

**BY-LAWS**  
**for**  
**FIRST UNITED LUTHERAN CHURCH**  
**KENNESAW, GEORGIA**  
**CONGREGATION**  
**of the**  
**EVANGELICAL LUTHERAN**  
**CHURCH IN AMERICA®**

**CONGREGATION APPROVAL: MAY 2014**

**CONSTITUTION BY-LAWS**  
**FIRST UNITED LUTHERAN CHURCH**  
**OF COBB COUNTY, INC.**

**C4.05.01** Our Mission Statement: We are called by God to study his word, and through worship and prayer, we grow in Christian faith so that we willingly share our gifts and serve our church and community as Christ's disciples.

Our Vision Statement: First United Lutheran Church is a healthy, growing community of disciples on a spiritual journey: discerning our gifts and calling, growing deeper together in small groups, serving humbly in and beyond the church, living for Christ in our work and our world, and drawing friends to Jesus.

**C5.03e.01** The fiscal year of this congregation shall be the calendar year and begin on the first day of January and end on the 31<sup>st</sup> day of each December following.

**C8.05e.01** Confirmed members may be removed from the roll of this congregation when they have failed to receive Holy Communion or to make a contribution of record for a period of two (2) consecutive calendar years. The pastor(s) shall present to the Congregation Council at least once each year a list of members who are subject to removal.

**C10.01.01** Annual meetings of the congregation shall be held at least twice each year normally as follows: (a) during the month of December for purposes of approving a budget for the coming year, and to consider other appropriate items of concern to the congregation; and (b) during the month of May or June to hold a general election for council members for the following council year, to receive reports from the council, and to consider other appropriate items of concern to the congregation.

**C11.01a.01** Duties of Officers:

- (a) The President shall preside at meetings of the congregation and of the Congregational Council. In the event of the President's absence or inability to serve, the Vice-President shall preside.
- (b) The Vice President is to act in the stead of the President in his absence and to provide leadership and counsel for matters related to Administration; defined as personnel management and policies and procedures for the effective governance of the Church. The Vice President is the Congregational Council representative for the following committees: Shared Ministry, Strategic Planning, and Memorials.
- (c) The Secretary shall keep accurate minutes of all meetings of the congregation and Congregation Council in a volume provided by the congregation which shall be preserved permanently in its archives. The Secretary shall keep all Continuing Resolutions passed by the Congregation Council in a volume provided for that purpose by the congregation and preserved permanently in its archives.
- (d) The Treasurer shall keep the books of account of the congregation. The Treasurer shall receive weekly verification of all funds from the counters and disburse such funds on proper order, making monthly remittance of ELCA Mission Support payments to the treasurer of the synod.
- (e) The Financial Secretary shall keep records of all income from contributing members and other sources.
- (f) Treasurer and Financial Secretary shall make written monthly reports to the Congregation Council and an annual report to the congregation, together with a satisfactory audit. All financial officers shall obtain corporate surety, in amounts to be

determined by the Congregation Council, for which the congregation shall pay the premium.

- C11.02.01** The congregation program year shall begin July 1<sup>st</sup> and end June 30<sup>th</sup>.
- C12.01.01** The Congregation Council shall include the pastor(s), the officers of the congregation, and the Ministry Directors as defined in the By-Laws. Ministry Directors shall be Congregational Council voting members in accordance with Chapter 12 of the Constitution.
- C13.07.01** New Member Programs shall be led by one or more volunteers or stipended positions or by a paid Director, Equipping Ministry. This function reports directly to the Pastor. The leader of New Member Programs will also be a participant on the Membership Committee.
- C13.07.02** The following Ministries, each represented on the Congregational Council by a Ministry Director, shall carry out and oversee the congregational functions, each according to the By-Laws, Continuing Resolutions of Council, and this Constitution:
- (a) Ministry of Outreach
  - (b) Ministry of Discipleship
  - (c) Ministry of Property
  - (d) Ministry of Stewardship and Finance
  - (e) Ministry of Christian Education
- C13.07.03** Duties and Responsibilities of the Director, Ministry of Outreach:
- (a) Appoint committees or teams from within the congregation as necessary to establish the following official organizations of the Evangelical Lutheran Church in America:
    - (1) Evangelism
    - (2) Christian Concerns
  - (b) The duties and responsibilities of the Director, Ministry of **Outreach**, shall be to provide spiritual leadership in the congregation working with the pastor(s) and committees or teams as defined in paragraph (a) to guide the work, witness, member recruitment, and service of the congregation in the world. The Ministry shall through the committees or teams establish programs that support the congregation's mission and vision statement. The Ministry shall perform other duties and responsibilities as assigned by the Congregational Council, the By-Laws, and/or continuing resolutions as enacted by the Congregational Council.
  - (c) The Ministry shall report its activities at the annual meeting of the congregation in accordance with C10.01.01 and at such other times as the congregation may decide.
- C13.07.04** Duties and Responsibilities of the Director, Ministry of Discipleship:
- (a) Appoint committees or teams from within the congregation as necessary to establish the following official organizations of the Evangelical Lutheran Church in America:
    - (1) Worship and Music for both Contemporary and Traditional Services
    - (2) Fellowship
    - (3) Membership
  - (b) The duties and responsibilities of the Director, Ministry of Discipleship, shall be to provide spiritual leadership in the congregation working with the pastor(s) and committees or teams as defined in paragraph (a) to guide, involvement, nurturing, spiritual fulfillment, worship, and retention of the congregation members. The Ministry shall through the committees or teams establish programs that

support the congregation's mission and vision statement. The Ministry shall perform other duties and responsibilities as assigned by the Congregational Council, the By-Laws, and/or continuing resolutions as enacted by the Congregational Council.

(c) The Ministry shall report its activities at the annual meeting of the congregation in accordance with C10.01.01 and at such other times as the congregation may decide.

**C13.07.05** Duties and Responsibilities of the Director, Ministry of Property:

(a) Appoint committees or teams from within the congregation as necessary to establish the following official organizations of the Evangelical Lutheran Church in America:

- (1) Property Management
- (2) Board of Trustees

(b) The duties and responsibilities of the Director, Ministry of Property, shall be to provide spiritual leadership in the congregation working with the pastor(s) and committees as defined in paragraph (a) to manage the buildings and premises of the congregation, and, through the Board of Trustees to manage restricted funds earned through the rental of parking spaces... The Ministry shall through the committees or teams establish programs that support the congregation's mission and vision statement. The Ministry shall perform other duties and responsibilities as assigned by the Congregational Council, the By-Laws, and/or continuing resolutions as enacted by the Congregational Council.

(c) The Ministry shall report its activities at the annual meeting of the congregation in accordance with C10.01.01 and at such other times as the congregation may decide.

**C13.07.06** Duties and Responsibilities of the Director, Ministry of Stewardship and Finance:

(a) Appoint committees or teams from within the congregation as necessary to establish the following official organizations of the Evangelical Lutheran Church in America:

- (1) Audit Committee
- (2) Finance and Budget
- (3) Stewardship Drive

(b) The duties and responsibilities of the Director, Ministry of **Stewardship and Finance**, shall be to provide spiritual leadership in the congregation working with the pastor(s) and committees as defined in paragraph (a) to oversee the financial governance of the congregation, lead the preparation of the annual budget for review by the Congregational Council and approval by the congregation, and implement an annual stewardship program. The Ministry shall through the committees or teams establish programs that support the congregation's mission and vision statement. The Ministry shall perform other duties and responsibilities as assigned by the Congregational Council, the By-Laws, and/or continuing resolutions as enacted by the Congregational Council.

(c) The Ministry shall report its activities at the annual meeting of the congregation in accordance with C10.01.01 and at such other times as the congregation may decide.

**C13.07.07** Duties and Responsibilities of the Director, Ministry of Christian Education:

(a) Appoint committees or teams from within the congregation as necessary to establish the following official organizations of the Evangelical Lutheran Church in America:

- (1) Sunday Church School
- (2) Confirmation/First Communion
- (3) Vacation Bible School

(4) Youth

(b) The duties and responsibilities of the Director, Ministry of Christian Education, shall be to provide spiritual leadership in the congregation working with the pastor(s) and committees or teams as defined in paragraph (a) to develop an effective teaching ministry to include training of teachers and leaders, and provide the opportunity for every member of the congregation to learn and grow in their faith. The Ministry shall through the committees or teams establish programs that support the congregation's mission and vision statement. The Ministry shall perform other duties and responsibilities as assigned by the Congregational Council, the By-Laws, and/or continuing resolutions as enacted by the Congregational Council.

(c) The Ministry shall report its activities at the annual meeting of the congregation in accordance with C10.01.01 and at such other times as the congregation may decide.