

August 20, 2015

BY-LAWS  
of  
THE LUTHERAN CHURCH  
of the  
REDEEMER

RAMSEY, NEW JERSEY

## ARTICLE I

### *Congregation Meetings*

- Section 1.** The annual congregation meeting shall be held on a date in the month of January to be determined by the Congregation Council.
- Section 2.** At the annual meeting the Pastor, President of the Congregation Council, the Treasurer, the Financial Secretary, the Chairperson of any and all committees, various schools, organizations, and special interest groups shall submit written reports.
- Section 3.** At the congregation meeting, only voting members as defined in the Constitution of the Lutheran Church of the Redeemer, are eligible to vote.

## ARTICLE II

### *Congregation Council*

- Section 1.** Nominations for election to the Congregation Council shall be made as required at the annual congregation meeting by a nominating committee as set forth in the Constitution of the Lutheran Church of the Redeemer. Additional nominations may be made from the floor. A majority of votes shall be necessary for election.
- Section 2.** At the first meeting in each congregation year, the Congregation Council shall decide as to the date of its regular meetings.

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**Section 3.** The following shall constitute the order of business at regular meetings of the Congregation Council:

- a. Devotional and study period.
- b. Roll call and action on excuses for absence
- c. Reading of minutes of last meeting.
- d. Report and recommendations of the Pastor.
- e. Reports and recommendations of the Treasurer and the Financial Secretary.
- f. Reports and recommendations of other officers.
- g. Reports and recommendations of standing committees.
- h. Reports and recommendations of special committees.
- i. Other reports.
- j. Communications.
- k. Unfinished business.
- l. New business.
- m. Adjournment with prayer.

### ARTICLE III

#### Congregation Officers

**Section 1.** All Congregation Officers shall be elected and serve in accordance with Chapter 11 of the Constitution.

**Section 2.** The duties and responsibilities of the **President** are as follows:

- a. To conduct all Congregation Council meetings.
- b. To conduct all meetings of the congregation.

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- c. To serve as ex-officio member of all standing or special committees. The President and Pastor should be informed of all committee meetings although their presence is not to be required.
- d. To be the watch dog of all committee chairmen to be certain that they understand their duties properly and that their committees are functioning properly in the sense of fulfilling responsibilities and creating harmony and good will within the congregation through their actions and activities.
- e. To oversee the actions and activities of all officers of the Church to be certain that their duties are being fulfilled in a proper manner.
- f. To always work in conduction with and in harmony with the Pastor of the Church in order that unity and good will be maintained in all areas and on all levels of Church life.

**Section 3.** The **Vice-president** shall assume all duties and responsibilities of the President in his absence or inability to perform properly the duties and responsibilities given to him.

**Section 4.** The **Secretary** shall keep accurate minutes of all Congregation Council meetings and all meetings of the congregation which shall be preserved permanently in the Church archives and shall, as needed or as instructed by the Congregation Council, be responsible for all correspondence issued in the name of the Church.

**Section 5.** The duties and responsibilities of the **Treasurer** are as follows:

- a. To keep the books of account of the congregation.

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- b. To receive from the Finance Committee a report on all funds and disburse them on proper orders of the Congregation Council, making monthly remittance of benevolence receipts to the treasurer of the synod.
- c. To prepare and submit to the Congregation Council a written accounting of all receipts and disbursements issued in the name of the congregation at least monthly and the annual business meeting of the congregation.

#### ARTICLE IV

##### *Financial Secretary*

**Section 1.** A **Financial Secretary** shall also be elected from either the Congregation Council or from the congregation at large and will serve both the Congregation Council and congregation in this capacity.

**Section 2.** The duties and responsibilities of the Financial Secretary are as follows:

- a. To keep an accurate record of all income from contributing members and all other sources.
- b. To report the amounts of contributions to individuals as requested by the individuals or as suggested by the Congregation Council.
- c. To submit a written report of all contributions received by the Church from all sources on a time schedule determined by the Congregation Council, and always at the annual business meeting of the congregation.

ARTICLE V

*Congregation Council Committees*

**Section 1.** There shall be a committee on **Christian Education**. This committee, in association with the Pastor, shall oversee the conduct and promotion of the schools and the activities of all organizations within the congregation. It shall encourage the use of teaching and worship materials published or approved by the Evangelical Lutheran Church in America, and seek to introduce the church's periodicals and books of family devotion into the homes of the congregation. One function of this committee shall be to bring the call to the ministry of the Gospel and to other full-time church vocations to the attention of qualified youth of the congregation. Additional functions, duties and responsibilities are as follows:

- a. To be the link between the Congregation Council and the educational work of the congregation.
- b. To see that the congregation assumes leadership and financial responsibility for the support of the entire educational program of the congregation.
- c. To see that the annual budget prepared by the Congregation Council shall include an allocation for the entire educational program of the congregation as estimated by the Committee on Christian Education.
- d. To see that there is a Sunday Church School and whenever possible and practical there shall be a unified curriculum that also includes but not limited to a Vacation Church

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School, Bible Study, and other religious instruction and programs. The purpose of all programs is to help the congregation grow in Christian faith and life and all such educational programs shall be approved by the Congregational Council.

- e. To see that offerings received by the various schools and educational programs shall be counted and recorded by their respective treasurers and turned over to the congregational treasurer. Bills for expenses shall be checked, recorded and forwarded to the congregational treasurer with approval for payment.
- f. The Committee on Christian Education shall appoint a Director of Christian Education who may also be Chairman of the Committee on Christian Education shall be to serve as general superintendent of all aspects of the educational program.
- g. The Chairman of the Committee on Christian Education shall furnish details as it pertains to enrollment, attendance, accomplishments, and finances in regards to the Christian Education Program and such details will shall be provided on an annual bases as part of the report to be submitted to the Congregation at its annual meeting.

**Section 2.** There shall be a committee on **Church Property and Grounds**. This committee shall see to the proper maintenance and protection of all property of the congregation, and shall take care that the same is kept in good repair.

**Section 3.** There shall be a committee on **Evangelism**. This committee shall stimulate and lead all members of the congregation in continuous and, from time to time, concerted endeavors to reawaken the

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spiritually indifferent and to reach others, who are yet unwon, with the Gospel and attach them to Christ's Church. To this end, the committee shall devote itself to deepening spiritual life and shall periodically study the congregation in the context of its surrounding community.

**Section 4.** There shall be a committee on **Finance**, of which the Treasurer and Financial Secretary shall be members ex-officio. It shall 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 synod, and shall submit such draft budget to the Congregation Council for its action and later presentation to the congregation meeting. The committee shall exercise oversight of all the financial affairs of the congregation to make sure that they 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. It shall, subject to the approval of the Congregation Council, be responsible for the congregation's investments and its total insurance program. It shall also provide for annual audits for the accounts of the treasurer and the financial secretary, as well as the accounts of the schools and organizations within the congregation.

**Section 5.** There shall be a committee on **Social Ministry**. The purpose of this committee shall be to extend Christian compassion and helpfulness to the ill, the aged, the orphaned, the underprivileged, the imprisoned and, in general, to persons of all ages in need of aid in body and soul. It shall strive to enlist in these efforts as many possible of the individual members and organizations of the



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congregation. This committee shall further have the duty to study social conditions, primarily in the local community, in order to bring the cleansing and healing light of Christian truth to bear upon critical problems through thoughtful Christian discussion of facts and issues.

**Section 6.** There shall be a committee on **Stewardship**, of which the Treasurer and Financial Secretary shall be members ex-officio. It shall be the function of this committee to evoke and promote the expression of Christian faith in daily living; to teach the Christian use of Money; to diffuse knowledge of the congregation's local, national and world-wide ministries; and to lead all its members to higher levels of proportionate giving for the Lord's work. This committee shall also be responsible for the annual Ever Member Visit and other congregational efforts which shall lead to informed and grateful giving.

**Section 7.** There shall be a committee on **Worship and Music**. It shall assist the Congregation Council in seeing that the services of God's house are conducted regularly and in accordance with the liturgy of the Evangelical Lutheran Church in America, that competent ushers are recruited and trained, and that hymnals and other devotional materials are provided and properly cared for. This committee shall supervise, and strive to advance the welfare and effective service of, the choirs of the congregation. It shall arrange for the care of paraments, vestments and musical instruments and, in consultation with the pastor, the organist, and the choir director, it shall furnish music supplies appropriate for use in the worship of a congregation of the Evangelical Lutheran Church in America.

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**Section 8.** There shall be a committee on **Youth Ministry**. It shall be the function of this committee to assist the youth in its involvement with the church and to promote various activities with the youth of the church.

**Section 9.** There shall be a committee on **Fellowship**. It shall assist the congregation in planning spiritual and social function for the congregation, in order to promote fellowship and a better awareness and friendship with each other as a congregation.

## ARTICLE VI

### Cemetery Committee

**Section 1.** There shall be a **Cemetery Committee** which shall consist of four members, appointed by the Congregation Council, who shall serve for a period of eight years. Their tenure shall be so arranged that one-quarter of the terms expire biannually. Members shall be chosen from the Congregational Council at the time of their appointment. The Chairman of the Committee on Church Property shall act as liaison between this committee and the Congregation Council.

**Section 2.** This committee shall have full charge and control of the church cemetery and all matters relating thereto. It shall have charge of all matters relating thereto. It shall have charge of all matters relating to the development of the cemetery including policy, prices, sale of lots, and making regulations. Providing for perpetual care and the doing of all things necessary or convenient in the development, promotion and operation of the cemetery.

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**Section 3.** Every two years it shall elect a Chairman and a Secretary-Treasurer. It shall receive all moneys in connection with all cemetery matters and maintain a bank account or accounts for such a fund. All bank accounts shall be designated “Redeemer Cemetery” and shall be subject to withdrawal by means of checks or drafts signed by the Chairman and the Secretary-Treasurer.

**Section 4.** The committee shall not have the right to borrow money without the approval of the Congregation Council. The committee shall, whenever called upon by the congregation or the Congregation Council, render a full report as to the financial condition and all other matters relating to the cemetery.

## ARTICLE VII

### *Benevolence Moneys*

**Section 1.** Should the offerings received for benevolence in any one year be insufficient to meet this congregations full indicated share in support of the wider ministry being carried on tis behalf by the Evangelical Lutheran Church in America and the New Jersey Synod, the Congregation Council shall have authority to meet this responsibility with funds from the general treasury.

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## ARTICLE VIII

### *Amendments*

**Section 1.** Amendments or changes to those By-laws may be made in accordance to Chapter 16 of the Constitution of this congregation.