

Peace Lutheran Church of Fort Myers, Florida

Bylaws

March 11, 2007

Chapter 1

Congregational Meetings

B1.01. The annual meeting of the congregation shall be held between December 1 and 15.

B1.02. The time, place, and object of all congregational meetings shall be stated in the public announcements of the meeting.

B1.03. Written reports for the annual meeting by the pastor(s), committee chairpersons, and heads of all other organizations are due by the preceding November 15. The treasurer's report and other financial and statistical data must be submitted as soon thereafter as is practical. These reports shall be compiled in an annual report, which shall be mailed to the congregation not less than two weeks before the annual meeting.

B1.04. The president of the congregation shall preside at all meetings of the congregation except that in the president's absence, the vice-president shall preside. The presiding officer may appoint a temporary chairperson if desired.

Chapter 2

The Congregation Council

B2.01. The Congregational Council shall be known as the Leadership Council in the Bylaws.

B2.02. At its organizational meeting, the Leadership Council shall determine its regular meeting schedule for the year. The schedule shall be published in the congregational newsletter.

B2.03. Congregational members may attend any Leadership Council meeting, except for executive sessions concerning confidential matters.

B2.04. The congregational Leadership Council shall hold an annual leadership retreat, which shall include the chairpersons of teams, standing committees and special committees and other persons as needed.

Chapter 3

Officers

B3.01. By virtue of the pastoral office, the pastor shall be the leader of the congregation.

B3.02. The president shall have custody of the seal and of all books and papers of the congregation, shall have responsibility to see that accurate entries are made therein of all the proceedings of the Leadership Council and every member of the Leadership Council shall have access thereto. The president shall preside at all meetings of the Leadership Council and the congregation.

B3.03. In the event of the president's inability to perform those duties, the vice-president shall serve. The vice-president shall chair the Mutual Ministry Team and shall retain a copy of every contract between the Leadership Council and each employee.

B3.04. The secretary shall keep accurate minutes of all meetings of the congregation and the Leadership Council in volumes provided by the congregation, which shall be preserved permanently in its archives.

B3.05. The financial secretary shall receive and keep records of all contributions and shall provide the treasurer with weekly totals of such contributions.

B3.06. The treasurer shall keep the books of account of the congregation. The treasurer shall receive from the financial secretary a record of all contributions, shall receive other income, shall disburse funds on proper authorization, and shall make monthly remittances of all appropriate benevolence receipts to the treasurer of the synod.

B3.07. The treasurer and financial secretary shall make written monthly reports of financial transactions to the Leadership Council, shall make quarterly financial summary reports to the congregation, and shall submit to a satisfactory audit for presentation to the congregation at its annual meeting.

B3.08. All financial officers shall give corporate surety, in amounts to be determined by the Leadership Council, for which premiums shall be paid by the congregation.

Chapter 4

Teams and Committees

B4.01. In addition to those committees specified in the Constitution, there will be at least five teams.

B4.01.01. The Worship team will plan and oversee the worship services of the congregation.

B4.01.02. The Learning team will plan and oversee the educational ministry of the congregation.

B4.01.03. The Outreach team will plan and oversee the ministry of the congregation to invite new disciples to Jesus Christ.

B4.01.04 The Service team will plan and oversee the fellowship among the members of the congregation.

B04.01.05 The Support team will oversee the administration of the congregation, including stewardship, finance, and the property.

B4.02. Other teams may be appointed by the Leadership Council and noted.

Chapter 5

Finance

B5.01. The fiscal year of the congregation shall be January 1 to December 31.

B5.02. There shall be a central treasury administered by the treasurer.

B5.03. The moneys of all organizations, committees, and teams must be given to the financial secretary within eight (8) days of receipt of same by the responsible officer of the organization, committee, or team who shall receive a receipt for the same from the financial secretary.

B5.04. Requisitions for operational expenses or the payment of bills shall be in writing and given to the, and approved by, the treasurer or the treasurer's appointee.

B5.05. Checks shall be signed by the treasurer, or such greater number as may be required by the Leadership Council.

B5.06. The treasurer shall keep the books of account for the congregation and its organizations, as desired by the Leadership Council, according to generally accepted accounting procedures. The treasurer shall prepare a monthly financial report for presentation at each Leadership Council meeting and a yearly report and proposed budget for presentation at the annual congregational meeting.

B5.07. The treasurer shall submit all necessary records for an annual audit or any additional audits which may be deemed necessary by Leadership Council or the congregation and shall relinquish control of all books and records to the Leadership Council president or the president's appointee, if directed to do so.

Chapter 6

B6.01. Each member of the congregation shall be entitled to use the church building for the member's marriage or funeral or for a baptism, marriage, or funeral in the family. Others may use the building on such occasions at the discretion of the pastor(s). The pastor(s) shall have the prerogative to submit the proposed rites to the Leadership Council for review. Use of the building shall be subject to the guidelines approved by the Leadership Council.

B6.02. The nave of the church shall be used for religious or worship purposes by outside groups only after approval of the Leadership Council.

B6.03. Only church members may hold office in church organizations.

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