

Peace Evangelical Lutheran Church
Alexandria, Virginia



Bylaws

Adopted and Effective on December 6, 2020.

**Sharing God's love, growing in faith,
and creating community.
Be at Peace.**

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All chapter and section numbers in the Bylaws correspond to the chapters and sections in the Constitution.

Chapter 10. CONGREGATION MEETING

10.01.01. The Congregation Council shall schedule four regular Congregation Meetings annually, on approximately a quarterly basis, unless it determines that there is insufficient business to warrant a congregation meeting. The first meeting of the calendar year shall be designated the annual meeting

Chapter 11. OFFICERS

11.02.01 The responsibilities of the President shall include:

- a. Chairing meetings of the congregation and the Congregation Council;
- b. Establishing the agenda for meetings of the congregation and the Congregation Council;
- c. Assuring the convening of meetings of the congregation and the Congregation Council;
- d. Providing for the planning and coordination of the overall church program;
- e. Counseling and advising the Ministries;
- f. Reporting regularly to the congregation on the status of the church program; and
- g. Providing for a parliamentarian at all Congregation Meetings.

11.02.02 The responsibilities of the Secretary shall include:

- a. Ensuring that minutes of the meetings of the congregation and the Congregation Council are recorded and preserved in the permanent records of the congregation.
- b. Ensuring that all Virginia State Corporation Commission records and filings are properly maintained.

11.02.03. The responsibilities of the Treasurer/Financial Officer shall include:

- a. Maintaining oversight over all of the budget and financial affairs of the congregation;
- b. Providing appropriate financial reports to the Congregation Council and the congregation, in consultation with the Comptroller and Financial Secretary; and

- c. Using the recommended annual budgets of all of the Ministries to prepare the annual congregation budget.
- 11.05.** A Comptroller and a Financial Secretary shall be elected by the congregation. They shall serve one-year terms which shall begin on January 1 and end on December 31. There shall be no limit on the number of consecutive terms of service in these positions.
- a. The Comptroller shall provide for the maintenance of appropriate books of account and proper disbursement of funds for the congregation.
 - b. The Financial Secretary shall provide for receipt, proper recording and reporting of all income from members and other individuals, including by supervising teams of tellers.
- 11.06** The Congregation Council may appoint one of the members not currently serving as President, Secretary, or Treasurer/Financial Officer to serve as Vice President. The responsibilities of the Vice President shall include:
- a. Chairing meetings of the congregation and the Congregation Council in the absence of the President;
 - b. Assisting the President in other duties.

Chapter 12. CONGREGATION COUNCIL

- 12.01.01** The Congregation Council may appoint a Teen Representative to serve as a non-voting member. The term shall begin July 1 and shall end June 30 of the following year.
- 12.05.01** The Congregation Council shall periodically review and update documents defining policies such as property use, personnel, financial, child safety.

Chapter 13. MINISTRIES

- 13.01.01.** The Ministries and their areas of responsibility are as follows:
- a. ***Children, Youth, and Family Ministry.*** The Children, Youth and Family Ministry shall equip parents and children to grow in faith by providing educational opportunities for children ages 3-18 and their parents, nursery care, family-oriented events, and by involving children, youth and families in church life. b. ***Adult Education Ministry.*** This Ministry shall provide educational opportunities for the adults at Peace.
 - c. ***Outreach and Advocacy Ministry.*** This Ministry shall keep informed of the needs of the community, the nation and the world; recommend needs for the congregation to address; carry out projects to address needs; develop partnerships with service and advocacy organizations; and oversee the expenditure of the congregation benevolence.
 - d. ***Stewardship Ministry.*** This Ministry shall educate and encourage the members of the congregation to be responsible Christian stewards.

- e. ***Fellowship Ministry.*** This Ministry shall provide social events in the congregation, respond to the needs of members resulting from sickness, deaths, and other emergency situations, and assist persons with special needs.
- f. ***Property Ministry.*** This Ministry shall oversee the maintenance, repair, and security of the property of the congregation.
- g. ***Witness and Welcome Ministry.*** This Ministry shall educate the members in recognizing occasions for witness to the Good News of Jesus Christ and provide opportunities for witness.
- h. ***Worship Ministry.*** This Ministry shall oversee all aspects of worship including music, liturgy, Sacraments, ushers, acolytes, and the physical environment, and shall institute actions to enhance the quality of worship.
- i. ***Technology Ministry.***

13.02.01. A Chair or Co-Chair of a Ministry shall be appointed by the Congregation Council to a two-year term, which shall begin on July 1 and end on June 30. There is no limit to the number of terms that can be served.

Chapter 14. COMMITTEES

14.01.01. The congregation shall have the following committees:

- a. An ***Audit Committee*** of three members shall be elected by the congregation. Audit Committee members shall not be members of the Congregation Council. The term of office shall be three years, with one member elected each year. Members shall be eligible for reelection. The Audit Committee shall conduct an annual audit of the congregation's financial affairs and report thereon to the Congregation Council and the congregation.
- b. A ***Columbarium Committee*** of at least three members shall be elected by the congregation. The term of office shall be three years, with members having staggered terms. It is desirable that members of the committee be owners of niches in the congregation's columbarium. The Columbarium Committee shall manage, provide for responsible management of, and publicize the congregation's columbarium in accordance with its charter.
- c. A ***Planned Giving, Memorials & Endowment Committee*** of at least three members shall be elected by the congregation. The term of office shall be three years, with members having staggered terms. The Memorial and Gifts Committee shall encourage planned giving to the congregation; review and make recommendations to the Congregation Council concerning the receipt of gifts; take care that designated gifts are properly applied and recognized; and, in consultation with the Treasurer/Financial Officer, Comptroller and Congregation Council, manage the investment of, and make recommendations to the congregation concerning disbursement of, the congregation's Mission Endowment Fund and any other endowment funds.
- d. A ***Personnel Committee*** (replaced the Mutual Ministry Committee with the 2020 Constitution revision) of three members shall be elected annually. The term of office shall be two years. There shall be no limit on the number of terms served.

The Personnel Committee shall oversee the employment of the salaried lay staff of this congregation, including administering annual reviews, maintaining employment records, (including background checks), and advising the council on compensation. The Personnel Committee shall also work at the direction of the Congregation Council to evaluate the Pastoral staff and give compensation guidelines.

- e. A *Nominating Committee* of three members, one of whom, if possible, shall be an outgoing member of the Congregation Council, shall be elected by the congregation annually for a term of one year. Members of the Nominating Committee are not eligible for consecutive reelection. The Nominating Committee shall propose to the congregation one or more candidates for nomination to any position that, under the constitution or these bylaws, is to be filled by a person elected by the congregation.
- f. An *Organizational Review Committee* shall be appointed by the Congregation Council in years divisible by five for the purpose of considering changes to Peace's organizational structure, constitution, and bylaws.

Chapter 19. INDEMNIFICATION

19.01.01. To the maximum extent consistent with the laws of the Commonwealth of Virginia, the congregation shall indemnify any person who, by reason of the fact that such person is or was a Congregation Council member, officer, employee, agent, or other member of any committee of this congregation, was or is threatened to be made a party to any threatened, pending, or completed civil, criminal, administrative, arbitration, or investigative proceeding, against expenses actually and necessarily incurred by him or her in connection with the defense of such proceeding, except in relation to matters as to which he or she shall be adjudged in such proceeding to be liable for negligence or misconduct in the performance of a duty. The indemnification provided by this Chapter shall not be deemed exclusive of any other rights to which such person may be entitled. No payment shall be made under this Chapter if such payment would result in any liability for tax under chapter 42 of the Internal Revenue Code.

I certify that this is a true copy of the Bylaws of Peace Evangelical Lutheran Church, as adopted on December 6, 2020.

Natalie Cain
President

Attest: Dan W. [Signature]
Secretary