

**BYLAWS**  
**MESSIAH EVANGELICAL LUTHERAN CHURCH**  
**GREECE, NEW YORK**

Approved January 26, 2020

**Chapter 10**  
**CONGREGATION MEETING**

- C10.01.01. The annual congregational meeting shall be held in the month of January, at a time and place to be determined by the Congregation Council.
- C10.01.02 At the annual meeting, the pastor(s), the president, the secretary, and the Finance Committee shall each submit a written report. Each ministry team of the congregation shall also submit a written report.

**Chapter 11**  
**OFFICERS**

- C11.01.01. The primary duties of the congregation officers are:
1. President - presides at meetings of the congregation and the Congregation Council.
  2. Vice President - presides in the event of the president's inability to serve.
  3. Secretary - responsible for keeping accurate minutes of all meetings of the congregation and council which shall be preserved permanently in its archives. The actual recording of the minutes may be delegated to a non-council member who acts as a non-voting recording secretary.
  4. Treasurer - keeps the books of account of the congregation; and receives all funds and disburses them on proper orders, making monthly remittance of benevolence receipts to the treasurer of the synod.

**Chapter 12**  
**CONGREGATION COUNCIL**

- C12.01.01 The Congregation Council may elect additional voting members. If the council chooses to elect additional members:
- a. The member shall be a confirmed member of the congregation.
  - b. The member shall be elected to a one year term.
  - c. The term shall begin at the close of the meeting at which the person is elected.
  - d. The election may occur at any regular meeting of the Congregation Council.
- C12.02.01 The Congregation Council shall present a slate of nominees equal in number to the Council vacancies for the next year's Congregation Council at the annual meeting as specified in the continuing resolution.
- C12.02.02 Nominations to the Congregation Council are not permitted from the floor at a congregation meeting.

## **Chapter 13**

### **CONGREGATION COMMITTEES**

- C13.02.01 Two members of the Nominating Committee shall be from the Congregation Council and two to four members from the congregation. If there are more than two members of the Congregation Council interested in serving on the committee, two names shall be chosen by draw. If more than four members from the congregation are interested in serving on the committee, four names shall be chosen by draw. The President may not be a member of the committee, but may be invited to attend as an advisor after convening the committee.
- C13.02.02 The Congregation Council shall name the chair of the Nominating Committee.
- C13.03.01 The Audit Committee shall selectively review the receipts and records for income and expenditures each year with the Financial Secretary and the Treasurer. A written report of the Audit Committee's findings shall be included in the Annual Report.
- C13.09.01 The Congregation Council shall elect a Finance Committee at a meeting of the council held immediately following the annual congregation meeting. The committee shall have at least three members:
1. Financial Director - chairs the Finance Committee and oversees the financial operation of the congregation, including budget preparation and management of investments. The Financial Director shall arrange for the annual audit for presentation at the annual meetings. The Financial Director shall make a written report of the income and expenses to the Congregation Council monthly and to the congregation at its annual meeting.
  2. Financial Secretary - responsible for receiving all funds paid to the church and keeping accurate records of all congregation member pledges and congregation member giving.
  3. Treasurer – responsible for payment of expenses and other duties as Congregation Officer described in Bylaws section C11.01.01.
- C13.09.02 At least one member of the Finance Committee shall be a voting member of the Congregation Council. Additional members of the committee shall be at the discretion of the committee.
- C13.09.03 The Finance Committee oversees all the financial affairs of the congregation to ensure that they are being conducted responsibly and efficiently. It shall assist the Congregation Council in preparing a draft budget for the succeeding year, including this congregation's full share in support of the wider ministry being carried out by the Evangelical Lutheran Church in America. It shall maintain and keep current all appropriate insurance coverage.