

By-Laws June 3, 2009

Constitution Reference	Bylaw Name and Reference Number
<p>Chapter 1 Chapter 2 Chapter 3 Chapter 4 Chapter 5 Chapter 6 Chapter 7</p>	<p>Name and Incorporation Confession of Faith Nature of Church Statement of Purpose Powers of the Congregation Church Affiliation Property Ownership No current bylaws for these areas.</p>
<p>Chapter 8</p>	<p>Membership BL8.01 Those confirmed members who no longer qualify for the voting roll because they have neither received Holy Communion nor made a contribution of record to this congregation within the current or preceding year shall be classified as inactive. As such, they shall remain within the continuing concern of the congregation, the Evangelism Group, and shall be given conscientious pastoral care. A non-voting member shall be restored by the Congregation Council to the active roll of confirmed members when he / she receives the Lord's Supper and makes a contribution of record to this congregation.</p> <p>BL8.02 Those confirmed members who have remained inactive, neither receiving Holy Communion nor making a contribution of record shall be brought to the attention of the Church Council. Following action by the Council, and the church office to contact said members concerning their inactivity, a decision may be made by the Congregation Council to remove their names from the rolls of the congregation. Such members may be restored to the active roll of the congregation through Council action accompanied by a private affirmation of faith before or a public affirmation of faith at a regular worship service, reception of Holy Communion and the making of a contribution of record. Such persons who have been removed from the roll of members shall remain persons for whom the church has a continuing pastoral concern. (See Constitution, Chapter 8 for more information.)</p>

By-Laws June 3, 2009

Constitution Reference	Bylaw Name and Reference Number
Chapter 9	<p>The Pastor No current bylaw for this area.</p>
Chapter 10	<p>Congregation Meeting</p> <p>BL10.01 A special congregational meeting will be scheduled by the Congregational Council during the first two weeks of December each year for the purpose of approving the budget for the following year and to conduct annual elections and approve a budget for the following year. The agenda for this meeting may include other items for discussion as established by the Congregation Council, but all business must be confined to the advertised agenda.</p> <p>BL10.02 The annual congregational meeting shall be held in February at a time and place to be determined by the Church Council. At this meeting, annual reports are presented for review and approval.</p>
Chapter 12	<p>Congregation Council</p> <p>BL12.01 Nominations for the Congregation Council membership shall be generated by the Nominating Committee and approved by the Council in separate groups corresponding to the length of the terms to be filled. Additional nominations may be made from the floor. A majority of the votes cast shall be necessary for election.</p> <p>BL12.02 The Congregation Council at its organizational meeting shall determine the day and time of the meetings for the next year.</p> <p>BL12.03 As part of its orientation to service on the Council (especially for new members), each member of the Council will be presented with a copy of both the Constitution and Bylaws of the Congregation.</p>

By-Laws June 3, 2009

Constitution Reference	Bylaw Name and Reference Number
Chapter 11	<p>Officers of the Congregation</p> <p>BL11.01 The president, vice president, and secretary shall be elected by the Church Council from the voting membership of the Council. The treasurer and financial secretary shall be elected by the Church Council from the membership of the congregation. Job descriptions for each officer will be reviewed annually and updated and approved by the Council.</p> <p>BL11.02 The president shall be the chairperson of the congregation and the Congregation Council. In the event of the president's inability to perform his/her duties, the vice president shall serve in his/her stead.</p> <p>BL11.03 The secretary shall keep accurate minutes of all meetings of the congregation and the Council in a volume provided by the congregation which shall be preserved permanently in the archives. The secretary will present communications received by the church and will communicate to others on behalf of the church.</p> <p>BL11.04 The financial secretary shall receive all income from contributing members and other sources and turn it over to the treasurer for deposit. He /she shall keep the records of the current, benevolence, and improvements accounts of the congregation as well as other accounts held in trust. The financial secretary shall prepare individual sets of offering envelopes for distribution to the members and produce statements of the contributions for individual members on a quarterly and annual basis. Annually, the financial secretary shall prepare a list of members who have not made a contribution of record to the congregation during the past year and submit it through the Pastor to the Council to determine membership status. The financial secretary shall prepare statistical reports and monetary reports of giving for the Stewardship Committee and the Church Council. The financial secretary is elected by and is responsible to the Church Council. The financial secretary will have voice and vote in the Operations Group and will receive guidance and direction from them.</p>

By-Laws June 3, 2009

Constitution Reference	Bylaw Name and Reference Number
<p>Chapter 11</p> <p>Officers of the Congregation</p>	<p>BL11.05 The treasurer shall deposit all funds received by him / her from the financial secretary. He / she will maintain all records of funds on account as well as records of all invoices and expenditures according to proper financial control procedures specified by the Audit Committee and the Operations Group. Short term investments of congregation funds may be made by the treasurer according to guidelines made by the Operations Group. The treasurer will have both voice and vote as a member of the Operations Group. The treasurer will prepare monthly financial reports for review and approval by the Operations Group and for submission to the Church Council. The treasurer shall prepare a yearly financial statement for submission to the Council, The congregation and the Audit Committee and will make audit-trail records available to the Audit Committee.</p> <p>BL11.06 All financial officers shall give corporate surety in amounts determined by the Congregation Council, for such premiums will be paid by the congregation.</p> <p>BL11.07 If any financial officer resigns or is removed during their term of office, an audit shall be performed before the funds are transferred to the newly appointed officers.</p> <p>BL11.08 In the event an elected officer cannot serve, the Council President may appoint a replacement pro tem, unless other wise specified.</p>
<p>Chapter 13</p>	<p>Congregation Committees</p> <p>BL13.01 Committees have been grouped together according to functionality. The Executive Division exercises the responsibilities of leadership and accountability. The Organizational Division oversees the business affairs of the congregation. The Spiritual Division embraces, empowers and encourages Christian discipleship and service. Within each division are several operating committees or groups that have primary responsibility for conducting the specific functions of the Church and creating and fostering activities related to the purposes of the Church. Committees and groups are expected</p>

By-Laws June 3, 2009

Constitution Reference	Bylaw Name and Reference Number
Chapter 13	<p>to assess congregational and community needs. The Church Council may appoint as many standing and ad hoc committees as the concerns of the Church may require. Although appointed by and responsible to the Congregational Council, these committees or groups shall be recognized as representative of the interests of, and performing essential services for, the congregation as a whole.</p> <p>BL13.02 Each operating group shall be charged by the Congregational Council with a specific, well-defined purpose and a job description consistent with the by-laws.</p> <p>Each operating group shall review its purpose and job modifications to the Congregational Council. Each committee or group shall be composed of at least one council member, and, in addition, other persons actively involved in the congregation. Each church member can serve on more than one committee or group. There is no limit as to how many members can serve on most committees or groups. The pastor shall have voice and vote in all committees.</p> <p>BL 13.03 Each committee or group will have a chairperson who will report directly to the Church Council to get or give advice/counsel. The chairperson shall generate reports and periodic updates and recommendations related to the committee's/group's work. Committees and groups shall meet on a regular basis. Committee and group chairpersons shall have an agenda for all meetings. The agenda shall be available to members prior to the meeting. The Executive Committee shall meet at least annually with all committee and group chairs to solicit feedback, review needs, and request budget input.</p> <p>EXECUTIVE DIVISION</p> <p>BL 13.04 The purpose of the committees that function within the Executive Division is to exercise the responsibilities of leadership and accountability for Zion's operation. Church Council and the Executive, Nominating, Audit and Mutual Ministry committees are ongoing operating committees within this division. Any number of ad hoc committees may be convened within this division to address special administrative matters on a time-limited basis, e.g., Call Committee, Constitution Committee.</p>

By-Laws June 3, 2009

Constitution Reference	Bylaw Name and Reference Number
<p>Chapter 13</p> <p>Congregation Committees</p>	<p>BL 13.05 The Nominating Committee of three voting members of the congregation shall be appointed by the council for a term of one year. The committee shall find and present to the Congregation Council, nominations for Congregation Council membership, at least one for each vacancy, in separate groups corresponding to the length of terms to be filled. The committee shall also find and present to the Congregation Council the names of candidates for election to committees elected by the congregation (if any), and congregational representatives to the assemblies to the synod and of the district to which this congregation belongs. The names of all candidates for election to vacated positions shall be presented at the annual congregation meeting. Additional nominations may be made from the floor. A majority of the votes cast shall be necessary for election. Committee members shall be eligible for re-appointment.</p> <p>BL 13.06 An audit committee of three voting members shall be appointed by the Congregation Council. Audit committee members shall not be members of the Congregation Council. Term of office will be three years. Members shall be eligible for re-appointment.</p> <p>It shall be the duty of the Audit Committee to provide an audit of the accounts of the treasurer and financial secretary annually. It shall audit the accounts of all other funds of the congregation as directed by Church Council. The services of an independent auditor (or auditing agency) may be obtained with Council approval.</p> <p>BL 13.07 The concept of mutual ministry and the existence of such an operating committee is an ELCA constitutional requirement. The Mutual Ministry Committee is a specific kind of small group of congregational members with a highly unique purpose.</p> <p>The committee is a process-oriented committee that serves to help individual congregational members and the congregation as a whole to live-out Zion's mission. The committee performs its work through a continuous gathering and interpretation of pertinent information about the mission of Zion's congregation and the local community that Zion</p>

By-Laws June 3, 2009

Constitution Reference	Bylaw Name and Reference Number
<p>Chapter 13</p> <p>Congregation Committees</p>	<p>serves. The committee members scan or examine life within the congregation and the larger Tamaqua community. The Mutual Ministry Committee’s focus is on issues, potential for ministry, opportunities for outreach and not on specific people or other operating committees or groups. The committee reports to the Congregational Council and shares the observations it has made, offers suggestions, and reports whatever data has been obtained without conveying a sense that any particular action is necessary.</p> <p>The pastor is a standing member of the committee. Not including the pastor, the optimum number of committee members is four although the committee can reasonably function with as many as eight persons. Term of office shall be three years with two members elected each year.</p> <p>BL 13.08 Individual church members may seek the endorsement from the Congregational Council for the appointment of a new committee or group. The Congregational Council shall approve the appointment of a new committee or group provided the new committee’s purpose is consistent with the Church’s mission and does not duplicate an existing committee’s function.</p> <p>OPERATIONS DIVISION</p> <p>BL13.09 The purpose of the Operations Division is to oversee the business affairs of the congregation.</p> <p>BL13.10 The Operations Group will be responsible for organizing the financial affairs of the congregation, its property, and the church cemetery. The treasurer, financial secretary, property manager, and cemetery secretary will be exofficio members with voice and vote.</p> <p>BL13.11 The Operations Group will prepare draft budgets of revenue and expenditures for the succeeding year, provide oversight over all of the financial affairs of the congregation, and prepare monthly financial reports to the Congregational Council. The Operations Group shall make sure all financial obligations to staff, goods and service providers and to ELCA and NEPS are fulfilled properly. With the exception of the endowment fund, the Operations Group shall exercise responsibility for both short-term and long-term investments, subject to Congregational Council oversight. The Operations</p>

By-Laws June 3, 2009

Constitution Reference	Bylaw Name and Reference Number
<p>Chapter 13</p> <p>Congregation Committees</p>	<p>Group shall exercise responsibility for the congregation's insurance program, and create an annual financial statement pertaining to the funds of congregation and its programs and organizations.</p> <p>BL13.12 The Operations Group shall plan and manage the maintenance, protection, and enhancement of all church property. The group shall provide direction and management for staff and/or volunteers and/or service providers who are involved in the cleaning and maintenance of church property and equipment. The Operations Group shall develop specifications for bids on major expenditures and solicit such bids responsibly and develop and maintain policies and check lists for safety in the church facilities. The Operations Group shall maintain current and archival records pertaining to property, equipment, renovations, warranties and service contracts.</p> <p>BL13.13 The Operations Group shall plan and manage the operation and maintenance of the church cemetery. It shall, in conjunction with the cemetery secretary keep accurate records pertaining to the operation of the cemetery and the enforcement of all rules and regulations established by the Congregational Council which is the Board of Trustees of the cemetery. The Operations Group shall provide for regular maintenance and repair of the cemetery including grass cutting, tree trimming, and ground repair. The group shall prepare a budget for maintenance and improvement and develop promotional material for solicitation of funds for support of the cemetery.</p> <p>BL13.14 A staff support committee shall be appointed jointly by the pastor and the Congregational Council from the membership of the Congregational Council. The committee shall be named PERT (Personnel Employee Relations Team). Functions of PERT include consultation services to the Pastor, Church Council and all employees of the congregation on personnel matters, interpersonal conflicts, safety concerns, and any other matters which affect the safety and well-being of church employees. When appropriate, recommendations and judgments by PERT will be presented to council for action.</p> <p>BL13.15 An Archives Committee shall be appointed by the Congregational Council. The committee shall have the responsibility for maintaining and caring for the archival records of</p>

By-Laws June 3, 2009

Constitution Reference	Bylaw Name and Reference Number
<p>Chapter 13</p> <p>Congregation Committees</p>	<p>the congregation as specified in ELCA and NEPS statements on archives and those adopted by the Congregational Council. The committee will seek to preserve old and fragile documents and those of significant value. The Committee will recommend a records management policy to the Congregational Council for adoption. The policy will pertain to current records, use and retrieval policies, storage policies and procedures, records destruction policies and procedures, as well as archival records. Policies and procedures should be established for making records and pictures available to the congregation as well as safeguarding them for perpetuity.</p> <p>ENDOWMENT</p> <p>BL13.16 An Endowment Fund shall be established for the purpose of providing supplemental support for the mission, ministry and maintenance of this congregation by receiving and prudently managing bequests, donations and memorial gifts so that members and friends can perpetuate their Christian witness beyond their life times.</p> <p>BL13.17 The Endowment Fund shall be the property of this congregation; but shall be managed by a duly elected Endowment Committee. The committee will be composed of five members elected at the annual meeting of the congregation.</p> <p>BL13.18 For the purpose of Chapter 6 of these bylaws, the Endowment Fund is hereinafter designated as 'the Fund" and the Endowment Committee is hereinafter designated as 'the Committee".</p> <p>BL13.19 The committee shall consist of five members, all of whom shall be voting members as defined by the By-laws of this congregation (BL5.01). Except as herein limited, the term of each member shall be three (3) years. Upon the establishment of the fund, the initial members of the committee shall be elected at a special meeting of the congregation, with two members being elected for a three-year term, two members being elected for a two-year term and one member being elected for a one-year term. Thereafter, at the fiscal congregational meeting which is normally held the first Sunday of December, the congregation shall elect the necessary number for a three-</p>

By-Laws June 3, 2009

Constitution Reference	Bylaw Name and Reference Number
<p>Chapter 13</p> <p>Congregation Committees</p>	<p>year term. Members may be re-elected. The pastor, the president of the Congregation Council and the church treasurer shall be advisory members of the Committee.</p> <p>In the event of a vacancy on the committee, the Congregation Council shall appoint a member to fill the vacancy until the next annual fiscal meeting of the congregation, at which time the congregation shall elect a member to fill the terms of the vacancy.</p> <p>BL13.20 The committee shall meet at least quarterly, or more frequently when deemed by the committee as being in the best interest of the fund. A quorum shall consist of three members. When only three members are present, a unanimous vote shall be required to carry any motion or resolution.</p> <p>BL13.21. The committee shall elect from its membership a chairperson, recording secretary and financial secretary. The duties of these officers are written in Continuing Resolutions.</p> <p>BL13.22 Congregation Council; and, at each regular annual meeting of the congregation present a full and complete account of the administration of the fund during the preceding year.</p> <p>BL13.23 The committee may request other members of the congregation to serve as advisory members and, at the expense of the fund income, may provide for such professional counseling on investments or legal matters as it deems to be in the best interest of the fund.</p> <p>BL13.24 Members of the committee shall not be liable for any losses which may be incurred upon the investments of the assets of the fund except to the extent such losses shall be caused by bad faith or gross negligence. No member shall be personally liable as long as he or she acts in good faith and with ordinary prudence. Each member shall be liable only for his or her willful misconduct or omissions, and shall not be liable for acts or omissions of any other member. No member shall engage in any "self-dealing" or transactions with the fund in which the member has direct or indirect financial interest and shall at all times refrain from any conduct in which his or her personal interests would conflict with the interests of the fund.</p>

By-Laws June 3, 2009

Constitution Reference	Bylaw Name and Reference Number
<p>Chapter 13</p> <p>Congregation Committees</p>	<p>BL13.25 Recommendations to hold, sell, invest, reinvest and in all other respects to manage and control the assets of the Fund are to be made by the committee for approval by the Congregation Council, with subsequent execution by the delegated members of the committee. Should the committee determine it prudent that an action be taken before the next regularly scheduled meeting of the Congregation Council, approval can be given by a majority vote of the Executive Committee. A quorum of the Executive Committee shall consist of at least four members.</p> <p>BL13.26 All transactions of the committee requiring signature will be signed by two members of the committee; one of which shall be the financial secretary of the committee and other the chairperson or the chairperson's designee.</p> <p>BL13.27 The principal of the fund shall be defined as that amount deposited into the fund through gifts, bequests or memorials. Each new contribution to the fund shall be added to the principal.</p> <p>BL13.28 On an annual basis, prior to the regular annual congregational meeting, the committee shall distribute to the Congregation Council an amount of money normally not to exceed 4 1/2% of the average fund for the preceding five years.</p> <p>BL13.29 The committee shall prepare a set of operating guidelines for the management of the fund's investments and allocations. Said guidelines shall be approved by, and may subsequently be amended by, the Congregation Council. Among those guidelines shall be the provision that investments shall normally be limited to mutual funds, bonds, certificates of deposit or money market accounts with no investment being made in individual common stocks.</p> <p>BL13.30 When, in the opinion of the committee and Congregation Council, circumstances are so dire and of such an emergency nature that the future of the congregation is at stake, and that the only recourse seems to be the use of the fund principal, the committee may, by unanimous decision, make such a recommendation to the congregation.</p> <p>BL13.31 Expenditure of the principal of the fund shall require the recommendation of the committee and a two-thirds vote by the Congregation at a properly called congregational meeting.</p>

By-Laws June 3, 2009

Constitution Reference	Bylaw Name and Reference Number
<p>Chapter 13 Congregation Committees</p>	<p>SPIRITUAL DIVISION BL 13.32 The Spiritual Division is composed of the Discipleship Group, the Evangelism Group and the Worship and Music Group. These three groups share in fostering and overseeing the driving purposes of the church: worship, evangelism, fellowship, discipleship and service.</p> <p>BL13.33 The Discipleship Group fosters spiritual maturity in congregational members. In association with the Pastor, this group oversees the conduct and promotion of all educational programs of the congregation. It oversees operation of Zion's Sunday School program, nursery, discipleship initiatives for youth, young adults and adults, congregational leadership initiatives, and stewardship initiatives.</p> <p>BL13.34 The Evangelism Group fosters community and congregational mission and ministry and fellowship through community outreach and congregational caring initiatives.</p> <p>BL13.35 The Worship and Music Group fosters meaningful opportunities for worship and oversees all who support the worship life of the congregation — choirs, acolytes, greeters, altar guild, ushers, lay communion assistants, cantors and lectors. It shall assist the Congregational Council in seeing that the services of God's house are conducted regularly and in accordance with the liturgy of the Evangelical Lutheran Church in America.</p>
<p>Chapter 14 Chapter 15 Chapter 16 Chapter 17 Chapter 18 Chapter 19 Chapter 20</p>	<p>Organizations Within the Congregation Bylaws Discipline of Members and Adjudication Amendments Continuing Resolutions Indemnification Parish Authorization No current bylaw for these areas.</p>

Approved by Council July 21, 2009/August 12, 2009