

**Bylaws for the Christ the King Constitution**  
**Adopted January 23, 2000**  
**Revised B12:08 January 28,2001**  
**Revised Chapter B13:02 January 25, 2004**  
**Revised Chapter 10.01 August 2, 2009**  
**Revised Chapter 13.04 February 10, 2013**

**Chapter Statement of Purpose**

- B4.04           The congregation's organization shall include the congregation members, the congregation Council, the Executive Committee, policy committees, paid staff, and volunteers. The Council shall approve policies with input from policy committees (see C13.05). The Council shall be responsible for constitutional compliance of all policies. A written policy must address, but not be limited to, ethical behavior, harassment, and conflicts of interest (see B12.08). The Senior Pastor has overall supervision of all paid staff.
- B4.05           The Planning and Evaluation Committee shall keep the Mission Statement current and available to the congregation.

**Chapter 8: Membership**

- B8.05e           Confirmed members who have neither received Holy Communion nor made a contribution of record to the congregation within the preceding two (2) calendar years shall be considered Inactive members and cannot vote. An inactive member shall be restored to the active roll of confirmed members by the Council when he or she again receives Holy Communion and makes a contribution of record to the congregation.

**Chapter 10: Congregation Meeting**

- B10.01           The annual meeting of this congregation shall be held on a Sunday in the first quarter of the new year at a time and place determined and announced by the congregation council.
- B10.06           The definition of simple majority for all votes taken shall be the majority of members present and voting.

**Chapter 11: Officers**

- B11.01           The duties of the congregational officers shall include, but not be limited to, the following:
1. President
    - a. Preside over congregation Council meetings,
    - b. Conduct congregational meetings,
    - c. Provide Council leadership and assure liaison between all policy committees of the congregation,
    - d. Is a member of the Executive Committee,
    - e. Provide leadership to the Council and congregation in support of the mission and ministry of the congregation, and
    - f. Call special meetings as required.
  2. President Elect
    - a. Serves as chair and presides over all meetings in the absence of the President,
    - b. In the event that the office of President becomes vacant, shall assume the office,
    - c. Is a member of the Executive Committee, and
    - d. Shall assume the office of President upon confirmation by vote of the congregation at the annual meeting.

3. Secretary
  - a. Shall keep accurate minutes of all Council meetings and of the congregation in a volume provided by the congregation, which shall be preserved permanently in its archives, and
  - b. Is a member of the Executive Committee.
4. Treasurer
  - a. Shall keep the books of account for the congregation, shall receive all funds and disburse them in proper order, making monthly remittance of benevolence receipts to the treasurer of the synod,
  - b. Shall make written report of all transactions to the congregation Council monthly and to the congregation, together with a satisfactory audit, at its annual meetings, and shall give corporate surety, in amounts determined by the Council, and
  - c. Is a member of the Executive Committee.

## **Chapter 12: Council**

- B12.01 Council meetings shall be conducted under *Robert's Rules of Order*, latest edition. At the first meeting of a newly elected Council, the President shall appoint a parliamentarian. Unless otherwise specified, motions before the Council shall be approved by a majority of those present.
- B12.02 Should a member's place on the Council be declared vacant, the Council shall elect a successor to serve until the next annual meeting from a list of candidates supplied by the Nominating Committee.
- B12.04 The duties of the Congregation Council shall be:
- a. To lead this congregation in stating its mission, to do long range planning, to set goals and priorities, and to evaluate its activities in light of its mission and goals.
  - b. To seek to involve all members of this congregation in worship, learning, witness, service, and support.
  - c. To oversee and provide for the administration of this congregation to enable it to fulfill its functions and perform its mission.
  - d. To maintain supportive relationships with the pastor(s) and staff and help them annually to evaluate the fulfillment of their calling or employment.
  - e. To be examples individually and corporately of the style of life and ministry expected of all baptized persons.
  - f. To promote a congregational climate of peace and goodwill, and, as differences and conflicts arise, to endeavor to foster mutual understanding.
  - g. To arrange for pastoral service during the sickness or absence of the pastor.
  - h. To emphasize partnership with the synod and church wide organization of the Evangelical Lutheran Church in America as well as cooperation with other congregations, both Lutheran and non-Lutheran, subject to established policies of the synod and the Evangelical Lutheran Church in America.
  - i. To recommend and encourage the use of program resources produced or approved by the Evangelical Lutheran Church in America.
  - j. To seek out and encourage qualified persons to prepare for the ministry of the Gospel.

- B12.05a The Council shall be the board of directors of this congregation, and as such shall be responsible for maintaining and protecting its property and the management of its business and fiscal affairs. It shall have the powers and be subject to the obligations that pertain to such boards under the laws of the State of Minnesota, except as otherwise provided herein.
- B12.05c The Council may enter into contracts of up to five (5) percent of the budgeted receipts to be used for items not included in the budget with approval by a two-thirds majority vote.
- B12.05d(1) The Council may incur obligations of up to five (5) percent of the anticipated receipts with approval by a two-thirds majority vote.
- B12.05d(2) The budget shall include this congregation's full pledge in support of the wider ministry being carried on in partnership with the synod and church wide organizations.
- B12.05e The Council shall ascertain that the financial affairs of this congregation are being conducted efficiently, giving particular attention to the prompt payment of all obligations and to the regular forwarding of benevolence monies to the synodical treasurer, and shall be responsible for this congregation's investments and its total insurance program.
- B12.08 The Personnel Committee shall be responsible for the development and maintenance of the written Personnel policies and procedures. The policies may include, but not be limited to, ethical behavior, harassment and conflicts of interest. They should also include procedures for regular review, updates and documentation.  
(Revised January 28, 2001)
- B12.50 The Congregation Council shall normally meet once a month. Special meetings may be called by the pastor or the president, and shall be called by the president at the request of at least one half of its members. Notice of each special meeting shall be given to all who are entitled to be present and vote. Voting members of the Congregation are entitled to attend meetings of the Congregation Council. A quorum for the transaction of business shall consist of a majority of the members of the Congregation Council, including the pastor or interim pastor, except when the pastor or interim pastor requests or consents to be absent and has given prior approval to the agenda for a particular regular or special meeting, which shall be the only business considered at that meeting. Chronic or repeated absence of the pastor or interim pastor who has refused approval of the agenda of a subsequent regular or special meeting shall not preclude action taken by the Congregation Council, following consultation with the synodical bishop.
- B12.51 The Council shall appoint members to the Board of Trustees of the Christ the King Foundation as vacancies occur or terms of office expire in accordance with the bylaws of the Christ the King Foundation.

### **Chapter 13: Congregational Committees**

B13.02 The Nominating Committee duties shall include, but not be limited to the following:

1. Shall submit a slate of candidates at the annual meeting with a minimum of one candidate for each open position for the Officers of the Congregation, Congregation Council, the Auditing Committee, and the Resolutions Committee. Any nominee for a non-contested position must receive a majority of the votes cast to be elected.
2. Shall assure contested elections for the Nominating Committee. Only one incumbent member of the Nominating Committee is eligible to be elected to a consecutive term and is not eligible to serve as chair.
3. Shall meet at least quarterly and maintain a roster of candidates to fill any midterm vacancies.

B13.03 The term of office for the Call Committee shall begin at election and shall terminate at installation of the called person.

- B13.04
1. The policy committees shall consist of, at a minimum:
    - a. Personnel Committee
    - b. Finance Committee
    - c. Property Committee
  2. The Treasurer and Financial Secretary shall be members of the Finance Committee.
  3. The Financial Secretary shall be appointed by the congregational Council.
  4. The duties of the policy committees shall be delineated by the congregation Council.
  5. Members of the congregation Council shall be designated as liaisons to each policy committee, but shall not serve as the committee chair.

- B13.05
1. The elections for the Audit Committee at the annual meeting held in January, 2000 shall elect three (3) candidates who shall serve as outlined:
    - a. One individual to a term of three (3) years,
    - b. One individual to a term of two (2) years, and
    - c. One individual to a term of one (1) year.
  2. At adjournment of the annual meeting, this bylaw will become void.