

# **By-Laws For Gloria Dei Lutheran Church**

**Hancock, Michigan**

## **I. ORGANIZATIONAL MATTERS**

### **A. MEMBERSHIP**

There shall be continuing concern and conscientious pastoral care for members, in an effort to encourage fulfillment of their duties and responsibilities, when they do not partake of Holy Communion, support the church with their offerings, or appear to desire to participate in the life and worship of the congregation. When such members have failed to receive Holy Communion and to make a contribution of record for a period of two consecutive calendar years, they may be removed from the roll of members by the congregation council. This procedure will take place only when there is a pastor under call to serve this congregation or with the approval of the bishop of the synod and after such members have been counseled about the matter, if possible.

### **B. ANNUAL MEETING**

1. The annual meeting of the congregation shall be held in January on the date to be selected by the congregation council.
2. The chair of each committee/team shall submit a brief report of its activities for including in the congregation council report to the annual meeting.
3. A committee to nominate candidates to serve as members of the congregational council shall be appointed by the congregation council two months before the annual meeting.

### **C. CONGREGATION COUNCIL**

1. In order to spend the congregation's money wisely and to be beyond reproach in the handling of finances, the congregation council shall require that employees and officers responsible for purchases or expenditures, as practical, obtain prices from two or more firms or individuals offering the same goods or services.
2. The congregation council shall formulate regulations and/or fees for use of the church property and equipment and report such to the congregation and to the public.
3. The standing committees/teams of the congregation and congregation council shall be appointed for one year terms. The congregation council shall determine the period and method of continuity of members serving on the standing committees for yearly terms subject to reappointment.
4. In carrying out its responsibility to employ and supervise lay employees, the congregation council shall at least once annually review the needs of such employees, clarify their duties, and set remuneration to be paid for each.

### **D. DUTIES OF THE OFFICERS**

1. The president shall preside at meetings of the congregation and the congregation council. In the event of the president's inability to serve, the vice president shall preside.

2. The secretary shall submit accurate minutes of all meetings of the congregation and of the council. These minutes shall be preserved permanently in the church archives.
3. The treasurer shall oversee the accounts of the congregation and shall make written report of all financial transactions to the congregation council monthly and to the congregation, together with a satisfactory audit, at its annual meetings.

## **II. ENDOWMENT FUND**

“An Endowment Fund, whose purpose, governance, and operational procedures shall be defined by special resolution adopted by the congregation, shall be established.” The resolution that was adopted by the congregation on 26<sup>th</sup> day of January, 1986, and as amended on the 13<sup>th</sup> day of April, 1997 and on the 24<sup>th</sup> day of February, 2015 is attached as an appendix.

## **III. STANDING COMMITTEES**

Committees of the congregation, individually and collectively, shall be cognizant of the mission of the congregation as expressed in Chapter 3 of the constitution; they shall foster and implement these precepts through the many avenues open to the people of God. These shall include, but not be limited to, the following:

- encouragement of regular attendance and participation in the sacraments by all members of the congregation.
- extending our outreach to the unchurched and to the community at-large through personal contact and the extension of hospitality to those who would enter our doors.
- developing opportunities for Christian education and enrichment for groups of all ages.
- recognizing the needs of the aging through individual visitations and organizational activities.
- directing youth and student groups into a closer relationship with the church and Christ.
- broadening of the outlook of our membership to a fuller concept of the worldwide mission of the church, and a greater generosity toward its support.
- continue to recognize the ethnic heritages that enrich the history of our church and are carried on by special interest groups.

To accomplish these aims, at its first meeting in each congregational year, the congregation council shall appoint as many standing committees as the local and wider concern of the congregation shall require. Each such committee shall be composed of one or two members of the council and in addition, other persons on the active roll of confirmed members of the congregation. Although appointed by and responsible to the congregation council, these committees shall be recognized as representative of the interest of, and performing essential services for, the congregation as a whole. The pastor(s) shall have voice and vote on all committees.

Except as stipulated in the following paragraphs, the duties of all committees shall be assigned by the congregation council, along with such instructions as in its judgments are in the best interests of the congregation. All actions of committees shall be subject to review by the council. The following committees and teams shall be appointed:

1. The **Youth and Education Team**, whose purpose shall be to (a) provide structured learning experiences for all ages that enable our members to know the content of their faith, understand the character of God, and be committed to serving and worshipping Him, and (b) provide structure and resources to the members of our congregation for Christian based education, activities and ministry.
2. The **Faith in Action Team**, whose purpose shall be to lead the congregation in responding to the pressing issues facing our community, state, nation, and world. The responsibilities of the committee include (a) to educate the members of the congregation and the community regarding the problems that we share in common, (b) to raise consciousness and concern about addressing the issues (c) to act constructively on some of the issues and (d) to provide leadership for the congregation in acting on social concerns.
3. The **Worship and Music Team**, whose purpose shall be to give counsel and guidance in matters pertaining to worship and church music within the congregation, consistent with liturgical worship forms approved by the Evangelical Lutheran Church in America (ELCA).
4. The **Stewardship Committee**, whose purpose shall be to promote the expression of Christian faith in daily living; teach the Christian use of money; diffuse knowledge of the congregation's local, national and world-wide ministries; and lead all its members to higher levels of proportionate giving for the Lord's work. This committee shall also be responsible for an annual stewardship emphasis and other congregational efforts which lead to informed and grateful giving.
5. The **Finance Committee**, whose purpose shall be to prepare a draft budget for the succeeding year; including this congregation's full indicated share in the support of the wider ministry being carried on in its behalf by the Evangelical Lutheran Church in America and the Northern Great Lakes Synod and shall submit such draft budget to the congregation council for its action and later presentation to a congregational meeting; The committee shall exercise oversight of all the financial affairs of the congregation (with the exception of the Endowment Fund activity) to assure that they are conducted efficiently; subject to the approval of the congregation council, it shall be responsible for the congregation's investments and its total insurance program. It shall also provide for annual audits of the accounts of the treasurer and financial secretary, if there be one, as well as the accounts of the church school and organizations within the congregation.
6. The **Memorials Committee**, whose purpose shall be to oversee the memorial fund which is set up to accommodate gifts to the congregation in memory of members: The committee shall recommend to the congregation council the use of these gifts for the benefit of the church as much as possible in compliance with the wishes of the next-of-kin. This committee shall maintain a Memorial Book in which is listed the donors and the use to which the money has been applied.
7. The **Property Team**, whose purpose shall be to oversee, on behalf of the Congregation, the care of all buildings, grounds and appurtenances. The team will involve the members of the Congregation in the ongoing care of these gifts.
8. The **Jacobsville Chapel Committee**, whose purpose shall be to oversee the property of the Chapel at Jacobsville, Michigan owned by Gloria Dei congregation. It shall arrange for services to be held during the summer months and conducted by pastors of the area. It shall recommend to the congregation council any improvements that enhance the beauty of this historic chapel, keeping in mind its heritage, and seeking to preserve its original intention.

9. The **Columbarium Committee**, whose purpose shall be to provide for administration of the Columbarium, and to establish a ministry of service to its members by creation of a Columbarium on Gloria Dei property. The Columbarium will provide a perpetual resting place for the cremains of Eligible Persons.

## **APPENDIX**

### **ENDOWMENT FUND RESOLUTION**

1. “An Endowment Fund, whose purpose, governance, and operational procedures shall be defined by special resolution adopted by the congregation, shall be established.”

#### **A. Resolution to Implement the Endowment Fund**

2. WHEREAS, Christian stewardship involved the faithful management of all the gifts God has given to humankind--time, talents, the created world and money, including accumulated, inherited and appreciated resources; and

3. WHEREAS, Christians can give to the work of the church through bequests in wills, charitable remainder and other trusts, charitable gift annuities, assignment of life insurance, and transfers of property ie. cash, stocks, bonds, real estate, and

4. WHEREAS, it is the desire of the congregation to encourage, receive and administer these gifts in a manner consistent with the loyalty and devotion to their Lord expressed by the grantors and in accord with the policies of this congregation:

5. THEREFORE BE IT RESOLVED, that this congregation, in annual meeting assembled on January 26, 1986, approve and establish on the records of the church a new and separate fund to be known as THE ENDOWMENT FUND of the Gloria Dei Lutheran Church, 1000 Quincy Street, Hancock, Michigan.

6. BE IT FURTHER RESOLVED, *that the purpose of this FUND is to enhance the mission outreach of the Gloria Dei Lutheran Church* apart from the general operation of the congregation; that no portion of the income generated by the FUND shall be used for the annual operating budget of the congregation, that, except where authorized otherwise in the terms of the gift, all principal amounts will be retained and only the income expended;

7. BE IT FURTHER RESOLVED, that the Endowment Fund Committee (hereinafter called the "Committee") shall be the custodian of the FUND;

8. BE IT FURTHER RESOLVED, that the following Plan of Operation set forth the administration and management of the FUND.

#### **B. Plan of Operation**

##### **1. THE COMMITTEE**

9. The COMMITTEE shall consist of five members, all of whom shall be voting members of Gloria Dei Lutheran Church. Except as herein limited, the term of each member shall be three (3) years. Upon adoption of this resolution by the congregation, it shall elect five (5) members to the COMMITTEE: two (2) for a term of three (3) years; two (2) for a term of two (2) years; and one (1) for a term of one (1) year. Thereafter, at each annual meeting, the congregation shall elect the necessary number for a

term of three (3) years. No member shall serve more than two consecutive three (3) year terms. After a lapse of one (1) year, former COMMITTEE members may be re-elected. The senior pastor and the president of the congregation council shall be advisory members of the COMMITTEE. The congregation council of the congregation shall nominate for the COMMITTEE and report at the annual congregational meeting in the same manner as for other offices and committees. In the event of a vacancy on the COMMITTEE, the congregation council shall appoint a member to fill the vacancy until the next annual meeting of the congregation, at which time the congregation shall elect a member to fulfill the term of the vacancy.

10. The COMMITTEE shall meet at least quarterly, or more frequently as deemed by it in the best interest of the Fund.

11. A quorum shall consist of three (3) members. A majority present and voting shall carry any motion or resolution.

12. The COMMITTEE shall elect from its membership a chairperson, financial secretary and recording secretary. The chairperson, or member designated by the chairperson, shall preside at all committee meetings.

13. The recording secretary shall maintain complete and accurate minutes of all meetings of the COMMITTEE and supply a copy thereof to each members of the COMMITTEE. Each member shall keep a complete copy of minutes to be delivered to his/her successor. The secretary shall also supply a copy of the minutes to the congregation council.

14. The financial secretary shall assist the congregation's treasurer in maintaining complete and accurate books of accounts for the FUND and shall sign checks and all other necessary documents on behalf of the congregation in furtherance of the purposes of the FUND. The books shall be audited annually by a certified public accountant or other appropriate person who is not of the COMMITTEE.

15. The COMMITTEE shall report on a quarterly basis to the congregation council and, at each annual or special meeting called for a specific purpose relating to this fund of the congregation, shall render a full and complete audited account of the administration of the FUND during the preceding year.

16. The COMMITTEE may request other members of the congregation to serve as advisory members, and, at the expense of Endowment Fund income, may provide for such professional counseling on investments of legal matters as it deems to be in the best interest of the Fund.

17. 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 have been caused by bad faith or gross negligence. No member shall be personally liable as long as he/ she acts in good faith and with ordinary prudence. Each member shall be liable only for his-her own willful misconduct or omissions, and shall not be liable for the 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/her personal interests would conflict with the interest of the Fund.

18. All assets are to be held in the name of the Gloria Dei Lutheran Church Endowment Fund.

19. Recommendations to hold, sell, exchange, rent, lease, transfer, convert, reinvest, and in all other respects to manage and control the assets of the Fund, including stocks, bonds, debentures, mortgages, notes, or other securities, as in their judgement and decisions they deem wise and prudent, are to be made by the COMMITTEE for approval by the congregation council, with subsequent execution by the delegated members of the COMMITTEE.

## **2. DISTRIBUTION OF INCOME**

20. The COMMITTEE shall determine what is principal and income according to accepted accounting procedures. Gifts and bequests to the Fund shall accumulate until the principal amount of \$100,000 is achieved or for five (5) years, whichever comes first, after which the income generated from the investment in the principal shall be expended.

21. Income from the Fund shall be distributed annually and such other times as deemed necessary and/or feasible to accomplish the following purposes:

- a. for capital improvements, debt reduction, or building program for Gloria Dei Lutheran Church.
- b. for scholarships or grants to members of Gloria Dei Lutheran Church for the purpose of attending college, seminary, nursing or medical school; for church-related camping or leadership conferences; or such other training which enables members of this congregation to grow in Christian Faith and service of God's people.
- c. for outreach into the community, including but not limited to, grants to ELCA colleges, seminaries, social service agencies, institutions and agencies to which this congregation relates, and to special programs designed for those persons in our parish area who are in spiritual and/or economic need.
- d. for missions of the Evangelical Lutheran Church in America at home and overseas, including, but not limited to, grants to the Evangelical Lutheran Church in America for new mission development in North America, professional leadership, educational ministries, world mission and ecumenism, TV evangelism, and capital financing.

22. Programs for support shall be recommended by the COMMITTEE and approved by the congregational council for funding.

## **3. AMENDING THE RESOLUTION**

23. BE IT FURTHER RESOLVED, that any amendment to this resolution, which will change, alter or amend the purpose for which the FUND is established shall be adopted by a two-thirds vote of the members present at an annual meeting of the congregation or at a special meeting called specifically for the purpose of amending this resolution.

## **4. DISPOSITION OR TRANSFER OF FUND**

24. BE IT FURTHER RESOLVED, that in the event Gloria Dei Lutheran Church ceases to exist either through merger or dissolution, disposition or transfer of the FUND shall be at the discretion of the congregation council in conformity with the approved congregational constitution and in consultation with the Bishop of the Synod to which this congregation belongs at such time. Consultation with the Evangelical Lutheran Church in America may be desirable for continuation of Endowment Fund obligations.

## **5. ADOPTION OF RESOLUTION**

25. This resolution, recommended by the congregation council and accepted by the congregation at a legally called congregational meeting, is hereby adopted.

Gloria Dei Lutheran Church

*Original copy signed by:*

Arne E. Henderson, President

Jeanne E. Kotila, Secretary

Dated this 26<sup>th</sup> day of January, 1986.

Amended the 13<sup>th</sup> day of April, 1997:

The amendment only changed the consultation requirement from the Lutheran Church in America to the Evangelical Lutheran Church in America.

Signed: Jane F. Berner, President

Arne E. Henderson, Secretary

Amended the 24<sup>th</sup> day of February, 2015:

A proposal to change the current “Statement of Investment Policy and Guidelines” of the Gloria Dei Lutheran Church Endowment Fund, by amending the guideline formula for determining the amount that can be distributed annually.

WHERE AS; the current Investment Policy and Guidelines dated 6/10/2001 has created uncontrolled high and low values for the amount that can be distributed each year, some years as little as zero, and

WHERE AS; the current Endowment Fund Team desires to have a more predictable, reliable and uniform amount that can be available to disburse each year, and

WHERE AS; the Team had reviewed and considered several alternative ways to accomplish the goal, and has concluded that a five (5) year average of the Funds Invested Value is the best basis to use at this time.

Now THEREFORE; the Endowment Team, at a regularly called meeting, having no further questions on the matter, voted to adopt the following change to Sub part 1, of Part II SPENDING GUIDELINES from: “Expenditures of up to 80% of the annual earnings (income)”; To read: “The annual allowable maximum expenditure, shall be calculated by the Endowment Fund Treasurer as; five percent (5%) of the average Value of the past five (5) consecutive years (the current year plus the previous four (4) years values) as determined by the Fund’s Invested Value on Dec. 31 of each year, as provide by the Fund’s Investment Manager; with the remainder of the Policy and Guidelines unchanged.”

FINALLY; it was moved by Karin VanDyke, second by David Hughes to adopt the change described above as Sub part 1, Part II SPENDING GUIDELINES, and implement the change beginning with the 2015 distribution, and further recommends that the Church Council approve the same. Carried.  
February 24, 2015.

Signed:

Karin VanDyke, Endowment Committee

Greg Odegard, President, Congregational Council

12/1/2020