

BY-LAWS

of

**THE LUTHERAN CHURCH OF THE INCARNATION
OF SAN DIEGO COUNTY CALIFORNIA**

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Table of Contents

1. <u>Name and Incorporation</u>	4
C1.01.01: <u>Seal</u>	4
2. <u>Reserved for Future Bylaws Pertaining to Confession of Faith</u>	4
3. <u>Nature of The Church</u>	4
C3.01.01: <u>Commercialism</u>	4
4. <u>Statement of Purpose</u>	4
C4.04.01: <u>Organizational Structure</u>	4
C04.05.01: <u>Congregational Mission</u>	4
5. <u>Powers of The Congregation</u>	4
C5.05.01 : <u>Mission Endowment Fund</u>	4
6. <u>Reserved for Future Bylaws Pertaining to Church Affiliation</u>	5
7. <u>Reserved for Future Bylaws Pertaining to Property Ownership</u>	5
8. <u>Membership</u>	5
C8.02.01: <u>Annual Review of Membership Register</u>	5
9. <u>Rostered Minister</u>	5
C9.05.01 : <u>Resignation of Rostered Minister</u>	5
10. <u>Congregation Meeting</u>	5
C10.01.01: <u>Fiscal Year</u>	5
C10.01.02: <u>Meeting Frequency</u>	5
C10.01.03: <u>Annual Meeting Reports</u>	5
11. <u>Officers</u>	6
C11.01.01: <u>Duties of the Officers of the Congregation</u>	6
12. <u>Congregation Council</u>	6
C12.04.01: <u>Council Meeting Guidelines</u>	6
C12.04.02: <u>Council Membership</u>	7
C12.04.03: <u>Additional Council Responsibilities</u>	7
13. <u>Congregation Committees</u>	7
C13.07.01: <u>Standing Committees</u>	7
C13.13.01: <u>Audit Committee</u>	8
14. <u>Reserved for Future Bylaws Pertaining to Organizations Withing the Congregation</u>	8
15. <u>Reserved for Future Bylaws Pertaining to Discipline of Members and Adjudication</u>	8
16. <u>Reserved for Future Bylaws Pertaining to Amendments to the Constitution</u>	8

<u>17.</u>	<u>Reserved for Future Bylaws Pertaining to Bylaws</u>	8
<u>18.</u>	<u>Continuing Resolutions</u>	8
	<u>C18.01.01: Standing Committees</u>	8
<u>19.</u>	<u>Indemnification</u>	9
	<u>C19.01.01: Corporate Surety</u>	9
<u>20.</u>	<u>Reserved for Future Bylaws Pertaining to Parish Authorization</u>	9

1. Name and Incorporation

C1.01.01: Seal

The seal of this congregation shall be a circular design, approximately two inches in diameter. The name and date of incorporation will be superimposed around a Latin cross fourchée representing Christ's supreme sacrifice.

2. Reserved for Future Bylaws Pertaining to Confession of Faith

3. Nature of The Church

C3.01.01: Commercialism

This congregation and its auxiliaries shall avoid all forms of commercialism.

4. Statement of Purpose

C4.04.01: Organizational Structure

[Need an organizational chart/description inserted here.]

C04.05.01: Congregational Mission

The congregation believes that we are called to serve all of God's people, and that we can accomplish this mission most effectively by pursuing four different strategies that we call the *Four Faces of Mission*:

Parish Mission encompasses worship, music, education and all the logistics necessary to allow us to serve God on campus and beyond.

Local Mission is the service that we offer to the local community.

Domestic Mission provided the context for service throughout the USA, beyond our own neighborhood.

Global Mission is work that God enables us to do throughout the world.

C4.05.02: Congregation Goals

This congregation shall adopt goals for itself which reflect its life and growth. Congregational goals should be presented to the congregation at its annual meeting.

5. Powers of The Congregation

C5.05.01: Mission Endowment Fund

The purpose of the mission endowment fund is to provide an annual distribution of interest accrued by the fund in support of the four faces of mission, as stated below:

- 20% for support of Global Missions
- 20% for support of Domestic Missions
- 20% for support of Local Missions
- 20% for support of Parish Missions
- The remaining 20% to be distributed to any of the above four faces of mission as determined by the church council.

If deemed appropriate by the church council and approved by the congregation, the principle (corpus) of the endowment fund may be used in an extreme emergency situation for purposes related to earthquake, fire, or bankruptcy.

- 6. Reserved for Future Bylaws Pertaining to Church Affiliation**
- 7. Reserved for Future Bylaws Pertaining to Property Ownership**
- 8. Membership**

C8.02.01: Annual Review of Membership Register

The congregation council shall provide for an annual review of the Parish Register.

- 9. Rostered Minister**

C9.05.01: Resignation of Rostered Minister

When a rostered minister of this congregation desires to terminate this ministry, a letter of resignation shall be submitted to the congregation council for report to the congregation.

- 10. Congregation Meeting**

C10.01.01: Fiscal Year

The fiscal year of this congregation shall be the calendar year or as established by the Church Council. The budget will be prepared and approved at a congregational meeting prior to the fiscal year.

C10.01.02: Meeting Frequency

The annual congregational meeting shall be held on or before the end of the month following the end of the fiscal year. Quarterly Congregational Meetings may occur during the months of April, July, and October for the purpose of sharing current status of the Parish Operation budget. Other matters may be included in the agenda if notice is provided to the congregation in accordance with Section C10.03 of the Constitution.

C10.01.03: Annual Meeting Reports

The following reports shall be submitted in writing to the congregation at each annual meeting:

- a. The ministry reports by the rostered ministers.
- b. The treasurer's report.
- c. The financial secretary's report.
- d. All standing committee chairperson's reports.
- e. Special committee's chairperson's reports.

The congregation council shall render a report of all insurance and bonds in force as well as an inventory of all church property and an accounting of assets and liabilities at the annual congregational meeting.

11. Officers

C11.01.01: Duties of the Officers of the Congregation

The Duties of the Officers of the Congregation shall be as follows:

The President shall preside at all meetings of the congregation and Congregation Council and shall sign all official documents. The Congregation Council President shall provide for the annual review of the Parish Register. The President shall perform other official duties associated with the office.

The Vice President shall preside in the absence of the President and shall serve as parliamentarian, ensuring the Robert's Rules of Order, latest edition, governing parliamentary procedures are followed at all meetings. The Vice President shall also perform other official duties associated with the office.

The Secretary shall oversee the keeping of accurate records of all meetings of the congregation and the congregation council. These records shall be maintained in volumes permanently preserved in the archives. The Secretary shall sign all official documents and correspondence and perform other official duties associated with the office.

The Treasurer shall oversee the keeping of the books of account of the congregation. The Treasurer shall oversee the functions of the Financial Administrator. This will include insuring that all funds are received and disbursed on proper orders and that benevolence receipts are remitted monthly to the treasurer of the synod. The Treasurer shall also perform other official duties associated with the office.

12. Congregation Council

C12.04.01: Council Meeting Guidelines

The Congregation Council. In addition to the provisions of the constitution of this congregation, the following guidelines shall apply to the congregation council:

- a. The council shall meet regularly at least every other month. Congregation council meeting shall have priority over all other activities on scheduled meeting dates except special church festival worship services if such festival falls on a scheduled meeting date.
- b. Content of business at congregation council meetings shall include:

Devotions.

Reading and approval of the minutes of last meeting.

Reports of treasurer and financial secretary.

Business administrator's report.

Pastor(s)' report.

Standing committee reports.

Special reports.

Unfinished business.

New business.

Misc. Announcements

Closing Prayer.

Adjournment.

C12.04.02: Council Membership

Two members of the same family (immediate) shall not be permitted to serve on the congregation council at the same time.

C12.04.03: Additional Council Responsibilities

The congregation council shall be responsible for the employment and supervision of the salaried lay workers of the congregation.

A Council member shall be appointed as liaison to a Standing committee.

13. Congregation Committees

C13.07.01: Standing Committees

Standing committees shall be formed to aid the congregation in ministering to its members and are subject to the oversight and direction of the congregation council. Each Standing committee shall be comprised of individuals who are willing to support our missions.

Each standing committee shall compose a statement of purpose providing the mission, objectives, responsibilities of the committee, and duties (job description) of the chairperson. Statements of purpose shall be reviewed annually and provided to the congregation via the annual report.

Each standing committee is expected to submit a written report, unless no meeting was held, at each annual meeting of the congregation.

Committee membership with voting privilege, shall be comprised of members who have attended three (3) consecutive meetings (unless the absence is with cause).

Committee chairs shall be appointed by members of the committee and shall be lay church members when possible.

A Council member shall be appointed as liaison to a Standing committee.

C13.13.01: Audit Committee

An Audit Committee of three voting members may be elected by the Congregation Council. Audit Committee members shall not be members of the Congregation Council. Term of office shall be three years, with one member elected each year. Members shall be eligible for re-election. Absent any suitable and willing member of the congregation to serve, a suitable and willing person from outside of the congregation may be nominated.

- 14. Reserved for Future Bylaws Pertaining to Organizations Withing the Congregation**
- 15. Reserved for Future Bylaws Pertaining to Discipline of Members and Adjudication**
- 16. Reserved for Future Bylaws Pertaining to Amendments to the Constitution**
- 17. Reserved for Future Bylaws Pertaining to Bylaws**
- 18. Continuing Resolutions**

C18.01.01: Standing Committees

The Standing Committees and their responsibilities shall be:

Parish Mission: The parish mission committee is responsible for coordinating how the congregation interacts with the community as a parish. This includes, but is not limited to, outreach and care for our members as well as the support for the Incarnation web site and its content.

Local Mission: The local mission committee works to inspire and encourage the congregation to serve our San Diego county neighbors by providing outreach to those in need. This could include, but is not limited to, volunteering at homeless shelters and food banks, as well as holding food and clothing drives.

Domestic Mission: The domestic mission committee is responsible for mission activities the support the synod and other church-wide support, including but not limited to Anchoring Church support and disaster relief outside of our local mission area.

Global Mission: The global mission committee works to inspire and encourage the congregation to serve the community beyond our local and domestic boundaries by providing outreach to those in need. This could include, but is not limited to, the oversight of subsidiary committees set up to manage specific projects within the scope of our global mission efforts.

Christian Education: The Christian education committee shall provide educational opportunities for all ages, including Sunday School, Vacation Bible School, and other learning activities. They shall, recruit, equip and support members for educational leadership, use appropriate educational materials, and make certain the adequate study undergirds the other functions of the congregation.

Personnel Committee: The personnel committee shall make policy recommendations to the congregation council concerning the paid staff and volunteers. Personnel policies and procedures including job descriptions and hiring procedures shall be reviewed and established in compliance of the E.L.C.A. Recommendations shall be made for all salaries, wages, and benefits packages. The Personnel Committee shall address disputed personnel matters.

Property Committee: The property committee shall oversee the maintenance of the real property assets of the congregation and the purchase and/or maintenance of all furnishings and machineries.

Stewardship Committee: God gives us – individually and collectively – time, talent, and treasures; stewardship of these gifts is our response to God’s grace and builds faith. The Stewardship Committee will guide the congregation in this faith building process through teaching, encouraging, and leading.

Worship and Music Committee: The worship and music committee is responsible to recruit, equip, and support members for leadership in worship, using appropriate worship materials, and make certain that worship has a place in other functions of the congregation.

Finance Committee: The finance committee is responsible for monthly review of the income and expenditures of the church and ensuring that they are compliant to the approved budget and financial policies of the church. This committee also will prepare the annual budget for review by the church council and ultimate approval by the congregation at its’ annual meeting.

Love Committee: The mission of the Love Committee is to provide members with tools, resources, and opportunities for conversation to better understand and eradicate inequality and discrimination in ourselves and our community. Love and compassion are our guiding principles.

19. Indemnification

C19.01.01: Corporate Surety

All premiums shall be paid by the congregation. Fidelity coverage provided by a duly licensed insurance broker or agent in the State of California shall be deemed a fulfillment of the requirement.

20. Reserved for Future Bylaws Pertaining to Parish Authorization