

## Coding Notes

The numbering is based on directions from ELCA for integrating Constitutions, Bylaws, and Continuing Resolutions.

Council, The Congregation, and the Synod must approve constitutional changes.

Example, C13.02 = Chapter 13, item #2 Nominating Committee

Council, and the Congregation must approve bylaws changes.

Example, C13.02.01= includes further clarification of the Nominating Committee in the bylaws.

Finally Continuing Resolution, which we have none at this time, only require approval by Council. Continuing resolutions are agreements among members that guide our work together and thus could be easily adopted or rejected.

Example, C13.02.01A18 = would be the first continuing resolution (A), in the year 2018 (18) that council gave to the nominating committee.

## BYLAWS

**Chapter 4.****STATEMENT OF PURPOSE****\*C4.05.01 Mission Statement**

Messiah Lutheran is a purpose-driven church! We are dedicated to fulfilling God's purpose for us – GROWING GOD'S FAMILY.

Yes, But How (YBH)?

God wants His church to bring people in and to grow them up! We summarize the mission and the meaning of Messiah Church in one phrase: Growing God's Family.

“Growing” is meant in two ways:

- As individual believers, we grow spiritually closer to God our Father and become more like Jesus Christ our Brother.
- As a family of faith, we grow numerically by inviting and bringing into membership more and more of the people of our community.

**\*C4.05.02 Purpose Statement**

Our mission based on the five purposes of the church:

**Worship**

Purpose: Gather together to give joyful thanks and praise to God. (Psalms 95:1-2 NLT) Come, let us sing to the LORD! Let us give a joyous shout to the rock of our salvation! {2} Let us come before him with thanksgiving. Let us sing him psalms of praise.

**Discipleship**

Purpose: Grow each member in his or her relationship to God. (Romans 8:29 NLT) For God knew his people in advance, and he chose them to become like his Son, so that his Son would be the firstborn, with many brothers and sisters.

**Fellowship & Youth**

Purpose: Nurture in each person the security of belonging to one another in a spiritual family. (Ephesians 1:5 NLT) His unchanging plan has always been to adopt us into his own family by bringing us to himself through Jesus Christ. And this gave him great pleasure.

**Ministry**

Purpose: Empower each member to discover a way to serve others for Jesus' sake. (Ephesians 2:10 NLT) For we are God's masterpiece. He has created us anew in Christ Jesus, so that we can do the good things he planned for us long ago. (2 Corinthians 4:1 NLT) And so, since God in his mercy has given us this wonderful ministry, we never give up.

**Connecting Others to Christ (COC)**

Purpose: Invite others to share in the love of Jesus. (Matthew 28:19 NLT) Therefore, go and make disciples of all the nations, baptizing them in the name of the Father and the Son and the Holy Spirit.

**Chapter 5.****POWERS OF THE CONGREGATION****C5.05.01 Mission Endowment Committee**

The Mission Endowment Committee shall be made up of the Executive Committee.

**Chapter 8.****MEMBERSHIP****\*C8.05.01 Removal from Active Church Roll Due to Inactivity**

Any confirmed member who has not received Holy Communion and has not made a contribution of record during the preceding year shall receive a pastoral visit. If the member neither communes nor contributes prior to the next annual review, he or she will be classified as "inactive" and be removed from the active church roll and shall not be considered a voting member of the congregation.

**\*C8.02.b.01 Requirements for Confirmation****a. Youth**

Successful completion of catechetical instruction by:

- Attendance at classes and worship services.
- Knowledge of the Lord's Prayer, the Apostles' Creed, and the Ten Commandments.
- Participation in the Lord's Supper.
- Recommendation of the Pastor and approval by the Congregational Council.

**b. Adult**

- Completion of pastoral instruction.

**Congregational Seal**

The Pastor is the custodian of the congregational seal.

**Chapter 10.  
CONGREGATION MEETING**

- C10.01.01 Annual Congregational Meeting  
The congregational meeting shall be held prior to the end of January at a time and place determined by the Congregational Council.

**Chapter 11.  
OFFICERS**

- C11.01.01 Duties of Officers
- c. Council President  
The President's primary responsibilities shall be to preside at the meetings of the Congregation Council, prepare the agenda, to sign all legal documents and see that the Council and all administrative teams carry out their respective privileges and responsibilities as mandated by the Constitution and Continuing Resolutions of The Messiah Lutheran Church.
  - d. Vice-President  
The Vice-President shall preside at Congregation and Congregational Council meetings in the absence of the President.
  - e. Council Secretary  
The secretary shall keep accurate minutes of all meetings of the congregation and of the Congregational Council in a volume provided by the congregations, which shall be preserved permanently in its archives.
  - f. Treasurer  
The treasurer(s) shall keep the books of account of the congregation, receive (from the financial secretary) all funds and disburse them on proper orders, making quarterly remittances of benevolence receipts to the treasurer of the synod.

**Chapter 12.  
CONGREGATION COUNCIL**

- C12.02.01 Congregation Committees  
Each of the congregation committees shall be chaired by one council member nominated by the Nominating Committee and approved by the congregation at the Annual Meeting as specified in Chapter 12 of the Constitution. Chairpersons are encouraged to recruit and work with their committee to complete tasks described in the constitution, bylaws, and continuing resolutions.
- a. Finance  
The Finance Committee is made up of the Finance Chairperson, the Treasurer, the Financial Recording Secretary, and any number of voting members of the congregation. The committee shall prepare a draft budget for the succeeding year, including this congregation's full indicated share in support of the wider ministry being carried on its behalf by the Evangelical Lutheran Church in America and the Southeastern Pennsylvania Synod. The Finance Chairperson shall submit such draft budget to the Congregational Council for its action and later presentation to the congregation at the annual meeting. The committee will also exercise oversight of all the financial affairs of the congregation

to make sure that they are being conducted efficiently, giving particular attention to the prompt payment of all obligations and to the regular forwarding of benevolence moneys to the synodical treasurer. It shall, subject to the approval of the Congregational Council, be responsible for the congregation's investments and its total insurance program. It shall also cooperate in the annual audits of the accounts.

b. Financial Recording

The committee is made up of any number of voting members of the congregation chaired by one member of the council as liaison. The Financial Recording Secretary oversees the collection and recording of congregational offering, presents reports monthly and annually, and provides periodic and annual statements to the contributors for tax reporting.

c. Worship Team

The Worship Team's purpose is: Gather together to give joyful thanks and praise to God, and includes the Worship and Music Committee.

1) Worship and Music

The committee is made up of any number of voting members of the congregation chaired by one member of the council as liaison. The committee shall assist the Congregational Council and the Pastor in seeing that the services of God's house are conducted regularly and in accordance with the liturgy of the Evangelical Lutheran Church in America.

d. Discipleship Team

The Discipleship Team's purpose is: Grow each member in his or her relationship to God, and includes the Christian Education Committee.

1) Christian Education –

The committee is made up of any number of voting members of the congregation chaired by one member of the council as liaison. The committee shall oversee the curriculum and promotion of all educational activities and organizations within the congregation. The Christian Education Chairperson shall maintain a seat on the board of any education group connected with the church.

e. Fellowship and Youth Team

The Fellowship and Youth Team's purpose is: Nurture in each person the security of belonging to one another in a spiritual family, and includes the Congregational Activities and Member Care Committees.

1) Congregational Activities

The committee is made up of any number of voting members of the congregation chaired by one member of the council as liaison. The committee shall coordinate and manage various all-congregation activities to provide an environment suitable for, and specific opportunities for, social interaction.

2) Member Care

The committee is made up of any number of voting members of the congregation chaired by one member of the council as liaison. The committee shall be to extend Christian compassion and helpfulness to members, their families and friends; the ill,

aged, orphaned, underprivileged, imprisoned and, all persons in need of aid in body and or soul.

f. Ministry Team

The Ministry Team's purpose is: Empower each member to discover a way to serve others for Jesus' sake and includes the Social Ministry and Stewardship Committees.

1) Social Ministry

The committee is made up of any number of voting members of the congregation chaired by one member of the council as liaison. The committee shall have the duty to study social conditions, in the community both local and worldwide, to bring the compassion and love of Christ to all those who are suffering and in need.

2) Stewardship

The committee is made up of any number of voting members of the congregation chaired by one member of the council as liaison and the Finance Chairperson shall be an ex officio member. The committee shall evoke and promote the expression of Christian faith in daily living; to teach the Christian use of money, time, and talent; to diffuse knowledge of the congregation's local, national, and world-wide ministries; and to lead all its members to higher levels of proportionate giving for the Lord's work.

g. Connecting Others to Christ Team

The Connecting Others to Christ Team's purpose is: Invite others to share in the love of Jesus, and includes the Building God's House Inside and Outside, the Welcoming and the Inviting Committees. The four committees shall lead all members of the congregation in continuous endeavors to re-awaken the spiritually indifferent. The committees shall devote itself to deepening spiritual life and shall periodically study the congregation in the context of its surrounding community through its subcommittees.

1) Building God's House (Inside & Outside)

The two Building God's House Committees manage through continuous observance, the property of the congregation, both inside and out, and guide Council with researched suggestions. These committees oversee the general building and ground maintenance inspections and coordination of maintenance and repairs as required. The two committees are made up of any number of voting members of the congregation, and each is chaired by one member of the council as liaison.

2) Inviting and Welcoming

The Inviting Committee works with staff and the congregation to identify and invite others in the community to visit Messiah. The Welcoming Committee acclimates them to the church family and supports those interested in becoming members. Each of the two committees is made up of any number of voting members of the congregation, and each is chaired by one member of the council as liaison.

**Chapter 13.**

**CONGREGATION COMMITTEES**

Congregation Committees shall make no less than annual, and no more than quarterly reports of their actions as required by the Congregational Council.

**C13.02.01 Nominating Committee**

The Nominating Committee is responsible for presenting candidates for all elected offices to the congregation for election, and for all vacancies of elected offices to the Congregational Council for approval by majority vote.

**C13.03.01 Audit Committee**

The Audit Committee is responsible for auditing all financial records of the congregation and its organizations, and will work in conjunction with the finance chairperson.

**C13.04.01 Mutual Ministry Committee**

The Mutual Ministry Committee is responsible for pastor-congregation-leadership, working together in concert with one another as affirmed in the mission statement of the congregation.

**C13.05.01 Call Committee**

The Call Committee will be made up of five or seven members of the congregation elected by Congregational Council to include not more than one member of Congregational Council.