

FRENCH RIVER LUTHERAN CHURCH
BY-LAWS TO THE CONSTITUTION

LAST REVISED: DECEMBER 2021

CONGREGATIONAL APPROVED: ANNUAL MEETING 01/15/2023

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FRENCH RIVER LUTHERAN CHURCH BY-LAWS

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1. Fiscal Year

The fiscal year for French River Lutheran Church (hereafter FRLC) shall be January 1 through December 31 of each year.

2. Annual Congregational Meeting

The Annual Congregational Meeting of FRLC shall be held either the third, fourth, or fifth Sunday in January, as determined annually by the FRLC Council no later than the regular November meeting of the Council. Notification of the meeting time and date shall be made by means of the monthly FRLC news bulletin (The Parables) and any additional means deemed appropriate.

3. Officers

The Officers of FRLC shall be a President, Vice President, Secretary, Treasurer, and Financial Secretary.

3.01 President: The President shall be elected annually by the FRLC Council from its membership, at the first Council meeting following the Annual Meeting.

3.01.a. The President of the FRLC Council shall also be the President of the Congregation. The President shall be the chairperson of the Executive Committee. The President shall have oversight responsibilities of all standing committees of the FRLC as an ex-officio committee member.

3.02. Vice President: The Vice President shall be elected annually by the FRLC Council from its membership, at the first Council meeting following the Annual Meeting.

3.02.a. The Vice President shall preside at meetings of the FRLC Council and Congregation in the absence of the President and shall accept delegated responsibilities by the President. The Vice President shall serve on the Executive Committee.

3.03. Secretary: The Secretary shall be elected annually by the FRLC Council from its membership, at the first Council meeting following the Annual Meeting. The Secretary shall serve on the Executive Committee.

3.03.a. The Secretary shall record the minutes of all FRLC Council and Congregational meetings, shall be responsible for all correspondence to the Council, and shall initiate communications and correspondence as directed by the Council.

3.04. Treasurer: The Treasurer shall be elected annually by the FRLC Congregation from its membership, at the Annual Meeting.

3.04.a. The Treasurer shall in conjunction with the external bookkeeper provide an accurate and timely financial record of the Congregation, shall remit payment of all financial obligations, and shall prepare and submit to the Council a monthly report of the financial condition of the congregation.

3.05. Financial Secretary: The Financial Secretary shall be elected annually by the FRLC Congregation from its membership, at the Annual Meeting.

3.05.a Duties: The Financial Secretary shall keep an accurate, timely, and confidential record of FRLC member financial contributions, in cash and in kind, and shall prepare confidential account statements to members on a timely basis. The statements shall be issued tri-annually.

4. Bank of Record

The Bank of record for conduct of FRLC’s financial affairs shall be designated at the Annual Meeting by simple majority, and minutes memorializing the decision will be provided to that Financial Institution.

4.01 Signatories: Church officers authorized as signatories for checking and credit or debit transactions shall be the Treasurer, as well as others as deemed necessary and appropriate by Council majority. Minutes of these authorizing motions and specimen signatures shall be provided to the designated Financial Institution.

5. Committees

Committees shall submit summaries of the year’s work for the French River Lutheran Church Annual Report on/or before December 31st. The task of assembling the Annual Report takes place the first week of January.

5.01. CHRISTIAN LIFE COMMITTEES: Faith Formation, Hospitality, Long Range Planning, Memorial, and Worship and Music

5.01.a. Faith Formation Committee

Committee	Faith Formation
Description/Purpose	The Faith Formation Committee is a standing committee, established in the FRLC bylaws. The committee’s primary purpose is to administer the FRLC congregation’s faith formation programming and activities for ages birth to adult. Enrichment activities for all ages and intergenerational groups may also be planned and carried out by this committee on behalf of the FRLC congregation.
Number of Members	Recommended number of active committee members is at least six. This committee is comprised of volunteers and paid staff.
Membership and Terms	Required members of this committee include the Pastor and one member of the FRLC Council serving as a liaison. The remainder of the committee is comprised of parent volunteers, Sunday School, VBS, Confirmation teachers, and volunteer senior high youth. Currently, FRLC does not have term limits for participation on this committee. Currently, FRLC does not employ a Youth Director or Sunday School/VBS Coordinator. The committee consists of members voted in, on an annual basis, to serve in these three officer capacities: Chairperson Treasurer Secretary Committee members and volunteers are subject to successful completion of a background check if working with, teaching, or supervising children or youth.
Responsibilities	Birth – Age Three <ul style="list-style-type: none"> • Insure newly baptized members families are enrolled and receive Splash program materials.

	<p>Age Three – 6th Grade</p> <ul style="list-style-type: none"> • Select, order, and distribute teaching curriculum and materials for Sunday School and Vacation Bible School. • Recruit teachers and volunteers to support programming and events, such as Rally Day, youth Christmas program. <p>7th Grade – 9th Grade</p> <ul style="list-style-type: none"> • Support Pastor with selection and programming for Confirmation and events. • Promote and support education of Confirmation students and families to become active members. <p>7th Grade – 12th Grade</p> <ul style="list-style-type: none"> • Organize and conduct youth and intergenerational activities which support faith formation for youth and engagement and relationship building with the congregation. <p>Adults</p> <ul style="list-style-type: none"> • Support Pastor and other congregational members with selection and programming for intergenerational and adult-based faith formation activities, such as Adult Bible Study, Advent and Lenten educational programs and other faith formation educational events, for adults in the congregation.
Meeting Schedule	The committee will meet at the committee’s designated time, no less than nine times per year.

5.01.b. Hospitality Committee

Committee	Hospitality
Description/Purpose	This committee is a standing committee established in the French River Lutheran Church bylaws. Our purpose is to extend hospitality to all while representing the church.
Number of Members	Consists of a chairperson, a pastor, one FRLC Council member, and any other interested members of French River Lutheran Church.
Membership and Terms	Members and friends of the church are encouraged to serve. Membership is voluntary and without terms. The committee shall choose a chairperson to preside over each committee meeting and a recorder to take and transcribe minutes.
Responsibilities	<p>This committee shall:</p> <ol style="list-style-type: none"> Identify areas of service. Address identified needs. Extend a warm welcome to everyone. Show hospitality to those participating in functions at church and beyond our doors. Celebrate the entry of new members into the congregation.
Meeting Schedule	The committee will typically meet monthly. May meet more or less frequently at the discretion of the chairperson.

5.01.c. Long-Range Planning Committee

Committee	Long Range Planning
Description/Purpose	This committee oversees analyzing, understanding and communicating the long-range needs of the congregation and of the church, in accordance with the church’s mission.
Number of Members	Consists of any congregational member interested in participating in the long-range planning process. The FRLC Council liaison to this committee will be considered the active chair and will organize these meetings for the congregation. If the FRLC Council liaison is unable to serve as chair, then the FRLC Council will appoint a chair for this committee.
Membership and Terms	Any congregational member may volunteer to be a member. Membership is self-determined on an annual basis.
Responsibilities	This committee shall be responsible for conducting open congregational forums, surveys, and other activities aimed at obtaining thoughts, perceptions, and ideas about the current state of the church, and to solicit input as to the long-range strategies needed to effectively pursue the mission of FRLC. Subsequently, this committee is responsible for outlining and collating the results of these studies in a written report to the FRLC Council for prioritization and action. The report will also be submitted to the FRLC office for inclusion in the FRLC Annual Report. This Committee will be responsible for communicating all findings to the congregation as needed.
Meeting Schedule	This committee will meet at least yearly, with additional meetings held as needed.

5.01.d. Memorial Committee

Committee	Memorial
Description/Purpose	<p>The task of the Memorial Committee is to establish policy, prepare an inventory of potential memorial projects, and supervise the reception and disbursement of all memorial gifts given to the church.</p> <p>Establishing policy and procedures in advance can assist families in choosing items that best support church ministry projects and help redirect unneeded or undesirable gifts.</p> <p>The Pastor shall serve as an advisor and consulted.</p>
Number of Members	The Memorial Committee shall consist of four members, one of whom shall be nominated annually by and from the FRLC Council.
Membership and Terms	<p>Qualifications are membership at French River Lutheran Church, an understanding of the purpose of the Memorial Committee, and a desire to do the work of the church. Selection is conducted by voting members of the congregation at the FRLC Annual Meeting. Terms begin/end at the conclusion of the annual meeting.</p> <p>Three members serve three-year terms. There will be one term expiration from the committee each year. Committee membership shall be limited to two consecutive terms.</p>

Responsibilities	<ol style="list-style-type: none"> 1. The committee shall review account balances, draft policy, and prioritize a list of items or projects which can be appropriately funded by memorial gifts. 2. The committee shall keep the list of funds currently available. Memorials can be given in memory of a loved one who has died or in honor of a loved one who is still alive. 3. The committee shall keep an accurate record of all memorial gift money received and distributed by the Memorial Committee through the church treasurer. The financial secretary shall send donors (members and non-members) a formal IRS compliant acknowledgement letter or statement for all donations of \$250 or more. 4. The committee shall send thank you notes for all memorial contributions. 5. The committee may disburse memorial gift fund money up to \$500, consistent with fund designation, at their discretion through the church treasurer. Disbursements over \$500 must be approved by the church council.
Meeting Schedule	The Memorial Committee shall meet at least quarterly.

5.01.e. Worship and Music Committee

Committee	Worship and Music
Description/Purpose	This committee is to plan, coordinate, and support the worship services of FRLC.
Number of Members	Recommendation of five or more members that represent choirs, altar guild, organists, lectors, and interested members of the congregation.
Membership and Terms	<p>The Worship and Music Committee shall consist of representatives of the choirs, altar guild, organists, lectors, and interested members of the congregation as well as a liaison from the FRLC Council who will bring communication to and from the Council.</p> <p>W & M Committee shall elect a chair annually to call and organize committee meetings.</p>
Responsibilities	<p>The W & M committee is responsible for:</p> <ol style="list-style-type: none"> 1. Coordinating musicians and choirs, planning for special services, and ensuring the upkeep of the instruments of the church. 2. Being aware of special worship emphases of the ELCA. 3. Being aware of new worship materials for enhancing the worship experience. 4. Finding ways to vary the worship service with special artistic expressions, e.g. banners, musical instruments, art work, etc. 5. Recommending the purchase of supplies and equipment related to the worship experience, e.g. sound system, lighting, etc. 6. Submitting budget requests to the Finance Committee annually.
Meeting Schedule	This committee will meet monthly and as necessary throughout the year.

5.02. MISSIONAL LIFE COMMITTEES: Outreach and Stewardship

5.02.a. Outreach Committee

Committee	Outreach
Description/Purpose	Inform, encourage, and provide opportunities for Christian fellowship within the community along the North Shore. The focus of the committee is toward community and open to members.
Number of Members	Pastor, Church Council liaison, and any interested members of FRLC. Prefer at least six members.
Membership and Terms	Individuals are welcome to serve one or more years.
Responsibilities	<ol style="list-style-type: none"> 1. The committee is responsible for the identification, organization, and implementation of events which bring our community neighbors into our church. 2. Each committee member will be asked to help organize events during their term. 3. Welcome and show hospitality to those entering our church for any reason.
Meeting Schedule	It is recommended the committee meets monthly. Longer term planning by the committee is needed because 2-3 months is needed to communicate the events to the North Shore Community.

5.02.b. Stewardship Committee

Committee	Stewardship
Description/Purpose	<p>This committee is to enthusiastically promote Christian stewardship of the gifts that God has entrusted to us in pursuit of our community’s mission to witness Christ’s presence in the world and to respond to the challenge of the Gospel. We seek to foster stewardship as a complete, comprehensive way of life:</p> <ul style="list-style-type: none"> *Receiving God’s gifts gratefully; *Cultivating God’s gifts responsibly; *Sharing God’s gifts lovingly with others, and *Returning God’s gifts with increase to the glory of the Lord. <p>We seek the Holy Spirit’s help in accepting the Church’s invitation to encourage and promote the use our personal gifts of time, talent, money, and other resources to integrate the practice of stewardship throughout our congregation.</p>
Number of Members	Recommendation of four members of the FRLC.
Membership and Terms	<p>Qualifications: The Stewardship Committee shall consist of members who demonstrate good stewardship as disciples of the Lord. Members are willing to assist in developing and sharing a dynamic vision of stewardship with other parishioners and other committees within a consultative framework that reflects the talents and gifts of the FRLC membership and our community.</p> <p>Selection: Stewardship members may be self-nominated or recommended by</p>

	<p>members of the past Stewardship Committee, Council members, and the Pastor. Nominees will be presented to the Stewardship Committee for their consideration and will be invited to join upon consensus of the Committee.</p> <p>Organization: Committee members are appointed for 3-year terms, ideally with members' terms staggered so that only a portion of the committee turns over each year. Parishioners may be elected to consecutive terms at the recommendation of consensus of the committee. Members of the committee are committed to their role and will make every effort to attend all scheduled meetings and appropriate functions.</p>
<p>Responsibilities</p>	<ol style="list-style-type: none"> 1. The committee shall have the responsibilities of cultivating and encouraging strong stewardship in the members of FRLC and responding to the goals set forth by the Council. 2. Help plan, develop, and implement annual capital fundraising/stewardship pledge drive. 3. When requested by the Council, investigate and provide proposals of support relative to special offerings, fund drives, initiatives, projects, etc. 4. Work in conjunction with other committees-when appropriate and requested by those committees-for garnering support and resources for Council-approved projects. 5. Take direction from and lend assistance to the Memorial Committee in encouraging and supporting memorial-related activities, when appropriate.
<p>Meeting Schedule</p>	<p>Quarterly meetings are recommended as a minimum standard. The committee will meet at the discretion of the Chair.</p>

5.03. OPERATIONS COMMITTEES: Audit, Executive, Finance, Mutual Ministry, Nominating, and Property

5.03.a. Audit Committee

Committee	Audit
Description/Purpose	The purpose of the Audit Committee is to annually: 1) Verify selected transactions of all FRLC accounts, 2) Validate the accuracy and reconciliation of selected transactions, journal entries, and/or financial recordings, 3) Determine if standard and/or FRLC specific financial procedures & processes have been followed, 4) Conduct other financial reviews as prescribed by the FRLC Council.
Number of Members	Consists of three members of the church elected by the congregation at the FRLC Annual Meeting.
Membership and Terms	Qualifications: members should have a good working knowledge of generally accepted accounting principles. Selection is conducted by the congregation. Members are elected for a 1-year term, up to three consecutive terms.
Responsibilities	This Committee shall review and audit financial transactions, financial statements, accounts, and other financial information as outlined in the <u>Audit Process & Procedures</u> , approved by the FRLC Council on 1/9/18. The Audit Committee will provide a written report to the FRLC Council specifying the Scope, Findings, and Recommendations of the audit.
Meeting Schedule	The annual audit is to be completed by early January of the following year in order to have record of completion for the Annual Congregational Meeting. Completion of the annual audit by the specified time is contingent upon receipt by the Committee of all of the critical information (as outlined in the <u>Documentation for Audit Committee</u> list, approved by the FRLC on 1/9/18) in a timely manner. The Committee shall meet as many times as necessary in order to complete the audit by early January of the following year.

5.03.b. Executive Committee

Committee	Executive
Description/Purpose	Leadership tier of the FRLC Council to provide guidance to FRLC Council and FRLC staff.
Number of Members	Consists of three Council officers, and the pastor.
Membership and Terms	Executive members are the Council President, Vice President and Secretary, maximum term of two consecutive years in any one position; and pastor, continuous term.

	One Council liaison joins the President, Vice President, and Secretary for Staff Relations matters, maximum of three consecutive years.
Responsibilities	<p>This committee shall:</p> <ol style="list-style-type: none"> 1. Prepare for all FRLC Council meetings by meeting to set the agenda and forwarding said agenda to FRLC Council members. 2. Serve as ad hoc members at meetings of all other FRLC committees when requested. Shall not serve as liaisons to any FRLC committees. 3. Perform individual duties of these positions as established in FRLC Constitution. 4. Oversee staff relations: <ol style="list-style-type: none"> a. Provide overall policy guidance for personnel matters in the church. b. Submit, for final approval, recommendations on personnel policy matters to the FRLC Council. c. Post job openings, conduct interviews, and make hiring recommendations to FRLC Council. d. Maintain the FRLC Handbook and accurate job descriptions for all paid and volunteer positions. e. Conduct annual staff reviews in October. f. In February, communicate wage amounts to staff as approved by FRLC congregational budget vote. g. In November of each year, provide the Finance Committee and Council budget recommendations for FRLC staff compensation changes, benefits, and training.
Meeting Schedule	<p>The Council President, Vice President, Secretary, and Pastor shall meet prior to FRLC Council meetings and as needed.</p> <p>The Council President, Vice President, Secretary, and Staff Relations liaison shall meet as needed for Staff Relations responsibilities.</p>

5.03.c. Finance Committee

Committee	Finance
Description/Purpose	The Finance Committee is to assist the Council with monitoring, evaluating, and providing recommendations regarding the financial condition of FRLC.
Number of Members	Treasurer, Financial Secretary, FRLC Council liaison appointed annually, and two at large members appointed by the Council.
Membership and Terms	<p>Preferred qualifications are individuals with financial responsibility experience.</p> <p>Individuals serve 3-year terms. There will be a limit of two consecutive terms.</p> <p>Finance Committee shall elect a chair annually to call and organize committee meetings</p>

Responsibilities	<p>The committee shall assist the Council with evaluation of monthly and projected financial expenditures relating to the budget and provide recommendations to the FRLC Council.</p> <p>The committee shall prepare an annual general operational budget proposal for the Council. Council and committee input is needed to factor in programming. The budget draft is to be presented for FRLC Council approval at its December meeting.</p>
Meeting Schedule	<p>It is recommended the committee meet monthly prior to the Council meeting so comments about the most current financial reports can be provided to the Council.</p> <p>The committee shall meet in the fall (October-December) as needed to prepare an annual budget.</p>

5.03.d. Mutual Ministry Committee

Committee	Mutual Ministry
Description/Purpose	<p>This committee is a small group of persons who act out of mutual concern for the pastor and congregation. Through listening, interpreting, advising, conferring, recommending, affirming, and forgiving, the ministry of the pastor is strengthened as well as that of the congregation.</p>
Number of Members	<p>Three to six congregational members appointed jointly by the pastor and the congregational president.</p>
Membership and Terms	<p>These persons could be from these suggested leadership areas:</p> <ul style="list-style-type: none"> Members of the FRLC Council Representative from worship concerns Representative from learning concerns Representative from witness concerns Representative from service concerns Representative from support concerns Representative from youth concerns Representative from Women of the ELCA concerns The pastors <p>Length of term should be three years to allow sufficient time for experience and trust to develop. Staggering the terms provides continuity.</p>
Responsibilities	<p>This committee shall keep the pastor advised about the conditions within the congregation, to interpret to the congregation the ministry of the pastor, and to serve as the exit interview group when a pastor leaves the congregation.</p> <p>This committee will identify continuing education possibilities considering pastor, congregation, council, synod, and ELCA goals.</p> <p>This committee will serve as a personal and confidential support group to the pastor. They will serve as open communication channel regarding conditions and attitudes within the congregation. This committee will serve as agents of reconciliation in time of conflict in the congregation.</p>

Meeting Schedule	This committee meets a minimum of four to six times a year and reports to the council after each meeting.
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5.03.e. Nominating Committee

Committee	Nominating
Description/Purpose	This committee's task is to solicit and recommend members at the annual meeting to serve on the FRLC Council for a 3-year term and the other elected positions (Nominating-2, Audit-3, Memorial-3, Treasurer-1, Financial Secretary-1).
Number of Members	Consists of three members of the congregation.
Membership and Terms	One of the members will be an existing Council member who shall be replaced annually. The two at-large members shall serve alternating two-year terms, with a two consecutive term limitation. The Nominating Committee members are presented to and voted on at the Annual Meeting.
Responsibilities	The committee shall be self-governing and shall report to the FRLC Council prior to the Annual Meeting. <ol style="list-style-type: none"> 1. To review and create a list of eligible candidates to serve on the FRLC Council and other open elected positions. 2. To present the list of eligible candidates to the FRLC Council at least one month prior to the Annual Meeting. 3. To present a list of eligible candidates at the Annual Meeting.
Meeting Schedule	The FRLC Nominating Committee will meet prior to December. Additional meeting times may be necessary and made at the request of the Council President if any vacancy occurs on the FRLC Council during the course of the year.

5.03.f. Property Committee

Committee	Property
Description/Purpose	This committee is to maintain and manage the real properties of French River Lutheran Church.
Number of Members	Consists of no fewer than five church members, one of whom is a current FRLC Council member, acting as liaison to the Council. The committee shall be self-organized and shall schedule and call its own meetings.
Membership and Terms	Members may serve the committee without limit to terms.
Responsibilities	<ol style="list-style-type: none"> 1. The committee is charged with the supervision and maintenance of the physical church buildings and grounds. 2. The committee will provide oversight and directive authority to an annual list of projects, installations, and upgrades to church properties. Prioritization and guidelines for the annual list will be determined by the committee after receiving the annual budget allocation. The annual

	<p>list with cost estimates shall be presented to the FRLC Council at its regularly scheduled meeting in February. The approved annual list will become the annual working budget of the Property Committee.</p> <p>3. The committee shall have the authority to approve changes to its budget determined to be prudent, necessary, or appropriate, up to \$1,500. Changes requiring expenditures in excess of \$1,500 shall be presented to the FRLC Council for approval.</p>
Meeting Schedule	<p>The committee shall be self-organized and shall schedule and call its own meetings.</p> <p>The committee shall meet bi-monthly or as needed.</p> <p>Meeting minutes shall be kept and made available by request of the FRLC Council.</p>

6. Membership Definition

*See C8.01 and C8.02 in FRLC Constitution for a definition of the types of members: baptized, confirmed, voting, associate, and seasonal members.

An “Active Member” is currently involved in the life of the mission of the church which could include time and talent, current involvement, stewardship, giving/tithing, and missional work. An “Inactive Member” is also a member of the church.

7. Voting Member Designation

The designation of FRLC members as voting members shall be updated every year and approved by the Pastor and the FRLC Council. *See C8.02.c in FRLC Constitution for definition of a voting member and a list of reasons and direction.

8. Membership Removal

Removal of a member’s name from our membership list shall be allowed by the Pastor and only with the approval of the FRLC Council. Such member shall then be listed as “Former Member” in the Congregational census. *See C8.05 in FRLC Constitution for list of reasons and direction.