

Revised Bylaws for University Lutheran Church – as approved December 6, 2020

The purpose of these Bylaws is to enlarge and define the Chapters in the ULC Constitution. Chapters 1 (Name and Incorporation), 2 (Confession of Faith), 3 (Nature of the Church), 4 (Statement of Purpose), 5 (Powers of the Congregation), 6 (Church Affiliation), 7 (Property Ownership), 8 (Membership), 9 (Pastoral Staff), 12 (Council), 14 (Lead Management Team), 16 (Organizations within the Congregation), 17 (Discipline of Members and Adjudication), 18 (Bylaws), 19 (Amendments), 20 (Continuing Resolutions) and 21 (Indemnification) are sufficient unto themselves and do not require additional clarification. The Bylaw article has the same number as the Constitution chapter for convenience in locating like subjects.

Article IV – Statement of Purpose (Constitution – Chapter 4)

In addition to the purposes outlined in the Constitution, we affirm our call as a campus ministry to:

- A. Ensure the inclusion and involvement of students in the life, governance and ministry of ULC.
- B. Minister in particular to people at Michigan State University and other institutions of higher learning in the greater Lansing area.

Article X - The Congregational Meeting (Constitution - Chapter 10)

- A. The congregation shall hold its Annual Meeting on a Sunday between November 1 and December 15, as determined by the Council.
- B. At the Annual Meeting, the following business is to be conducted:
 1. The congregation shall receive the report of the Members in Ministry Committee.
 2. Elections of officers, Council and designated committees shall be conducted in accordance with the Constitution and these Bylaws.
 3. A budget for the upcoming calendar year, as recommended by Council, shall be heard and considered for adoption.
 4. Written reports shall be received from each pastor, officer, Council committee, ministry team identified in the Constitution or Bylaws, the Lead Management Team, and the ULC Endowment Committee. Additional reports may be provided as directed by Council. These reports shall be made available to this congregation by the Sunday before the Annual Meeting.
 5. The congregation may consider other topics.

Article XI - Officers (Constitution - Chapter 11)

- A. Nomination, election, and installation of officers and Council members:
 1. Election shall be from a slate of nominees prepared by the Members in Ministry Committee according to Article XIII(A)(6) of these Bylaws or by nominations from the floor.
 2. Election shall be by written ballot. The president shall appoint three tellers at the beginning of the Annual Meeting. They shall count the ballots and announce the results of the election by the close of the Annual Meeting. A majority of ballots cast by the voting members present and voting at the meeting is required for election of officers and at-large Council members. Other positions shall be filled by the candidate or candidates with a plurality of votes.
 3. Officers assume their duties on January 1 following their election. Installation of officers and members of Council shall be held as soon as possible, but before January 31 after their election.
- B. Duties of the officers
 1. The president:

- a. presides at all meetings of this congregation and of Council;
 - b. represents this congregation in negotiations with the synod, the ELCA, and with the ELCA Lutheran Campus Ministry or its successor;
 - c. is authorized to sign checks and all official documents of this congregation;
 - d. makes all appointments with the approval of Council;
 - e. serves on the Lead Management Team;
 - f. assumes the office of past-president as indicated in C11.03 of the Constitution.
2. The president-elect:
- a. acts as president in the absence of the president;
 - b. serves on the Lead Management Team;
 - c. assumes the office of president as provided in C11.03 of the Constitution.
3. The secretary:
- a. takes and maintains the minutes of the meetings of this congregation and of Council;
 - b. is responsible for the appropriate announcement of special meetings and for correspondence as directed by the president and Council;
 - c. initiates and compiles an annual report to the congregation;
 - d. maintains and secures congregational documents;
 - e. is authorized to sign all official documents of this congregation.
4. The treasurer:
- a. is responsible for all funds of this congregation and shall cause them to be kept, in this congregation's name, in checking accounts, savings accounts, and other investments as are required to protect such funds adequately and prudently;
 - b. disburses the funds in accordance with policies established by the congregation and Council;
 - c. makes reports to Council and Lead Management Team monthly and to the membership as required by Council;
 - d. issues offering envelopes;
 - e. is authorized to sign checks for this congregation;
 - f. maintains, or causes to be maintained, a complete set of account books in accordance with recognized accounting procedures as required to record and account for all funds;
 - g. serves as chair of the Finance Committee.
5. The past-president:
- a. chairs the Members in Ministry Committee;
 - b. chairs the team that annually reviews the lead pastor;
 - c. serves on the Personnel Committee;
 - d. may serve in other roles as determined by Council.

Article XIII - Council Committees (Constitution - Chapter 13)

- A. The Members in Ministry Committee shall:
- 1. be chaired by the past president;
 - 2. throughout the year, encourage more complete participation in the life of the congregation by all members in accordance with their various gifts;
 - 3. annually maintain and update an inventory of members and their gifts for ministry;
 - 4. initiate and work in conjunction with Council, Lead Management teams, and staff to match members and their gifts with the various ministry teams;
 - 5. upon request, recommend candidates for appointments made by the president or Council;
 - 6. secure the consent of and nominate at least two candidate (minimally one in the event that two candidates cannot be secured) for every vacant elected position. The names of the

nominees, together with a brief candidate profile, shall be announced to the congregation at least two consecutive Sundays prior to the Annual Meeting by posting in a conspicuous location in the place of worship, and by inclusion with the mailed notice of the annual congregational meeting; 8. meet at the call of the chair, president, or lead pastor.

B. The Finance Committee shall:

1. have the Treasurer serve as chair;
2. formulate a congregational budget and submit it to Council at its September meeting;
3. ensure that adequate insurance coverage is obtained for officers, staff, property, and the congregation;
4. ensure that adequate bonding is obtained for all who have access to congregational funds;
5. maintain or cause to be maintained receipt of all funds, records the source, and deposits said funds in designated accounts;
6. record, or cause to be recorded, all individual offerings of members and provides records of contributions to members;
7. receive reports monthly from the treasurer to determine that the expenditures are within the budget approved by the congregation;
8. recommend to Council any unbudgeted expenditure in excess of five percent (5%) of the total current budget, which shall also require approval by the congregation. 9. review annually the salary of the pastor(s) and make adjustments from time to time within the limits of the budget approved by the congregation.

C. The Audit Committee shall:

1. select a chair from among its members;
2. shall assure that the fiscal records of the congregation are audited;
3. report its findings in writing at the Annual Meeting of the congregation.

D. The Mutual Ministry Committee shall:

1. select a chair from among its members and shall meet at least semi-annually;
2. meet at the request of members of the congregation or staff;
3. hear concerns and, as the members of the committee deem appropriate, work toward building greater harmony, trust, understanding, compassion, and Christian love within this congregation;
4. meet at the call of the president or the chair;
5. maintain confidentiality with all matters brought before it.

E. The Call Committee

1. When a pastor is to be called and a call committee formed, the membership of the committee shall be representative of the congregation. Members of the congregation shall be invited to submit, to Council, names for consideration as members of the Call Committee.
2. The first meeting of the call Committee shall be called by the president at a time when the bishop or designee of the North/West Lower Michigan Synod can attend. The protocol of the ELCA shall be discussed, and plans for implementation shall be made.
3. Members of the congregation shall be invited to submit names of appropriate pastoral candidates to the Call Committee chair.
4. The Call Committee chair shall maintain regular contact with the synodical bishop to arrange interviews with candidates.
5. The Call Committee shall submit its recommendations for the call to the congregation for approval.
6. After the congregation has voted to call a pastor, it shall issue a letter of call to the pastor-elect in a form approved by the ELCA. It shall be signed by the president and the secretary of the congregation and shall be attested by the signature of the bishop of the synod. A call to a member of the clergy to be an associate pastor shall be issued only with the concurrence of the lead pastor in accordance with the provision of this paragraph.

F. The Personnel Committee shall:

1. select a chair from among its members;
2. review and revise personnel policies for approval by Council;
3. analyze existing positions and develop position descriptions in consultation with the lead pastor;
4. review staff working conditions;
5. receive staff evaluations and salary recommendations from the lead pastor prior to making recommendations to Council for action.

Article XV – Ministry Teams (Constitution – Chapter 15)

A. Definition of ministry teams

1. A ministry team functions together to implement a defined portion of the ULC mission.
2. A standing team performs core functions in carrying out the mission of ULC and has its duties defined within these bylaws.
3. Other ministry teams carry out additional aspects of the mission of ULC.

B. General responsibilities and duties of ministry teams

1. Each ministry team shall:
 - a. have an identified team leader;
 - b. communicate regularly with the Lead Management Team, and submit written reports as requested;
 - c. annually develop and submit a budget, if necessary, to the Finance Committee;
 - d. submit an annual report to the Lead Management Team.
2. A ministry team meeting may be called by the team leader or respective program coordinators from the Lead Management Team.

C. Specific responsibilities and duties of standing teams

Standing teams work with pastors, staff and their coordinators on the Lead Management Team to fulfill their specific responsibilities. Standing teams shall include the Fellowship Team, Worship Planning Team, Sunday School Team, Youth Ministry Team, Grounds Team, Facilities Team, Evangelism Team, Stewardship Team, Campus Ministry Team, Social Action Team and Racial Justice Team. The responsibilities of these standing teams are as follows:

1. Spiritual Formation

- a. Fellowship
 1. Provide for congregational fellowship activities.
- b. Worship Planning
 1. Plan worship services of the congregation.
 2. Communicate with and support the altar guild.
 3. Recruit, train, and schedule ushers, readers, acolytes, et al.
 4. Involve students in the worship life of the congregation.
- c. *Sunday School*
 1. Provide school year and Sunday morning education opportunities for all youth during the Education hour and related activities as planned.
- d. Youth Ministry
 1. Responsible for the faith formation of middle and high school youth and youth families;
 2. Establish programming that emphasizes fellowship, service, Bible study, and leadership development.

2. Resources

- a. Grounds
 1. Assess the needs and resources required to maintain the grounds;
 2. Coordinate, train, and recruit individuals to maintain the grounds;

3. Propose policies, for consideration by Council, related to the use of the grounds.
- b. Facilities
 1. Assess the needs and resources required to maintain the facilities;
 2. Coordinate, train, and recruit individuals to maintain the facilities;
 3. Propose policies, for consideration by Council, related to the use of the facilities.
 - c. Stewardship
 1. Promote Christian stewardship through the proper use of time, abilities, and possessions;
 2. Plan and implement programs to encourage commitment to mature and responsible stewardship;
 3. Plan and conduct the annual stewardship campaign;
 4. Identify and coordinate special congregational benevolences;
 5. Propose fundraising-related policies, for consideration by Council.
3. Outreach
 - a. Evangelism
 1. Educate and involve all ULC members in proclaiming the Good News of Christ;
 2. Invite and welcome all people into an active relationship with the Triune God and other Christians;
 3. Develop evangelism materials for and staff community events that are opportunities for proclaiming the Good News and for inviting all to participate;
 4. Determine the best means of communicating the message of Good News and invitation;
 5. Follow-up with worship guests.
 - b. Campus Ministry
 1. Promote the visibility of church and congregation to the students, staff, and faculty at Michigan State University and other institutions of higher learning in the greater Lansing area;
 2. Ensure that students are involved in the life of the congregation;
 3. Ensure that students are engaged in meaningful relationships within the congregation;
 4. Work with the student associates in developing and implementing programs;
 5. Coordinate with the ELCA Churchwide and Synod Campus Ministry efforts;
 - c. Social Action
 1. Educate the congregation about existing social needs in the congregation, neighborhood, local, regional, national, and global communities;
 2. Coordinate congregational efforts to alleviate human suffering;
 3. Advocate changes in social systems, structures, and institutions to bring about a higher degree of justice;
 4. Recommend to Council disbursement of budgeted local benevolence funds;
 - d. Racial Justice
 1. Educate the congregation to recognize racism and racial issues
 2. Equip, lead and support the congregation to be anti-racist agents with the people and institutions in our lives;