

BYLAWS FOR
CHRIST HAMILTON UNITED LUTHERAN CHURCH
OF
STROUDSBURG, PENNSYLVANIA
June 2020

Additions/Changes

Deletions

PREAMBLE:

These bylaws are adopted by the Congregational Council of Christ Hamilton United Lutheran Church of Stroudsburg (this “congregation”) in accordance with Chapter 16 of the congregation’s constitution (the “constitution”).

Chapter 1.

SCOPE **Name and Incorporation**

- B1.01. These bylaws shall supplement the constitution and may not conflict with the constitution. The provisions of the constitution shall govern in the event of conflict between a provision of these bylaws and a provision of the constitution.

Chapter 2.

~~FAITH AND MORALS~~ **Confession of Faith**

- B2.01. The name for the Triune God to be used in worship as revealed to the Church in Holy Scripture and confessed by this congregation in article C.02.01 of its constitution is Father, Son, and Holy Spirit. ~~Surrogates that refer to God’s attributes such as creator, redeemer, etc. are not acceptable substitutes for God’s revealed names, and are not to be used save in conjunction with and as elucidations of the same. All titles used to refer to God save Father, Son, and Holy Spirit in the worship or pedagogical life of this congregation must be explicitly Biblical (*El Shaddai*, *Elohim*, “The LORD” as a substitute for *YHWH*, etc.) and not be used as a substitute for the same.~~
- B2.02. As the incarnation of the second Person of the Holy Trinity, Jesus of Nazareth is a real Person with a distinct and particular history and so should not be referred to in ways that are historically anomalous or are deliberate evasions of the specifics of His human nature.

Chapter 3.

NATURE OF THE CHURCH

- B3.02. ~~This congregation further recognizes as part of the one holy, catholic, and apostolic Church those who...~~ **Redundant**

Chapter 4.

STATEMENT OF PURPOSE

- B4.02.f ~~The unity that the Spirit gives is that of conformity to Christ, therefore it is one of doctrine as well lack of conflict. Our unity is rooted in our confession of faith.~~

~~B4.04. — See Chapters 10-15 below.~~

~~B4.05. — Recognizing that at His ascension Jesus gave the Church Her Great Commission for all time (Matthew 29:19-20), this congregation shall consider the adoption of a new mission statement every ten years and a new vision statement every five years to provide specific direction for its programs in accord with Jesus' words. —Redundant~~

Chapter 5.

POWERS OF THE CONGREGATION

B 5.05 – Powers of the congregation

B 5.05.01 – Endowment funds

This congregation shall have the following endowment funds. The general endowment fund interest may be used by the council without congregational approval but reported to the congregation at its annual meeting.

Other fund interest and principle that does not fall under the guidelines of the fund, may be used when necessary as deemed by the council only by congregational approval.

- a. Building – to be used for physical needs of the congregation's facilities.
- b. Genealogy – to be used for Genealogical needs including but not limited to research, record upkeep, management of Genealogy room, providing funds for congregational research and approved student expenses.
- c. General Endowment – to be used for congregational and outreach needs as directed by the council.
- d. Memorial – to be used for specific worship and music needs of the congregation.
- e. Scholarship – to be used for educational purposes in the congregation including but not limited to: Ark 2 scholarships, camping scholarships, mission trips, vacation bible school, college and other continuing educational needs.

B 5.05.02 - An Endowment Committee

An endowment committee is entrusted with the administration, investment, and oversight of all funds pending council approval.

B 5.05.03 – Endowment Contribution Policy

Contributions made to all funds in any amount will be added to the appropriate fund principal. Gifts may be in the form of cash, stock, will bequests, beneficiary designations or other estate planning techniques. Bequests made through wills should be made in accordance with the requirements of the Commonwealth of Pennsylvania. All donations to funds will be recorded by the treasurer, reviewed by the Endowment Committee and the Council and invested immediately in the appropriate fund. All questions should be directed to the Endowment Committee or the church treasurer.

B 5.05.04 – Endowment Investment Policy

Fund assets are invested in a balanced portfolio of equity, fixed income, and cash equivalent securities and in accordance with any specified guidelines outlined in fund documents. Investment funds are diversified to minimize risk.

Chapter 6.

CHURCH AFFILIATION

- B6.01. While recognizing the primacy of our relationship with the Evangelical Lutheran Church in America, this congregation reserves to itself the right to associate with other religious organizations that share our purposes and vision.

Chapter 7.

PROPERTY OWNERSHIP

Chapter 8.

MEMBERSHIP

- B8.01 Inactive members are those members who are confirmed but have not communed and made a contribution of record in the previous year, such members remain part of the church's care and concern.
- B8.02.c.1 ~~For purposes of defining a voting member in Section 8.02(c) of the constitution, a member shall be deemed to have made a "contribution of record" if: a) the member makes a contribution which is recorded in the congregation's books and records as having been made by such member; Voting members may be defined as those living full time in a household with another member who has made a contribution of record. If the pastor or a subcommittee of Council members affirms after private consultation with them that a member has made a "contribution in kind" as dictated by life circumstances they are to be considered an active voting member.~~
- c.2 ~~To be eligible to vote at a particular congregational meeting a voting member must have participated in the worship life of this congregation at least six times within the last six months, no more than two of which may occur within ninety days of the meeting in question.~~ **Not practical**
- B8.05 Removal from Membership. Refer to the Inactive Policy adopted by the Congregation Council in January of 2020.

Chapter 9.

THE PASTOR

Chapter 10.

CONGREGATION MEETING

- B10.01.a Annual Congregation Meeting. An annual meeting of the members shall be held on the first Sunday during the month of February of each year, the purpose of which shall include the election of Congregation Council and other ministry leaders, the adoption of an annual budget, and the presentation of annual reports to the congregation.
- ~~.b Location of Congregational Meetings. The annual Congregation Meeting of the congregation shall be held immediately following the 11:00AM service on the first Sunday in February. Each Congregation Meeting shall be held on the grounds of Christ Hamilton United Lutheran Church of Stroudsburg.~~ **Meeting time changes according to service time and/or extenuating circumstances.**

Chapter 11.

OFFICERS

~~B11.01.a President of Council. The senior pastor shall serve as the President of Council. In the absence of the First and Second Vice Presidents, the President of Council shall administrate the meetings of the Council. The President of Council shall administrate the annual Congregation Meeting.~~

~~First Vice President. The First Vice President of Council shall administrate the monthly and any special meetings of the Congregation Council. The First Vice President shall develop an agenda for these meetings in cooperation with the other officers of the congregation.~~

~~Second Vice President. The Second Vice President shall serve in the stead of the First Vice President should the First Vice President be unable to fulfill their duties.~~

Updated in constitution but not in bylaws

Chapter 12.

CONGREGATION COUNCIL

B12.11 Executive Session. The Congregation Council may call an executive session in accordance with Robert's Rules of Order, latest edition. Only the members of the Congregation Council may attend an executive session of Congregation Council

Chapter 13.

CONGREGATION COMMITTEES

B13.02 Nominating Committee

- a. The Congregation Council shall be responsible for the formation of an annual Nominating Committee.
- b. The annual Nominating Committee shall consist (when possible) of two (2) outgoing Congregation Council members, senior pastor, and at least two (2) members at-large chosen by Council from Voting Members.
- c. Council shall appoint the two Council Nominating Committee members. An outgoing member shall serve as the Nominating Committee chairperson.
- d. The final slate of at-large Nominating Committee candidates is approved by Council.
- e. The nominating committee shall meet during the month of November and give its report to the Council at the December meeting of Council.
- ~~f. Nominating Committee shall consider candidates identified by both the Time and Talents Campaign and congregational suggestion. Not practical~~
- g. Nominating Committee shall select nominees for Council membership (including two nominees for the one-year youth terms), Ark II Board representatives Ark nominates and elects it's own, and Synod Assembly delegates. The committee shall select, with pastoral approval, a number of nominees equal to the number of positions to be filled. Nominees must give consent to serve prior to report of the committee to Council.
- h. Nominations of the committee for interim positions to be filled due to irregular vacancy shall be specified and elected separately at the annual meeting. Vacant council positions may be filled by council and positions will be voted on at the next annual meeting.

- i. The final list of nominees selected by the Nominating Committee shall be approved by the Council at its December meeting.
- B13.06 Committees shall be formed by the Congregation Council in response to perceived needs, and their function shall be defined in alignment with the Mission and Vision Statements of this Congregation.

Membership Guidelines of Committees. Each committee shall be composed of people identified by the congregation's Time and Talent campaign and volunteers, led by two actively participating members: a chairperson shall be an active voting member. Each committee is required to elect a secretary who shall be responsible for taking and reporting minutes to the committee.

- a. ~~Elected ministry leaders must be active in worship and congregational life.~~
Redundant
- b. Participation on a committee is available to non-members. Participation on the finance, is limited to Voting Members as defined in chapter 8 of the constitution.
- c. ~~Each committee must have at least one participant who is a member of Christ Hamilton United.~~ **Redundant**
- d. ~~Terms for elected committee leaders and secretary shall begin the first meeting of the committee following the annual Time and Talents campaign.~~
Not practical
- e. ~~Any persons formally representing the Congregation to the broader community, on a committee, board, group, or any other official organized gathering of another organization(s) must be a member and active in worship and congregational life. In addition, the Church Council shall approve all such appointments and establish the guidelines in which to determine if the person is suitable to represent the Congregation in such a capacity.~~
- f. ~~Should either leadership position become vacant before the end of the term, the committee shall elect interim leader(s) to finish the term.~~ **Not practical**
- g. Committee chairpersons are responsible for:
- Partner with the Staff members responsible for that area of ministry
 - Maintain list of all ministries and their leaders within the purview of the committee and submit a summary for annual report.
 - Ensure each activity within their responsibility has a clearly identified leader
 - Provide monthly report to Council on key activities in ministry area one week prior to Council meeting
 - Provide regular communication with congregation on activities of responsibility
- d. Each committee will communicate and collaborate with other ministries and support teams as needed and out of courtesy.

- B13.07 ~~Operational Guidelines for Committees:~~ **Standing Committees:**
1. **Christian Education Committee**
 2. **Finance Committee**
 3. **Property Committee**
 4. **Stewardship Committee**

5. [Worship and Music Committee](#)
6. [Social Outreach Committee](#)
7. [Evangelism Committee](#)
8. [Personnel Committee](#)
9. [Mutual Ministry Committee](#)
10. [Youth Committee](#)
11. [Genealogy/Heritage Committee](#)
 - a. ~~Each committee should maintain a spiritual focus within their activity which is congruent with Christ Hamilton United's Mission and Vision and to insure team members can grow spiritually in and through the ministry. Prayer is an expected and integral part of their activities for support and guidance—the only way we can determine the best decisions for Christ Hamilton United is through the guidance of the Holy Spirit.~~
 - b. ~~Each Committee can add, delete, or enhance groups within their area to improve the effectiveness of supporting Christ Hamilton United in its mission and vision. The creation or deletion of such groups shall be reported to council.~~
 - c. ~~Each committee shall relate to at least one identified Staff member who will provide general leadership and ministry coordination in that area. The responsibilities of a committee include; allocating and determining budget needs for that area of ministry, developing leadership within the individual ministries and teams, improving the effectiveness of existing ministries and teams, assessing and creating new ministries and support teams when needed, communicating with other ministries of the congregation as needed, communicate with council and staff as appropriate, communicate to our congregation what they are doing in that aspect of Christ Hamilton United's mission and vision for which they have responsibility, and heighten congregational awareness of their ministry as an important aspect of Christian discipleship.~~
 - d. ~~Each committee will communicate and collaborate with other ministries and support teams as needed and out of courtesy.~~ **Not practical or necessary**

Chapter 14.

ORGANIZATIONS WITHIN THE CONGREGATION

Chapter 15.

DISCIPLINE OF MEMBERS AND ADJUDICATION

- B15.01 ~~The teachings and discipline of the congregation derive directly from the *Re-Statement of Faith* adopted without dissent at the 2005 annual congregational meeting. No minister, officer, or staff of the congregation shall as an agent of the congregation act in contradiction with the *Re-Statement of Faith*. Ministers, officers, or staff whose actions in that capacity do violate the *Re-Statement of Faith* shall be subject to church discipline in accordance with the procedure outlined by our Lord in Matthew 18:15-18 up to and including dismissal from their duties and removal from membership in the congregation.~~ **Statement of Faith no longer applicable**

Chapter 16.
BYLAWS

Chapter 17.
AMENDMENTS

Chapter 18.
CONTINUING RESOLUTIONS

Chapter 19.
INDEMNIFICATION

Chapter 20.
PARISH AUTHORIZATION