

THE BYLAWS
of
KENWOOD LUTHERAN CHURCH
DULUTH, MINNESOTA
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“Built on a rock, with Christ as our center, we serve the community and beyond.”

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**PART I.
COMMUNION PARTICIPATION**

A. Participation in Holy Communion shall be open to baptized members of this congregation and other Christian congregations with the following considerations: sincere repentance; faith in Jesus Christ as Savior; and an earnest desire to amend one's sinful life; as well as acceptance of the scriptural teachings regarding the Real Presence of Christ's Body and Blood in the Sacrament. Registration forms or written or oral announcements shall be so devised as to make prospective participants aware of these requirements.

B. As a matter of practice and tradition, instruction for participation in the Lord's Supper is offered to fifth-grade students and older.

C. A record of participation in Holy Communion will be kept.

**PART II.
CONFLICTING LOYALTIES**

A. This congregation rejects all fellowship with organizations, secret or open, which are avowedly religious or which practice forms of religion without confessing faith in the Triune God and in Jesus Christ as the eternal son of God incarnate to be our only Savior from sin, and thus teach salvation by works.

B. Ceremonies of lodges or other such organizations shall not be permitted in the church or on the church premises of this congregation.

C. The Pastor of this congregation shall take no part in any such ceremonies even if they are conducted outside of the church premises.

**PART III.
MEMBERSHIP**

Also see Chapter 8 of the Constitution.

A. Admission to Baptized Membership

1. Children, one or both of whose parents or guardians are members of this congregation, shall upon receiving Christian Baptism, be received as baptized members of this congregation.

2. Children, with a parent or guardian not a member of this congregation, shall, upon Christian Baptism before this congregation, be received as baptized members of this congregation, unless they will be enrolled as baptized members of another congregation. In that case notice of the Baptism shall be sent to the congregation in which the child is to be enrolled as a baptized member.

3. Children baptized in other congregations shall be received as baptized members of this congregation upon admission of one or both parents or guardians to membership, or by consent of one or both parents or guardians, or by action of the Congregation Council.

4. Unbaptized adults who have received instruction and have given evidence of having an adequate understanding and acceptance of the teachings of the Word of God as confessed by the Lutheran Church, shall, upon confession of faith and Christian Baptism duly recorded as a ministerial act performed under the auspices of this congregation, be received as a baptized member of this congregation.

B. Admission to Confirmed Membership

1. Baptized adults, not previously members of the congregation, who have received instruction and have given evidence of having adequate understanding and acceptance of the teachings of the Word of God as confessed by the Lutheran Church, shall be admitted to confirmed membership through the rite of confirmation.

2. However, adults received as baptized members according to the provision of Section A.4. of this part of the bylaws shall be recognized as confirmed members, whether or not, at the discretion of the Pastor, they have participated in the rite of confirmation.

3. Children who are baptized members of the congregation shall be admitted to confirmed membership through participation in the rite of confirmation.

4. Applicants for membership presenting Letters of Transfer showing them to be confirmed members in good standing in another Lutheran congregation shall be admitted to confirmed membership upon acceptance of their Letters of Transfer by the Pastor or the Congregation Council and the report of their names to the congregation.

5. Applicants for membership who present evidence of confirmation in a Lutheran congregation, but do not have a Letter of Transfer, shall be admitted to confirmed membership when the Pastor or, or in the absence of a Pastor, the Congregation Council has determined that they meet the standards of Christian Faith and Life indicated in the Constitution and bylaws and when they have reaffirmed their faith before the congregation.

C. Admission to Voting Membership

1. Voting members shall be active confirmed members, subject to any age of majority restrictions regarding enforceability of legal obligations in the State of Minnesota. The Congregation Council shall be responsible for determining the voting membership in accordance with the qualifications specified above. The congregation shall decide any doubtful cases.

D. Yearly evaluation of Membership.

1. Members who move away shall be encouraged to transfer their membership. A confirmed member in good standing desiring to change his/her membership to another Lutheran congregation or a congregation with whom the ELCA is in full communion shall, upon request, receive a Letter of Transfer.

2. A confirmed member who in the judgment of the Congregation Council does not do the following: attend church services; partake of Holy Communion; and contribute to the congregation treasury; according to the congregation's records for a period of one year, shall be placed on an inactive membership list by action of the Congregation Council, shall lose the right to vote, and shall not be counted in the membership statistics of the congregation. However, his/her name and record shall be kept in the inactive files for a period of three years thereafter. Such a person shall be encouraged to take part in the congregational life, or to transfer elsewhere as the situation may indicate to be advisable, by the Mutual Ministry Board or person(s) designated by them. If s/he resumes activity within a three-year period, s/he shall be restored to the active membership list; if not, s/he shall be dismissed from the congregation by action of the Congregation Council. Either a letter or personal contact shall be used to accomplish these actions.

3. Children, with a parent or guardian not active members of the congregation, shall be dropped from the baptized membership roll if they fail to participate in the Christian education program of the congregation by the time they start Kindergarten.

4. Members who have been excommunicated or dismissed, or who have resigned; and members who have transferred to other Lutheran congregations; or who are definitely known to have become members of other congregations without transfer, have thereby terminated their membership in the congregation and have surrendered all membership rights.

PART IV. THE PASTORAL CALL

Also see Chapter 9 of the Constitution.

A. When the congregation has voted to call a Pastor, it shall issue a Letter of Call to the Pastor-elect, in a form approved by the Evangelical Lutheran Church in America. Letter of Call shall be signed by the Chairperson and Secretary of the meeting at which the Call was voted and shall be attested by the signature of the Bishop of the Synod. Calls to clergy to a position of Associate Pastor shall be issued in consultation with the Pastor and in accordance with the provisions of this paragraph.

B. The call shall normally be for an indefinite time.

C. If a Pastor receives a Call to another congregation, he/she shall consult with the Congregation Council before coming to a decision. The Pastor should attempt to reach a decision as quickly as possible, normally within three weeks. The Pastor shall thereupon notify the congregation and the Synod Bishop. When the Congregation Council has accepted this resignation and the new call accepted by the Pastor, the Pastor will terminate his/her ministry in this congregation and transfer to his/her new field of service as quickly as possible, normally within the month.

D. A desire for a change in pastorate by either the congregation or the Pastor shall be brought to the attention of the Bishop of the Synod, who shall advise in the matter in accordance with this Constitution (Chapter 9) and with the established procedures of the Evangelical Lutheran Church in America.

E. The congregation requires that its Pastor shall be loyal to the faith and purpose of the congregation, as stated in Chapters 2, 3, and 4 of the Constitution.

F. Clergy qualified according to Chapter 9 of this Constitution or members of this congregation or church staff may occasionally perform pastoral functions in this congregation with the approval of the Board of Deacons and its Pastor, or, in case of a vacancy in the pastorate, with the approval of the Congregation Council and/or the Synod Bishop.

PART V. THE ANNUAL MEETING

Also see Chapter 10 of the Constitution.

A. The annual meeting shall be held in January with notice given in accordance with C.10.03 of the Constitution.

B. The current roster of baptized, confirmed, voting, and associate members shall be determined by a joint meeting of the Pastor and Mutual Ministry Board and submitted to the Congregation Council by January of each year for approval.

C. A quorum for the conduct of business at annual and special congregation meetings shall not be less than ten percent (10%) of the voting members.

D. The order of business at the annual meeting shall be:

1. Opening devotions.
2. Approval of the minutes of the previous meeting.
3. Reports of Pastor, Congregation Council, Treasurer, Organizations, and others.
4. Elections
5. Approval of the Budget
6. Unfinished Business
7. New Business

8. Closing Prayer
9. Adjourn

E. In the following cases, voting shall be by written ballot:

1. to adopt or amend the Articles of Incorporation, Constitution, or Bylaws of the congregation;
2. to call a Pastor or to request his/her resignation;
3. to remove a member from office in the congregation;
4. to sever membership in the Evangelical Lutheran Church of America; and
5. to dispose of, encumber, or purchase real property.

F. Except as otherwise provided in the Constitution and Bylaws, all matters shall be decided by majority vote of those present and voting.

G. No one shall be declared elected unless they have received the majority of the votes cast.

H. If more than one ballot is required in an election; a motion shall be in order to limit the balloting after the first ballot to the three candidates receiving the highest number of votes on the first ballot, and after the second ballot to limit the balloting to the two candidates receiving the highest number of votes.

PART VI. DUTIES OF THE CONGREGATION OFFICERS

Also see Chapter 11 of the Constitution

A. President

1. The President shall preside over all meetings of the congregation, including the monthly Congregation Council meetings, the annual congregational meeting, and special congregational meetings.

2. The President shall direct and coordinate activities involving conflicts between two or more boards.

3. Any two of the following may cancel church services due to inclement weather or an emergency: the Pastor, the President, or the Chairperson of the Mutual Ministry Board. Notice of such a cancellation shall be publicized by the local media, not less than one hour before services whenever possible.

4. It shall be the responsibility of the President to oversee that the duties of the various boards are performed.

B. Vice President

1. The Vice President shall be the acting President in the absence of the President, including presiding over meetings.
2. The Vice President shall maintain a close working relationship with the President.
3. The Vice President shall perform any duties that the President may assign.

C. Secretary

1. The Secretary shall record and keep the minutes of the congregational meetings and the Congregation Council meetings and preserve its archives, which minutes shall include recording attendance and maintaining a record of all motions made and the results thereof.
2. The Secretary shall assist the President in conducting the business of the congregation and the Congregation Council.
3. The Secretary shall notify the Congregation Council members as to the calling of any special Congregation Council meeting or the cancellation of any Congregation Council meeting.

D. Treasurer

1. The Treasurer shall be custodian for all funds of the congregation and shall disburse all such funds in accordance with the decision of the congregation, its Asset Management Board or its Trust Fund Committee, and shall present an audited report to the congregation annually and to the Asset Management Board and Trust Fund Committee at such times as they may decide. In addition, the Treasurer shall also be responsible to the Congregation Council.
2. The Treasurer shall attend all Asset Management Board and Trust Fund Committee meetings.
3. The duties of the Treasurer shall include:
 - a. Keeping all financial records of the congregation.
 - b. Submitting all bills monthly to the Asset Management Board for payment authorization.
 - c. Paying and maintaining a record of all monthly receipts and disbursements.
 - d. Preparing a monthly comparative report of receipts and disbursements.
 - e. Reconciling monthly bank statements.
 - f. Preparing the financial reports for each annual meeting.
 - g. Updating balance sheet semiannually.
 - h. Verifying that the Financial Secretary's posting of weekly offerings agrees with the-Asset Management Board weekly deposit report.

- i. Maintaining Trust Fund Accounts separate in accordance with Kenwood Lutheran Church Trust Fund Certificate of Resolution and in accordance with the requests of the Trust Fund Committee.
- j. Assisting the Asset Management Board in maintaining an up-to-date inventory of church property, insurance policies, deeds, and other valuable documents, and providing a safe place for the storage of such documents and inventory list.

E. Financial Secretary

1. The duties of the Financial Secretary shall include:
 - a. Posting the weekly membership giving.
 - b. Mailing the quarterly statements to all giving members.
 - c. Providing financial information as requested by the Congregation Boards.
 - d. Responsible for pledge cards and tallying amounts pledged.
 - e. Advising the Pastor or the President when contributions of a congregation member is 50% or more delinquent in payment of their pledge.
 - f. Maintaining confidentiality of giving members within the Asset Management Board.

PART VII. THE CONGREGATION COUNCIL

A. The Congregation Council shall be the President, Vice President, Secretary, Treasurer, Financial Secretary, immediate past-President, the Chairs of the Boards and Ministry Teams (Congregation Boards and Standing Committees) listed in Part VIII of these Bylaws, and no more than three (3) at-large members of the congregation. At-large members serving on the Congregation Council at adoption of these Bylaws will continue to serve for the term to which they were elected.

B. The Congregation Council shall decide all matters of controversy between any boards and shall make all decisions that would affect the status of the church.

C. The Congregation Council shall receive a proposed budget from the Asset Management Board for action and transmittal to the Congregation Annual Meeting.

PART VIII. BOARDS, MINISTRY TEAMS, STANDING COMMITTEES AND OTHER ORGANIZATIONS

A. BOARDS

1. MUTUAL MINISTRY BOARD shall oversee and coordinate the implementation of congregational worship, advise the called Pastor(s) on congregational matters, and advise the Council on worship matters.

2. STEWARDSHIP BOARD shall champion stewardship throughout this congregation.

3. PERSONNEL SUPPORT BOARD shall nominate persons for election to congregation ministry support teams, ministry teams, hire and manage employment relations with the Church staff, and manage employment relations with the called Pastor(s).

4. ASSET MANAGEMENT BOARD shall administer the property, finances, and business affairs of the Church. The proposed general fund budget for the upcoming year shall not exceed a set percentage of historical giving, based on the most recent five-year average.

B. STANDING COMMITTEES/ MINISTRY TEAMS

1. WORSHIP MINISTRY TEAM shall develop, plan, organize, and put into action, various worship opportunities that meet the needs of our members in all ranges of ages and groups.

2. CHRISTIAN EDUCATION MINISTRY TEAM shall develop, plan, and organize Christian education options for members of all ages and shall encourage small, relational group settings for these Christian education opportunities.

3. FELLOWSHIP MINISTRY TEAM shall develop and promote Christian fellowship and goodwill among members of the Congregation.

4. COMMUNITY MINISTRY TEAM shall develop and coordinate opportunities for members to serve the needs of society in our community and beyond from a Christian perspective.

5. YOUTH MINISTRY TEAM shall develop, plan, organize, and oversee activities to meet the specific needs of the youth members of our Congregation and community.

6. KENWOOD WOMEN OF THE EVANGELICAL LUTHERAN CHURCH IN AMERICA (KWELCA) shall be responsible for serving the Congregation's social functions.

7. LONG RANGE PLANNING COMMITTEE shall develop a three-year congregational long-range plan for recommendation to the Congregation. The Long-Range Planning Committee shall update the plan each year and provide recommendations to the Congregation.

8. MEMORIAL GARDEN COMMITTEE. The Memorial Garden Committee shall be responsible for the Kenwood Lutheran Church Gethsemane Memorial Garden.

9. TRUST FUND COMMITTEE, established under a Resolution of the Congregation dated January 25, 1987, shall manage, and administer the Kenwood Lutheran Church Trust Fund.

10. OTHER ORGANIZATIONS. Any other standing committees, appointed committees or other organizations in existence at the adoption of these revised Bylaws (the "Organizations") whose duties are not specifically superceded by these By-laws (including but not limited to KWELCA and the Memorial Garden Committee) shall remain in existence until they are replaced or superceded with a Ministry Team or Board over such respective ministry areas approved by the Council, except for the Trust Fund Committee which shall continue to exist as established and governed by the Certificate of Resolution dated January 25, 1987 attached to the Bylaws as Appendix A