

# Bylaws

of

Holy Cross Lutheran Church  
Cary, Illinois

## Preamble

By-laws listed here are limited to those principles of governance that, through some aspect of their application, either partially or solely pertains to church governance. The simple purpose of the following by-laws is to identify and describe those principles of governance that fall outside of policy based governance (PBG). We believe that these principles are unique, necessary, and/or specific for our church governance.

## Article I. Meetings of the Congregation

- 1.1 An annual meeting of the congregation shall be held for the purpose of electing officers, adopting the annual budget, and such other matters as may be specified on the Agenda for the meeting. The date of the meeting shall be set by the Governing Board and written notice must be given at least ten (10) days in advance of the meeting. The month of the Annual Meeting is specified in the PBG document.
- 1.2 Special meetings of the congregation may be called by the Governing Board or those governing bodies that are empowered by the congregation to do so. Written notice of at least ten (10) days must be given.
- 1.3 A quorum for voting in a congregational meeting is defined in the Policy Based Governance document.
- 1.4 Voting Procedure
  - 1.4.1 In ordinary voting a simple majority shall decide.  
Absentee ballots may be submitted only for the election of officers.
  - 1.4.2 Amendments to the Constitution and Bylaws require a two-thirds majority of the members present at a meeting of the

congregation, provided a quorum is present and the changes have been submitted in writing and due notice previously given. Absentee ballots may be submitted where amendments that cannot be altered or amended are involved.

1.4.3 A matter involving separation from the Missouri Synod shall be governed by the provisions outlined in Article XI of the Constitution of the congregation.

1.4.4 In matters of doctrine or conscience a two-thirds vote is required.

## **Article II. Meetings of the Governing Board**

2.1 Special meetings may be called by the Chairman at the request of the Pastor, or three Board members.

2.2 Specific functions of the Governing Board shall be:

2.2.1 Serving as the point of liaison between the Pastor(s) and any called workers, the officers of the congregation, and the various ministries in planning the total work of the congregation.

2.2.2 Settling jurisdictional disputes between the various committees, administrative boards, ministries.

2.2.3 Presenting at the annual meeting of the congregation a yearly program of activity for the entire congregation as well as long range plans for the development and expansion of Christ's mission.

2.2.4 Carrying out the directives of the congregation as outlined in the approved Annual Budget.

2.2.5 Prepare the agenda for the annual congregational meeting.

2.2.6 Fulfilling its responsibilities as outlined in the Policy Based Governance document.

## **Article III. Board of Elders**

The Board of Elders shall:

3.1 Pray for the Pastor(s) and other called workers.

- 3.2 Encourage the Pastor(s) in his work by word and action.
- 3.3 Be concerned about the spiritual, emotional, and physical health and welfare of the Pastors and his family, other called church workers and their families (adequate compensation, housing, free-time, vacation, assistance in times of illness), and to that end specifically review these items once a year and make recommendations to the Governing Board for inclusion in the budget (salary, compensation) and to the congregation for further action (housing, free-time, vacations, etc.).
- 3.4 Assist the Pastor(s) in counseling with difficult cases and in finding peaceful and God-pleasing solutions to personal problems within the congregation.
- 3.5 Ensure that the congregation functions in accordance with the established doctrine of the Church as listed in Article II of the Constitution.
- 3.6 Determine eligibility for membership of all individuals and families applying for membership into the congregation according to Article III of the Constitution.
- 3.7 See to the prompt transfer of all members who move away and of Lutheran families in the community.
- 3.8 Engage in member conservation and discipleship training in conjunction with the appropriate ministries.
- 3.9 Engage in continual review of communion and church attendance of all members; make calls on delinquent members, follow-up on all newborn children in the congregation until they are baptized.
- 3.10 Assist the pastor with visiting the sick, hospitalized, aged, and shut-ins of the congregation continually.
- 3.11 Ensure that youth and adults receive instruction for confirmation and church membership in accordance with approved catechisms of the Lutheran Church Missouri Synod and the congregational policies.
- 3.12 Be responsible for a friendly personal welcome of visitors at worship. And, in conjunction with the Pastor and the applicable ministry, ensure that there is a program in place for orientation and

- integration of new members into the congregation.
- 3.13 Be present for periodic training as determined by the Pastor(s) and/or the Board of Elders.
- 3.14 Assist the Pastor(s) with Music Ministry to ensure that all others who serve the congregation with musical talents have supervision and direction.
- 3.15 Staff, train, and supervise the ushering staff, altar guild, and acolytes.
- 3.16 Set the time, schedule, and number of services and communion services in conjunction with the Pastor(s) and the congregation.
- 3.17 The Elders may enlist the help of deacons to assist them with services. Deacons are not called workers, but volunteers from the congregation that meet the criteria listed in the Policy Based Governance document.

#### **Article IV. Outreach Ministry**

Holy Cross Lutheran Church is an evangelical church that has chosen to make outreach a special mission of our church. Holy Cross Lutheran Church desires to provide outreach to members within our congregation, our community at large, and to destinations chosen by our congregation and congregation members that fall outside of our geographic location.