that shall remain the property of this Congregation; and shall submit the report for approval at the next regular meeting, as applicable. The Recording Secretary ~~will~~ shall work with designated Church staff to oversee the publication and archiving of Church policies and procedures, as well as Hope's Constitution, Mission, and Vision Statements. The Recording Secretary is appointed by, and serves at the pleasure of, the President; and is a non-voting member of the SPC.
- C9.02.06 The SPC shall appoint ~~four (4)~~ two (2) at-large members of the Call Committee.
- C9.02.07 The Directors at Large shall be voting members of the SPC who shall assume such additional duties as agreed upon and defined from time to time by the SPC.
- C9.02.08 The Director of Facilities shall provide oversight and direction to the SPC with regard to the church facility, grounds, and property. The Director of Facilities shall oversee the Property Team, which shall assist the Director of Facilities in carrying out these duties. The Director of Facilities shall be responsible, in conjunction with the Director of Operations, for approval of any facilities-related purchases in excess of \$1,000 and shall report those purchases to the SPC. The Director of Facilities shall act as an advisory resource to the Director of Operations and the Property Team Coordinator regarding repairs to the church facility, grounds, and property and shall assist in the coordination of contracts. The Director of Facilities shall also meet regularly with the Director of Operations and Property Team Coordinator in an effort to understand current matters and assess future needs of the church facility, grounds, and property.
- C9.02.10 The Senior Pastor shall be the Chief of Staff, the spiritual leader of the SPC, ~~and the Chief of Staff,~~ the liaison between the staff and SPC; ~~[M2]~~ shall report on membership information; ~~and shall be an ex-~~ ~~[M3]~~ officio member of all committees (with voting privileges unless otherwise specified elsewhere in these ~~Bylaws~~ bylaws), except the Personnel and Call Committees when leaving this Congregation.

C11 OFFICERS

- C11.01.01 The President shall preside at the ~~business~~ [M4] meetings of this Congregation and of the SPC and see that they are conducted in an orderly and Christian manner. The President shall encourage all SPC members to carry out their duties and responsibilities. Upon completion of his term, the President shall serve for one (1) ~~two (2)~~-year term on the Personnel Committee. The President shall be a member of the ~~Finance Committee and the Call Committee~~ and an ex-officio member of all boards and committees.
- The President shall appoint the Recording Secretary of the SPC.
- C11.01.02 The Director of Leadership shall oversee the identification, development, and support of current and potential congregational leaders. The Director of Leadership shall assist the President in assigned, selected duties and shall, in the absence of the President, preside at any meeting. The Director of Leadership shall serve as a voting member of the Personnel and Call

Committees and a non-voting member of all other committees. The Director of Leadership shall, in consultation with the President, appoint the Personnel Committee chairperson.

The office of Director of Leadership may, but need not, be filled by ~~an SPC [M5]~~ member who has completed up to two (2) consecutive elected terms in other SPC positions.

C11.01.04 ~~(THIS SECTION MOVED TO C09.02.08 PENDING UPDATE OF THE CONSTITUTION. WHEN CONSTITUTION IS UPDATED, DELETE SECTION C09.02.08 AND ADD THIS SECTION)~~ The Director of Facilities shall provide oversight and direction to the SPC with regard to the church facility, grounds, and property. The Director of Facilities shall oversee the Property Team, which shall assist the Director of Facilities in carrying out these duties. The Director of Facilities shall be responsible, in conjunction with the ~~parish Parish administrator Administrator~~ Director of Operations ~~[M6]~~, for approval of any facilities-related purchases in excess of \$1,000 ~~[M7]~~ and shall report those purchases to the SPC. The Director of Facilities shall act as an advisory resource to the ~~parish Parish administrator Administrator~~ Director of Operations and the Property Team Coordinator regarding repairs to the church facility, grounds, and property; and shall assist in the coordination of contracts. The Director of Facilities shall also meet regularly with the ~~parish Parish administrator Administrator~~ Director of Operations and Property Team Coordinator in an effort to understand current matters and assess future needs of the church facility, ~~grounds, and [M8] property and grounds.~~

C11.01.05 The President ~~will shall~~ be limited to serve one (1) term of two (2) years after serving ~~one (1) term of two (2) years~~ as the Director of Leadership. If the President cannot complete the full two-~~(2)-year~~ term, the Director of Leadership ~~will shall~~ assume the position of President for the remainder of the term and ~~will shall~~ be eligible to serve, in addition, a two-~~(2)-year~~ term as President, subject to election by this Congregation. If the Director of Leadership steps down with less than one (1) year of the term remaining and ~~be is~~ replaced by a vote of this Congregation, or by an appointment made by the SPC, the President is eligible to serve a second two-~~(2)-year~~ term. ~~In the event that~~ if the President chooses not to serve a second term, this Congregation shall elect a new President.

C11.01.06 The Director of Leadership ~~will shall~~ be limited to serve one (1) term of two (2) years. After completion of this term, subject to election by this Congregation, the Director of Leadership ~~will shall~~ assume the position of President.

C11.01.07 ~~[M9]~~ The Director of Finance may serve up to two (2) consecutive terms. If the Director of Finance steps down before the end of his term, the Vice Chairperson of Finance ~~will shall~~ be appointed by the President to complete the term as Director of Finance. ~~At the event that~~ if the Vice Chairperson of Finance is appointed to the position of Director of Finance, he, in consultation with the President, ~~will shall~~ appoint a new Vice Chairperson of Finance. After the existing Director of Finance completes his term(s) of service, the Vice Chairperson of Finance ~~will shall~~ assume the role of Director of Finance, subject to election by this Congregation.

### C13 CONGREGATION COMMITTEES

C13.01.02 The standing committees of the congregation include Finance and Personnel. Each standing committee must include at least one SPC member. Except as otherwise provided elsewhere in these ~~Bylaws~~ ~~bylaws~~, members of the standing committees shall be appointed for two (2) years by the SPC, beginning service July 1 and ending June 30. The President shall make an appointment to fill any vacancy that occurs on the committee, and the appointee shall serve through the following June 30.

C13.01.04 In the event of a pastoral vacancy, the SPC shall appoint a Call Committee. The Call Committee shall consist of the President, Director of Leadership, ~~Directors of Ministries (Discipleship and Worship, Music and the Arts),~~ Personnel Committee Chairperson, and ~~two (2) four (4) Members of the congregation~~ ~~Congregation~~ appointed by the SPC. The Committee shall be chaired by the Personnel Committee Chairperson.

C13.02.01 The Finance Committee shall be a standing committee comprised of the following members:

- a. Director of Finance ~~—~~ Chairperson of the Finance Committee (voting member)
- b. Vice Chairperson of ~~the Finance [M10] Committee~~ (voting member)
- c. Financial Trustee of Income (voting member)
- d. Financial Trustee of Expense (voting member)
- e. Finance Committee Member (voting member)
- f. Finance Committee Member (voting member)
- g. Senior Pastor (ex-officio voting member)
- h. ~~Parish administrator Administrator~~ Director of Operations (non-voting member)

The Vice Chairperson of Finance ~~will shall~~ assist the Director of Finance with all responsibilities of the position; and ~~will shall~~ be the successor to the Director of Finance, subject to election by this Congregation. The Vice Chairperson of Finance shall be a voting member of the Finance Committee.

The appointed Financial Trustee of Income shall report to the Director of Finance. The Financial Trustee of Income ~~will shall~~ review the income of this Congregation with the ~~parish Parish administrator Administrator~~ Director of Operations ~~[DS11]~~ and ~~shall~~ provide the Director of Finance with regular reports and analyses on the financial stewardship of the membership. The Financial Trustee of Income shall be responsible for overseeing receipt and deposit of all funds of this Congregation. The Financial Trustee of Income shall be a voting member of the Finance Committee. To the extent possible, appointments to this position ~~will shall~~ be made in alternating years with appointments to the position of Financial Trustee of Expense. The appointed Financial Trustee of Expense shall report to the Director of Finance and ~~shall~~ be responsible for all funds after deposit in a bank designated by the SPC. All other disbursements shall be made on order of this Congregation or the SPC as specified in the constitution. The Financial Trustee of Expense shall serve as a voting member of the Finance Committee. To the extent possible, appointments to this position ~~will shall~~ be made in alternating years with appointments to the position of Financial Trustee of Income.

The positions of Finance Committee Members and Trustees are limited to two (2) terms of two (2) years each. To the extent possible, appointments to each of these positions ~~will shall~~ be made in alternating years.

The Voting Members of the Finance Committee, except the Senior ~~Pastor [M12]~~, shall be bonded and authorized to sign checks.

C13.02.02 The Finance Committee shall confer as often as required, but at least quarterly, to:

- a. Review the propriety of the disposition of all monies and report findings to the SPC quarterly and to the congregation semi-annually;
- b. Recommend, in accordance with these bylaws, any non-budgetary expenditure as may be required or deemed advisable;
- c. In August of each year, request from the SPC and staff members an itemized list of budget requirements for the coming year; and

- d. Present to the SPC by October of each year a proposed annual budget for the ensuing year for subsequent congregational action in the fall meeting.
- C13.02.03 The Personnel Committee shall be comprised of five (5) members as follows:
- a. Past President
  - b. Director of Leadership
  - c. Three (3) Voting Members of this Congregation.
- C13.02.04 ~~The Personnel Committee members will serve a two (2) year term with the option of two presidential reappointments. The Director of Leadership will oversee this committee. The chairperson of this committee shall be one (1) of the appointed members and shall be selected by the members of this Committee. The Director of Leadership shall appoint three (3) voting members of the Congregation to the Personnel Committee and shall appoint one of the three (3) voting members as Personnel Committee chairperson. The three voting members shall serve a two (2) year term with the option of two (2) reappointments by the Director of Leadership.~~ The Personnel Committee chairperson shall be the chairperson of the Call Committee. The Senior Pastor of this Congregation shall participate as an ex-officio member, acting in an advisory capacity without voting privileges.
- C13.02.05 The Personnel Committee shall confer as often as required, but at least quarterly. This committee is responsible for all personnel matters including, but not limited to, the following:
- a. Determine annual salary adjustment recommendations for the staff and provide recommendations to the SPC;
  - b. Conduct annual review and evaluation of the Senior Pastor;
  - c. Provide support and guidance to the Senior Pastor in the annual review and evaluation of staff members reporting to the Senior Pastor;
  - d. Serve as the nominating committee for leadership positions in this Congregation;
  - e. Review existing abuse/harassment prevention policies and develop new policies as necessary to present to the SPC and this Congregation for approval;
  - f. Develop training materials and procedures to implement the training requirements as specified in the abuse/harassment prevention policies of this Congregation;
  - g. Ensure with outside council counsel that this Congregation has insurance coverage concerning abuse and harassment issues and make recommendations to the SPC;
  - h. Together with the Senior Pastor, the SPC President, and/or outside counsel, investigate a abuse/harassment complaints involving staff, volunteers, or others and determine appropriate action as defined by the abuse/harassment policy.