

BYLAWS OF  
REJOICE LUTHERAN CHURCH  
OF FRISCO AND MCKINNEY

- C4.04.01 The Congregation Council shall annually establish the following standing Congregation Committees:
- Christian Education Committee
  - Worship and Music Committee
  - Evangelism Committee
  - Stewardship/Social Ministry Committee
  - Youth Ministry Committee
  - Finance Committee
  - Property Committee
  - Fellowship Committee
- C4.05.01 MISSION STATEMENT: Rejoice Lutheran Church is building a community of faith, seeking wholeness through Christ our Lord, open to all, dedicated to serving, committed to learning, growing in the Holy Spirit and rejoicing in the love of God.
- C5.02.01 The Semi-Annual Meetings of this congregation shall be held on the third Sunday of May and the second Sunday November each year, unless otherwise set by the Congregation Council.
- a. The May Semi-Annual Meeting will include elections of officers/council members, unexpired terms and receive annual reports.
  - b. The November Semi-Annual Meeting will include adopting the fiscal year budget and elections for nominating committee, unexpired terms and delegates to synod convention.
- C6.03.01 This congregation will actively pursue the establishment of a new congregation when the membership of Rejoice Lutheran Church reaches 1500 voting members.
- C8.05.01 Membership shall be maintained by a record of communion or contribution within the current or preceding year.
- a. Members may be removed from membership due to inactivity at the end of the year when there has been neither a communion nor contribution of record in the current or preceding year. Such members shall remain on the mailing list of the congregation until it is determined that they have joined another church, no address is known or they express a desire to have no further contact with the congregation.
  - b. Members who move out of the area may be removed from membership at the end of the year in which they move. Members removed for this reason may receive a letter of transfer upon request.
  - c. Members who have moved and their address is unknown may be removed from membership after six months and all attempts to determine their address have failed.
  - d. Child members who do not yet commune may be removed from membership

when there has been no record of worship attendance in the current or preceding year.

- e. Members shall be removed for any of the above reasons by action of congregation council upon recommendation by the pastor(s).

C11.01.01 Duties of the Officers of the Congregation:

- a. PRESIDENT: The President of this congregation shall:

- Be for a two year term.
- Preside over the Semi-Annual Congregation Meetings, and any special meetings of the Congregation as defined in C10.02.
- Be the chairperson of the Executive Committee and Congregation Council.
- Be an ex-officio member of all Congregation Committees and organizations. As an ex-officio member of a committee, the president has the same rights as the other committee members, but is not obligated to attend meetings, nor is counted in determining if a quorum is present.

- b. VICE PRESIDENT: The Vice President of this congregation shall:

- Preside in the event of the President's inability to serve.
- Become President of the congregation should the President resign. Should this happen, the Vice President, at his/her option, may choose to run for President at the next Semi-Annual Meeting, or choose to finish his /her term as Vice President.

- c. SECRETARY: The Secretary of this congregation is the recording officer of this congregation and the Congregation Council. The Secretary of this congregation shall:

- Keep a record (minutes) of all the proceedings of the congregation meetings and Congregation Council.
- Keep on file all congregation committee reports and Annual Reports of the congregation.
- Make the minutes and records of the congregation and Congregation Council available to members as requested.
- Notify officers, Congregation Committee Chairpersons and Congregation Council Members of their election or appointment.
- Provide committees with whatever documents are required for the performance of their duties, and to have on hand at each Congregation Council or congregation meeting a list of all existing committees and their members.

- Maintain a record book in which the constitution, bylaws, continuing resolutions, and minutes are entered, with any amendments to these documents properly recorded, and to have the current record book on hand at every meeting of the Congregation Council or Congregation.
- Notify the Congregation Council of special meetings.
- Other duties as specified in Robert's Rules of Order.
- Serve as a member of the Executive Committee.

d. **TREASURER:** The Treasurer of this congregation is entrusted with the custody and disbursement of the congregation funds. The Treasurer shall not handle any funds of the congregation until they have been deposited into the congregation account. The Treasurer shall:

- Be bonded.
- Maintain accurate records of all disbursements, funds and accounts of this congregation in accordance with accepted accounting practice and in such a manner as to facilitate an annual financial review.
- Disburse funds as provided within the annual budget with the written approval of the appropriate congregation representative. Such requests for disbursement should include appropriate receipts or documents as available. Disbursements in excess of anticipated receipts may be authorized within the guidelines of C12.05, by action of the Congregation Council.
- Include in the Treasurer's annual and periodic reports a summary of all expenditures by budget line item.
- Provide congregation committees a detailed summary of expenditures against their budget upon request.
- Serve as a member of the Finance Committee, Executive Committee and Stewardship Committee.
- Provide the Audit Committee with all journals and documentation required for an annual financial review.

e. **FINANCIAL SECRETARY:** The Financial Secretary of this congregation is entrusted with the accounting of the income and deposits of the congregation. The Financial Secretary shall not disburse funds from accounts of this congregation. The Financial Secretary shall:

- be bonded.
- maintain accurate records of all income and deposits to accounts of this congregation in accordance with accepted accounting practice and in such a manner as to facilitate an annual financial review.
- maintain individual giving records of all contributors of this congregation; and

give each contributor a periodic report of their contributions to this congregation consistent with Internal Revenue Service requirements for the documentation of charitable contributions.

- deposit funds in the name of the congregation.
- develop procedures; train and supervise offering counters as needed.
- report annually and periodically an accounting of all income of the congregation.
- serve as a member of the Finance Committee, and Stewardship Committee.
- provide the Audit Committee with deposit records and other such documentation as required for an annual financial review.

Note: These bylaws were adopted at a duly called meeting of the congregation on September 10, 2000 and are effective concurrent with the constitution as amended on May 7, 2000.