

Prince of Peace Evangelical Lutheran Church of Marlton, New Jersey Bylaws

C4.05.01. Mission Statement

Prince of Peace Lutheran Church is a family of God's people. Though we exist as unique individuals, we have been chosen by God's grace, called through Baptism and united into one people, the Church, the Body of Christ. As a family of God's people, we commit ourselves to a ministry which proclaims Christ's unifying presence and love. Our mission is:

- to proclaim to all people that we are one family united in Christ;
- to love and support the members of our church family, rejoicing with one another in times of celebration and joy, and caring for one another in times of sorrow and troubles;
- to conduct ourselves and our relationships with one another in a spirit of forgiveness and harmony, patience and peace, giving honor and witness to the Lord whose name we bear, the Prince of Peace;
- to better understand, through worship and education, what it means to live and witness as God's children in the world;
- to welcome and provide a church home for those who enter our doors as strangers and visitors and newcomers to our community, seeking to include them within the family of our fellowship and friendship;
- to serve and reach out to the lonely, the hungry, the homeless, and those without families to meet their needs and to invite them into a deeper fellowship with God and God's people;
- to be advocates of peace and justice for all those in the human family who live in fear and oppression;
- to work cooperatively with our Lutheran brothers and sisters in the New Jersey Synod and the Evangelical Lutheran Church in America, United Church of Christ, Presbyterian Church USA, Reformed Church of America, The Moravian Church in America, The Episcopal Church USA and The United Methodist Church as well as other fellowships of God's people -- "that they may understand how broad and long, how high and deep is Christ's love." (Ephesians 3:18)

C4.05.02. Purpose Statement

We are disciples of Jesus who are empowered by God's extravagant grace to grow in faith, serve in love and live in joy.

C4.05.03. Guiding Principles

- We proclaim Jesus as our Lord and Savior.
- We are embraced by God's extravagant grace.
- We celebrate Christ's life-giving presence through word and sacrament.
- We live Jesus' way by welcoming and inviting all.
- We are called to be good stewards-generously sharing God's gifts.
- We are God's hands and voices at work in the world.

C8.05.01. Removal from the Rolls

When a member has not received Holy Communion and not made a contribution of record for a period of two consecutive calendar years, they may be removed from the roll of members by the Congregation Council. This procedure will take place only when there is a pastor under call to serve this congregation or with the approval of the Bishop of the New Jersey Synod.

C10.01.01. Congregation Meeting

The annual meeting of this congregation shall normally be held on the last Sunday in January of each year at a time and place determined by the Congregation Council.

C11.01.01. Officer Duties

The officers of this congregation and the Congregation Council are included in **Chapter 11** of the constitution. The duties of the officers are described in C11.01.02. through C11.01.06. of these by laws.

C11.01.02. The President shall preside at all meetings of the congregation and the Congregation Council. The president shall be an ex-officio member of all ministries except the Nominating Committee and shall be a member of the Executive Committee. The president shall perform the duties assigned by the congregation, Congregation Council, constitution and bylaws of the congregation, and the parliamentary authority adopted by the congregation.

C11.01.03. The Vice President, in the absence or disability of the president, shall perform the duties and exercise the powers of the president. The vice president shall be a member of the Executive Committee. They shall automatically assume the office of the president upon the death or resignation of the president.

C11.01.04. The Secretary shall be responsible for taking minutes at all meetings of the congregation, the Congregation Council, and for distributing these minutes, and shall, in general, perform all the duties required by the office. They shall have the authority to place the seal of the congregation on official documents.

C11.01.05. The Treasurer shall have the care of the congregation's funds and securities. They shall keep full and accurate account of the disbursements of all money

paid on account of the congregation. They shall render, as requested by the Congregation Council, an accurate account of the transactions and financial condition of the congregation. The Treasurer's records shall be audited annually.

C11.01.06. The Financial Secretary shall keep a full and accurate account of the congregation's receipts and shall render, as requested by the Congregation Council, a report of the transactions. The Financial Secretary's records shall be audited annually.

C12 Congregation Council

C12.01.01. As of 2021 we discern that the Congregation Council will consist of ten (10) members of the congregation and our called pastor(s).

C12.02.01. Prior to the election of the Congregation Council at the annual Congregation Meeting, the president shall appoint tellers and a chairperson of the tellers to distribute, collect, count the ballots, and report the vote to the president.

C12.02.02. In the event that there are more nominees on the ballot than vacancies to be filled, the nominees with the greatest number of votes shall be elected. All nominees must receive a majority vote for election to Congregation Council. In the event that an insufficient number of nominees have received a majority vote to fill the Congregation Council vacancies, a repeat vote shall occur including only those who were not elected.

C12.04.01. Each council member, except for the pastor(s), the president, and the Youth Representative, shall be a representative of the Congregation Council to one of the standing ministries described in the continuing resolutions. The ministry assignment shall be made by the Congregation Council at its first meeting each year.

C12.04.02. The Congregation Council shall be responsible for the maintenance of the congregation's archives and those records which are not the obligation of the pastor(s).

C12.05.01c. The Congregation Council shall approve non-budgeted expenditures sponsored by any standing ministry or church employee that is in excess of \$1,000. The sponsor of such expenditures may be requested by the Congregation Council to obtain bids from at least three vendors or contractors.

C12.05.01g The Congregation Council shall approve any contracts for goods or services. These contracts shall be executed by the President, Vice President or anyone granted authority on C12.05.01h of the Bylaws.

C12.05.01h. The Property Ministry Chairperson shall have authority to sign contracts related to the maintenance of the property, provided the Congregation Council has approved such contract.

C12.11.01. A council member who will be absent from a council meeting shall notify the president that they will be absent.

C12.11.02. In the event of an absence from a council meeting, the council member shall be represented with voice but no vote by their appointed ministry chairperson or ministry representative if the chairperson is unable to attend.

C12.11.03. Meetings of the Congregation Council shall be open to voting members of the congregation with voice but not vote, except when the Congregation Council may decide to conduct an Executive Session.

C13 Congregation Committees

C13.01.01. The Executive Committee shall perform the duties assigned by the constitution, the bylaws, and such other duties as may be assigned by the Congregation Council.

C13.01.02. The Congregation Council may overrule any action of the Executive Committee.

C13.02.01. The Nominating Committee is a special committee that shall meet prior to the annual meeting to select candidates for the Congregation Council for the following year. There shall be candidates chosen to replace those retiring and those resigned from the Congregation Council.

C13.02.02. The Nominating Committee shall prepare a slate of nominees for Congregation Council vacancies to be filled.

C13.02.03. This slate shall be presented to the Congregation Council for their approval prior to contacting the nominees.

C13.02.04. Additional nominations may be made by voting members from the floor at the annual Congregation Meeting.

C13.02.05. The election of Congregation Council members shall be held as described in Chapter 12 of the Constitution.

C13.04.01. Mutual Ministry promotes open communications about expectations, behaviors, and concerns within the Staff, the congregation and the Congregation Council. Members of the Personnel Committee shall meet after Personnel drafts compensation recommendations in preparation for the annual budget. The recommendations shall be reviewed by the joint committee before Personnel forwards the recommendations to the Congregation Council. Members of the church staff, including the pastor(s), shall not be members of this ministry.

C13.06.01. Memorial Funds / Bequests

Congregation Council shall appoint a person to record and acknowledge memorial gifts. Finance Ministry shall monitor monies spent and submit quarterly reports to council of disbursements and balances from these funds.

Congregation Council shall appoint an Ad-Hoc committee, if needed, to discuss and make recommendations to Congregation Council of the disbursements of designated funds according to the family's wishes. This committee shall prepare minutes of all meetings and submit them to the Congregation Council to be maintained by the church Office Manager.

All Memorial Fund/Bequest disbursements require Congregation Council approval. Designated Memorial Funds/Bequests may be disbursed in their entirety at the discretion of Congregation Council provided disbursement is in accordance with the donor's intentions. Undesignated Memorial Funds/Bequests may be disbursed at the discretion of Congregation Council, but aggregate disbursements of such funds may not exceed an amount equal to 10% of the church's budget in that year. Any disbursements of such funds in excess of 10% of the church's budget requires a congregation vote or inclusion in the annual budget. For the purpose of clarity this is separate from the spending limit described in C 12.05d of the constitution.

Any disbursements which would result in the acquisition of real property or entering into a contract would be subject to C12.05a of the constitution and C12.05.02 of the bylaws.