

HOUSE OF PRAYER  
EVANGELICAL LUTHERAN CHURCH  
BYLAWS

9/18/18

*(Paragraph Numbering example CX.XX.YY:  
CX.XX=Constitution paragraph, .YY=bylaw number)*

- C4.05.01 Statement of Mission: As the body of the risen Christ, nurtured by Word and Sacrament, House of Prayer Evangelical Lutheran Church is called to proclaim the creative and redemptive work of God, in lives of loving service to its fellowship, to North San Diego County and, in cooperation with others, to the ends of the earth.
- C4.05.02 Support of the Mission of this congregation shall be through free will offerings. Funds received shall be utilized as provided in the unified budget adopted annually by the congregation. However, it is recognized that there may be occasions for special fund raising activities. These activities must be approved by the congregation council, and should contain elements of:
- a. Promotion and development of personal stewardship.
  - b. Opportunity for Christian fellowship.
  - c. Specific and limited purposes for the use of the funds.
  - d. Accountability for the receipt and disbursement of the funds.
- C4.05.03 It shall be the policy of the congregation council that such special fund raising activities shall:
- a. Not be done on a regular basis so as to be construed as being in competition with services provided by the community.
  - b. Be promoted primarily within the membership of the congregation.
  - c. Not have funds received from the activity go into the general account for uses other than specifically approved by the activity.
- C5.05.01 The purpose of the mission endowment fund is to enable House of Prayer Lutheran Church to promote funding of specific needs that support its mission and to ensure its financial stability.
- C5.05.02 There shall be an endowment committee to provide the means and structure for members who have the ability and desire to benefit this congregation through charitable giving that is consistent with its mission of witnessing to the message of salvation through Jesus Christ on both a local and global level.
- C5.05.03 The endowment committee's duties shall be:
- a. To create an initial "General Endowment Fund" as well as any additional funds as may be needed to fulfill specific requirements of donors. The congregation may request, and the committee may choose to make grants for special projects of the congregation, capital improvements for the congregation and for other purposes. It is recommended that the fund be reimbursed by the congregation, over time, for any such grants.
  - b. To educate the congregation about the endowment program, promote the program and solicit donations in an appropriate manner.

- c. To report annually to the congregation new gifts, investment returns earned by the fund, the size of the fund, details of specific grants given, a list of all grant requests and disposition of requests.
- d. To assist donors in the process of making gifts to the fund.
- e. To establish guidelines and procedures for accepting or rejecting proposed gifts by donors.
- f. To act as the designated advisor with respect to all operational matters, including determining the disposition of grant requests in accordance with the requirements and limitations of the various funds.

- C5.05.04 The endowment committee shall consist of five (5) voting members elected by the congregation on a staggered basis for two year terms at the annual election congregation meeting. The committee shall consist of a chairperson, vice-chairperson, recording secretary, financial secretary/fund advisor, and marketing/communications coordinator. Two of the committee members shall be elected for their term on the odd number years, and three of the committee members shall be elected for their term on the even number years. It will be the responsibility of the committee members to determine positions for the following term year. Committee members shall be limited to two consecutive terms with the exception of the financial secretary/fund advisor who shall be eligible to serve more than two consecutive terms in the same office. Committee members will be elected to a specific position at the congregation meeting.
- C5.05.05 Duties of the committee members shall be as follows:
- a. The chairperson shall preside at the meetings of the endowment committee, determine and implement procedures and policies for soliciting processing and disbursing grant requests in accordance with the requirements and guidelines of the Endowment Committee.
  - b. The vice chairperson shall serve in the event of the chairperson's inability to serve.
  - c. The recording secretary shall keep accurate minutes of all meetings which shall be preserved permanently in the congregation archives.
  - d. The financial secretary/fund advisor shall keep a record of all direct charitable gifts and bequests, is responsible for providing an annual financial report and acts as a liaison to the independent endowment fund investment manager.
  - e. The marketing/communications coordinator shall provide opportunities for church members to learn of the benefits and value of an endowment fund. The coordinator will inform people the fund exists, explaining why it was created; describing the ways people can contribute and communicate the advantages of doing so.
- C5.05.06 Actions of the endowment committee must be agreed to by at least three of the members.
- C5.05.07 The endowment committee shall meet at least two times per year.
- C5.05.08 The congregation shall have final approval or disapproval of all grants exceeding \$10,000 from the fund. This shall be done by majority at vote a regular or special meeting of the congregation.
- C5.05.09 The congregation council shall have full governance of the endowment committee including:
- a. The authority to appoint members of the endowment committee to fill vacancies. The term of the appointment shall be until the next annual election meeting of the congregation.
  - b. Authorizing the executive committee to act in an advisory capacity to the endowment committee.

- c. Authorizing the congregation's officers to execute the mission endowment fund agreement with an independent endowment fund investment manager.
  - d. Approval or modification of the investment strategies as recommended by the endowment committee and independent endowment fund investment manager.
  - e. Approval to make the initial transfer of start-up funds to the endowment.
  - f. Approval or modification of the guidelines for distributions from the mission endowment fund as recommended by the endowment committee.
  - g. Authorizing the endowment committee to make fund transfers.
- C8.05.01 Members who have failed to receive Holy Communion and to make a contribution of record for a period of two consecutive calendar years, may be removed from the roll of members by the congregation council. This procedure will take place after such members have been counseled about the matter, if possible. Such persons who have been removed from the roll of members shall remain persons for whom the church has a continuing pastoral concern.
- C9.12.01 The pastor(s) shall submit a pastoral report and evaluation of ministry at the annual business congregation meeting.
- C9.12.02 The pastor(s) shall be reimbursed reasonable and actual expenses including room and meals and other necessary expenses incident to attendance at conventions of the synod, except for travel, and at other meetings, approved by the congregation council.
- C9.12.03 The Senior Pastor shall be the Supervisor of all paid staff.
- C9.12.04 The pastor(s) shall maintain the personnel files for all paid staff.
- C10.01.01 The semi-annual congregation meetings shall be held in January and October.
- C10.01.02 The January meeting shall be the business congregation meeting at which all business of the congregation shall be considered, except the elections of members to all positions elected by the congregation,
- C10.01.03 The October meeting shall be the elections congregation meeting at which election of officers of the congregation, members of the congregation council, and members of the endowment committee, whose terms expire December 31 take place. The elections shall be from a slate of voting members presented by the nominating committee.
- C10.01.04 Nominations for all positions shall also be accepted from the floor at the elections meeting, provided the nominees meet the qualifications for the position and have agreed to serve prior to the nomination.
- C11.01.01 The president shall preside at meetings of the congregation and the congregation council. In the event of the president's inability to serve, the vice-president shall preside. The president shall also ensure that all actions by the congregation, congregation council, and committees are in compliance with the constitution, bylaws, and continuing resolutions of this congregation.
- C.11.01.02 The Vice-President shall preside at meetings of the Church Council and of this Congregation in the absence of the President. The Vice-President shall also assist the president in ensuring that all actions by the congregation, congregation council, and the committees are in compliance with the constitution, bylaws, and continuing resolutions of this congregation.
- C11.01.03 The treasurer shall keep the books of account of the congregation, and shall receive from the financial secretary all funds and disburse them on proper order, making monthly remittance of benevolence receipts to the treasurer of the synod.
- C11.01.04 The treasurer shall make a written financial report to the congregation council monthly.

- C11.01.05 The treasurer shall make an annual report consisting of an income statement and balance sheet to the congregation at the annual business congregation meeting.
- C11.01.06 The financial secretary, if such office is activated, shall receive and keep record of income from contributing members and other sources.
- C11.01.07 The secretary shall keep accurate minutes of all meetings of the congregation and council, which shall be preserved permanently in the congregation archives.
- C11.02.01 Terms of service for the officers of the congregation and at large council members shall be two years.
- C12.01.01 The voting membership of the congregation council shall consist of the pastor(s), the officers of the congregation and the seated at-large council members.
- C12.02.01 Officers of the congregation and at-large council members shall be elected as follows:  
EVEN year's elections of ODD year's term starts: President, Secretary, and up to three at-large council members.  
ODD year's elections for EVEN year's term starts: Vice-President, Treasurer and up to three at-large<sup>4</sup> council members.
- C12.02.02 The term of office for all Congregation Council members shall begin January 1 of the year following their election, and end December 31 of the last year of their term as specified in C12.02.01.
- C12.04.01 The Congregation Council shall ensure the congregation elects members of the congregation as voting members, in the permitted numbers, to the assemblies of the synod and the meetings of the conference to which the congregation belongs. Reasonable and actual expenses for meals, lodging, and travel by such voting members in connection with their attendance shall be reimbursed.
- C12.05.01 The fiscal/congregational year shall be January 1 - December 31.
- C12.05.02 The Congregation Council shall present a program budget proposal to the congregation at the annual business congregation meeting. Included shall be a list of goals and priorities for the coming year.
- C12.05.03 The Congregation Council may enter into contracts of up to \$10,000 for items not included in the budget. The Congregation Council may not incur obligations of more than \$10,000 in excess of the anticipated receipts without approval by a congregation meeting. The Executive Committee may incur obligations of up to \$5,000 in special situations without Congregation Council approval.
- C12.05.04 The Congregation Council shall report on all insurance in force and all bonds, as well as an inventory of all property, and a statement of assets and liabilities at the annual business congregation meeting.
- C12.05.05 The Congregation Council shall provide for an annual audit of all accounts of the congregation and report the results at the annual business congregation meeting.
- C12.09.01 The Congregation Council shall present a report to the annual business congregation meeting evaluating congregational activities in light of its mission and goals.
- C13.04.01 Human Resources, Elders (consulting for issue resolution), and Mutual Support Ministry subcommittees may be established under the Executive Committee in lieu of a Mutual Ministry Committee and shall be operated per the Continuing Resolutions.