

BYLAWS
MESSIAH EVANGELICAL LUTHERAN CHURCH
GREECE, NEW YORK

CONGREGATION MEETING (Chapter 10):

The annual congregational meeting shall be held in the month of January, at a time and place to be determined by the Congregation Council.

At the annual meeting, the pastor(s), the president, the secretary, and the Finance Committee shall each submit a written report. Each organization and school within the congregation shall also submit a written report.

OFFICERS (Chapter 11):

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 - is 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. The treasurer shall make written report of all financial transactions to the Congregation Council monthly and to the congregation at its annual meetings.

CONGREGATION COUNCIL (Chapter 12):

The Congregation Council shall present a slate of nominees for the next year's Congregation Council at the annual congregational meeting. The pastor shall contact each potential candidate for consent to his/her name placed in nomination at the annual congregation meeting.

The slate presented to the Congregation shall equal the amount of Council vacancies.

In addition to the members specified in section C.12.1. of the constitution, the Congregation Council may elect one special voting member. If the council chooses to elect this additional member:

- a. This member shall be a confirmed member of the congregation who is in high school.
- b. This member shall be elected to a one year term and may serve only one term.
- c. This term shall begin at the close of the meeting at which the person is elected.
- d. This election may occur at any regular meeting of the Congregation Council.

CONGREGATION COMMITTEES (Chapter 13)

Executive Committee

The Executive Committee shall consist of the pastor(s), the Congregation Officers, and one at-large member. The at-large member shall be elected at the same meeting at which Congregation Officers are elected. The executive committee may be empowered by a two-thirds vote of the Congregation Council to act on behalf of the council during the summer vacation period or in other circumstances when the entire council would not be available.

Finance Committee

The Congregation Council shall elect a Finance Committee which 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 endowments and investment. The financial director shall arrange for the annual audit for presentation at the annual meetings.

2. Financial Secretary - is responsible for receiving all funds paid to the church and keeping accurate records of all congregation member pledges and congregation member giving. The financial secretary shall make a written report of all the income to the Congregation Council monthly and to the congregation at its annual meetings.
3. Treasurer - Congregation Officer

The financial director and financial secretary shall be elected at the same meeting at which Congregation Officers are elected.

At least one member of the Finance Committee shall be a voting member of the Congregation Council.

Other members of the committee shall be at the discretion of the committee.

The Finance Committee oversees all the financial affairs of the congregation to make sure that they are being conducted efficiently. It shall prepare 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, subject to the approval of the congregation council, be responsible for the congregation's investments, provide for annual audits of the accounts of the treasurer, the congregation school, and other congregation organizations. It shall maintain and keep current on any insurance needs.

Mutual Ministry Committee

This committee shall:

1. consist of six members and is supported by other persons who attend meetings only as necessary
2. evaluate staff performance
3. provide feedback that will encourage continuous improvement, and
4. monitor this improvement

In addition, the committee will provide salary recommendations to the Congregation Council.

Members of the committee shall be:

Senior Pastor

Congregation President

Four other members of the congregation appointed by the Senior Pastor and President. No more than two of these persons can be council members

Additional people may be invited to attend meetings as deemed necessary by the President and Senior Pastor.

These bylaws were amended and approved by Congregation January 27, 2013.