

MAPLE GROVE LUTHERAN CHURCH

BYLAWS

Approved by Congregational Vote, May 6, 2007

TABLE OF CONTENTS

Article I - Statement of Mission1

Article II - Communion Participation 2

Article III - Membership in the Congregation.....2

Article IV - Pastor(s)5

Article V - Legal Ownership 6

Article VI - Meetings of the Congregation.....6

Article VII - The Church Council, Officers, Committees, and Teams7

Article VIII - Conflicting Loyalties.....13

Article IX - Church Records13

Article X - Review14

Article XI - Notices and Reports14

BYLAWS

ARTICLE I
Statement of Mission

OUR BELIEFS

As baptized members of the Church of Christ, we believe that we have been called together by the Holy Spirit through the Gospel, confessing Christ as our Savior, to preach the Word, administer the sacraments, and carry out God's mission.

We believe that all that we have comes from God. We believe worship and prayer are most important in our life together. We hold high the dignity and worth of every human being as created in God's image and forgiven in Christ. We welcome all people.

OUR VISION

Our vision for Maple Grove Lutheran Church is to be a community which includes the following qualities:

- Christ-centered focus
- Excellence in worship and Christian programming
- Growing spiritually in Christ
- Members who are connected to and involved in church
- Members sharing in the joys and struggles of fellow members
- Members generously sharing their time, talents, and possessions God has provided them
- Open and inviting for all visitors
- Committed to understanding and serving others

We are Christ's body working together in Christian service, unified as one as described in God's Word: "that there should be no dissension within the body, but the members may have the same care for one another. If one member suffers, all suffer together with it; if one member is honored, all rejoice with it. Now you are the body of Christ, and individually members of it." - I Corinthians 12:25-27

"There is no longer Jew or Greek, there is no longer slave or free, there is no longer male nor female; for all of you are one in Christ Jesus." - Galatians 3:28

OUR MISSION STATEMENT

We commit to a lifelong walk of faith, serving Christ, and knowing Him through His Word and Sacraments.

As Christians, we will encourage the spiritual growth of our community through worship, prayer, administering the sacraments, Christian education for all ages, Christian fellowship, spreading God's Word, and understanding and serving others locally and globally.

We will build on our existing youth and family programming, and equip parents to teach their children and maintain strong families. We further commit to broaden our programming to meet the diverse needs of all members of our community, helping them to develop strong, Christ-centered homes.

We will be in fellowship with one another, and with other Christian churches, encouraging one another through personal relationships and direct contact.

CALLED BY CHRIST TO LIVE THE WORD AND SHARE GOD'S LOVE

ARTICLE II

Communion Participation

Section 1. This congregation invites all of the members who have been prepared to receive the Sacrament to participate regularly in Holy Communion.

Section 2. Preparation for Holy Communion will normally be provided for persons as young as ten years of age.

Section 3. Participation in Holy Communion shall be open to members of other congregations who accept the Lutheran teaching in regard to this Sacrament.

Section 4. It shall be made known to prospective participants that the belief of the congregation is:

- Participation in the Lord's Supper is the reception of "the body and blood of our Lord Jesus Christ given with bread and wine instituted by Christ himself for us to eat and drink."
- We hold that a "person is well prepared and worthy who believes in these words, given and shed for you for the remission of sins. But anyone who does not believe these words, or doubt them is neither prepared nor worthy, for the words for you require simply a believing heart."

Section 5. Records of participation in Holy Communion shall be maintained for one year. Visitors will receive a letter thanking them for their attendance and participation.

ARTICLE III

Membership in the Congregation

Section 1. Members of the congregation include those who are designated as such at the time that the Constitution is adopted, and those who are admitted thereafter, and maintain their membership in accordance with the provisions of the Constitution and these Bylaws.

Section 2. Members shall be classified as baptized; confirmed; voting; inactive and associate as further defined in the constitution Chapter 8.

- Additional Provisions:
 - 1) Baptized Members.
 - a) A child, one or both of whose parents or guardians are members of the congregation shall, upon receiving Baptism, become a baptized member.
 - b) A child, whose parents or guardians are not members of the congregation, shall, upon receiving Baptism, become a baptized member of the congregation; unless for good reason that child is to be a baptized member of another

Maple Grove Lutheran Church Bylaws

- congregation, in which case his membership shall be transferred to that congregation.
- c) A child baptized in another congregation shall be received as a baptized member in the congregation when a transfer has been received.
 - d) An unbaptized adult who has received instruction and has given evidence of an adequate understanding and acceptance of the teaching of the Word of God as confessed by The Evangelical Lutheran Church in America, shall, upon confession of faith and Baptism, become a baptized member of the congregation.
 - e) When one or both parents of baptized children are received into the membership of the congregation, such children should be received as baptized members with the consent of the member parent or parents.
 - f) Where a baptized child is in the legal custody of someone other than the child's parents, and these people move into the area served by this congregation, the child may be received as a baptized member when commended to the care of this congregation by the congregation which baptized the child.
 - g) When the parents of a baptized child are not themselves members of The Evangelical Lutheran Church in America, but move into the area served by this congregation, and desire to have their child put within the pastoral care of this congregation, the child may be received as a baptized member.
- 2) Confirmed Members.
- a) A baptized adult, not previously a confirmed member of a Lutheran congregation, shall become a confirmed member of this congregation after having received instruction, having given evidence of adequate understanding of the teachings of the Word of God as confessed by The Evangelical Lutheran Church in America, and having publicly affirmed his or her faith.
 - b) A baptized member of the congregation shall become a confirmed member through the rite of confirmation; except that an adult who has become a baptized member in accordance with the provisions of Article III Section 2 (a) (1) (d) of the Bylaws, shall be a confirmed member without participation in the rite of confirmation.
 - c) An applicant for membership who presents a Letter of Transfer which certifies that that person is a confirmed member in good standing, of a Lutheran congregation, shall become a confirmed member of the congregation, upon approval by the Church.
 - d) An applicant for membership who presents evidence of confirmation in a Lutheran congregation but does not have a Letter of Transfer, shall be admitted to confirmed membership when that person has reaffirmed his or her faith before the

congregation.

3) Voting Members.

- a) The Church Council shall determine the roster of voting members of the congregation in accordance with the provisions of the Constitution and Bylaws. Voting members in good standing and registered with the congregation for at least 30 days prior to the day of the vote shall be entitled to one vote. The phrase “member in good standing” shall be defined as those members who regularly partake of Holy Communion, are confirmed, contribute to the congregation treasury according to the congregation’s record, regularly participate in the life and worship of the congregation.

4) Inactive Members.

- a) Inactivity shall be defined as no participation in any church activity for one calendar year (i.e., does not regularly attend church services, nor partake in communion, nor regularly contribute to the congregational treasury).
- b) The list of inactive members will be provided to the Church Council for review at the first meeting of the each new calendar year.

Section 3. Pastoral Care of Membership.

- The congregation shall, in the event a member moves away from the community it serves, encourage the member to request a transfer to a Lutheran congregation which can serve that person effectively. Should the member fail to request a transfer, a Lutheran congregation in the community of residence shall be notified.
- A confirmed member in good standing desiring to change membership to another Lutheran congregation shall, upon request, receive a Letter of Transfer.
- A confirmed member who does not, for a period of one year, partake of Holy Communion, support the church with offerings, and does not appear to desire to participate in the life and worship of the congregation, shall be contacted and if necessary, visited by the pastor(s) and the congregation’s officers, and encouraged by them to active membership. If, during the second year, the member does not actively participate, that person’s name shall be removed from the membership roster of the congregation, but be retained on a responsibility list as one who is in special need of the congregation’s prayer and concern.

Section 4. Discipline in the congregation shall be exercised in accordance with Matthew 18:15-18 as follows: “If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother. But if he does not listen, take one or two others along with you, that every word be confirmed by the evidence of two or three witnesses. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, let him be to

Maple Grove Lutheran Church
Bylaws

you as a Gentile and a tax collector. Truly, I say to you, whatever you bind on earth shall be bound in heaven, and whatever you loose on earth shall be loosed in heaven.”

Membership in this congregation shall be terminated as defined in the constitution in Chapter 8.

ARTICLE IV
Pastor(s)

Section 1. Pastor(s) shall be appointed as defined in Chapter 9 of the constitution.

Section 2. If a pastor receives a Call to another ministry, the pastor shall notify the Church Council, or if desired, the congregation, before reaching a decision, shall announce the decision as quickly as possible, normally within three weeks; and shall notify the synod bishop of the decision. When a Call has been accepted, the pastor’s ministry shall be terminated as soon as feasible, normally within a month.

Interim call: Under the direction of the office of the bishop, the Church Council and remaining pastor(s) will interview interim pastor candidates and recommend a finalist. After Church Council approval and letter of call ratification, the interim pastor may begin service.

Section 3. When the congregation has voted to call a pastor, it shall issue a Letter of Call to the pastor-elect. It shall be signed by the chairman and the secretary of the meeting at which the Call was voted, and shall be attested by the signature of the bishop of the synod. A Call to a member of the clergy to be a pastor, shall be issued with the consultation of any other pastor(s) of the congregation, and in accordance with the provisions of these bylaws and the Constitution.

When the need arises, the council shall facilitate the election of a call committee consisting of seven members of the congregation. The pastoral Call Committee will consist of a varied group or cross section of the entire congregation. The committee shall have a chairperson appointed by Church Council from the Church Council. The remainder of the committee shall be comprised of two members at large and one member from each of the following committees: Worship, Parish Life, Discipleship, and Outreach.

Section 4. Duties and Responsibilities of the Pastor(s)

The pastor(s) shall adhere to the Letter of Call.

The pastor(s) shall be an advisory member of the Church Council and Committees, and of all other organizations of the congregation by virtue of office, but without vote.

The pastor(s) shall be responsible for the catechetical instruction of adult candidates for membership in the congregation.

The pastor(s) and the Church Council together, shall determine practices of first communion and confirmation in accordance with the teachings of the ELCA.

The pastor(s) shall present to the Church Council for approval, the names of those persons qualified for membership by affirmation of faith, both youth and adult confirmation, and transfer.

The pastor(s) shall regularly consult with the Council and committees in matters pertaining to their areas of responsibility.

The pastor(s) shall teach confirmation.

ARTICLE V **Legal Ownership**

Section 1. Title to all real or personal property acquired by the congregation, its organizations, or individuals for use by the congregation and its organizations, shall be held by the congregation as a corporation.

Section 2. Real property shall not be purchased, disposed of, or encumbered in any manner, except by resolution adopted by two-thirds or more of members present and entitled to vote at any special meeting called for that purpose.

ARTICLE VI **Meetings of the Congregation**

Section 1. The power and authority of the congregation shall be exercised through the congregational meeting, which shall be called and conducted in conformity with civil laws and the provisions of the Constitution and these Bylaws.

Section 2. An annual financial business meeting of the congregation shall be held during the month of January and notice provided as set forth at Chapter 10 of the Constitution. The annual financial business meeting shall receive budgets from all the organizations of the congregation. Such budgets, including a financial statement, shall be submitted in writing to the pastor(s) and Congregational President before such meeting. An annual budget shall be made available to the congregation by the Church Council, at least one week prior to the annual financial business meeting. Other current congregational business may also be conducted at this meeting.

Section 3. An annual council election meeting shall be held mid-year and notice provided as set forth at Chapter 10 of the Constitution. The annual council election meeting shall receive information on the nominees for council positions and committee chairs up for election. The annual council election meeting shall also receive reports from all the organizations of the congregation. Such reports shall be submitted in writing to the pastor(s) and Congregational President before such meeting. A biography report on the council nominees and an annual report shall be made available to the congregation at least one week prior to the annual council election meeting. Other current congregational business may also

Maple Grove Lutheran Church
Bylaws

be conducted at this meeting.

Section 4. A quorum for any regular or special meeting of the congregation shall be five per cent of the voting members. A roster of members shall be available to establish a quorum. The vote upon any action proposed at a meeting of the congregation, shall be determined on the basis of those present and entitled to vote.

Section 5. A special meeting of the congregation may be called by action of the congregation, by petition of at least thirty percent of the voting members, or by the Church Council, or the president, or upon the request of the synod bishop. Official notice of a special meeting of the congregation shall be provided pursuant to Chapter 10.03 of the Constitution.

Section 6. A meeting of the congregation may by majority vote, recess to reconvene at a specified time and place. A meeting may also recess to reconvene upon call; provided, however, that the time and place of such a reconvened meeting must be announced at a public service of the congregation, and not less than three (3) days' written notice be given of the reconvened meeting.

Section 7. Parliamentary procedures shall be in accordance with Robert's Rule of Order, revised, unless otherwise ordered by majority vote at any meeting.

ARTICLE VII
The Church Council, Officers, Committees, and Teams

Membership and Meetings of the Church Council:

Section 1. The Church Council shall consist of nine (9) members, each of whom must be a voting member of the congregation: to be elected by the congregation at the annual council election meeting for terms of three years, but so elected that approximately one-third is elected each year; a vice president elected for a term of one year, and then normally, to be president the following year, and past president the third year, a secretary elected for a term of three years; a treasurer elected for a term of three years, and four (4) at-large members elected for a term of three years.

Section 2. No member of the Church Council who has served two consecutive terms (6 years), shall serve in a succeeding term (9 years) as a member of the Church Council. To serve a second term, the Nominating Team must formally nominate that person for re-election.

Section 3. Any vacancy in Church Council membership arising after election by the congregation shall be addressed by the Church Council's appointment of an interim Council member from the congregation. The interim Council member will serve until the next congregational election

Maple Grove Lutheran Church Bylaws

meeting. The interim period will be considered a full 'term' for purposes of future Council eligibility as referenced previously in Article VII, Section 2.

Section 4. The pastor(s) shall be an ex-officio member(s) of the Church Council, but with no vote.

Section 5. No Church Council business shall be transacted unless a majority of members are present.

Section 6. Meetings of the Church Council shall be held pursuant to Chapter 12.11 of the Constitution of this congregation.

Section 7. In the event that a member of the Church Council is absent from four consecutive regular meetings of the Church Council, without cause acceptable to the Church Council, that member's place on the Church Council shall be declared vacant pursuant to Chapter 12 of the Constitution of this congregation. Any member having two consecutive un-excused absences from regular meetings shall be notified thereof by the secretary, who shall also bring up for discussion at Church Council meeting(s).

Section 8. The Church Council shall:

- Consist of the president, the vice president, the secretary, the treasurer, the past president and four (4) at-large members from the congregation with the pastor(s) as advisor(s).
- Manage the affairs of the congregation between meetings of the congregation.
- The Church Council shall normally meet once a month.
 - 1) A majority of members, not including the president, shall be required to constitute a quorum of the Church Council.
 - 2) Matters shall be decided at meetings of the Church Council by a majority vote. No votes shall be taken without the proper quorum.
 - 3) See that proper balance and harmony is maintained among the purposes, activities, and budgets of the various committees, and that they are appropriate for Maple Grove Lutheran Church.
 - 4) See that necessary communication is maintained between the committees and the congregation.
 - 5) Coordinate the work of its various committees.
 - 6) Ensure an annual audit of the financial records of the congregation by the Audit Team as described in this article VII, section 17 below.
 - 7) Fill vacancies in the Church Council from the congregation, and vacancies in the various committees for the un-expired terms.
 - 8) Act on recommendations from the officers or the senior pastor on the employment, evaluation, or the termination of staff.

Maple Grove Lutheran Church Bylaws

- 9) Shall be empowered to secure staff (paid personnel) subject to the congregation's approval of the budget.
- 10) Approve adjustments in the salary and benefits of the pastor(s) and staff, based on recommendations from the officers, subject to the congregation's approval of the budget.

The Officers of the Church Council

Section 9. The President shall:

- Plan, organize, and preside at all Council meetings, annual congregational meetings, and any other special meetings of the congregation.
- In conjunction with the pastor(s), oversee the work of other officers, Council and committees, and offer help and counsel as required.
- Chair all Council meetings, but only cast a vote in the event of a tie (tie-breaker).
- Designate which committee shall be responsible for duties not addressed in the bylaws.
- Shall, with the Council, appoint other special committees as required.
- Regularly meet with the staff as to their well-being and as to the state of the congregation.
- Be the spokesperson of the Council or designate representatives thereof.
- Be a faithful worshipper and steward of Maple Grove Lutheran Church.

Section 10. The Vice President shall:

- Assist the president in fulfilling the duties of that office.
- Understand the vice-presidency is training for the office of president the following year.
- Assist in preparation and organization of all Council meetings, and any other meetings of the congregation.
- Preside at all meetings in the absence of the president, or whenever requested to do so by the president.
- Be responsible for annual review of the bylaws.
- Chair the Nominating Team, and actively seek candidates from the congregation to fill vacancies as they occur.
- Be entitled to vote at any meeting, unless acting as president of that meeting.
- Chair the Pastoral Evaluation Team.
- Be a faithful worshipper and steward of Maple Grove Lutheran Church.

Section 11. The Secretary shall:

- Keep minutes of all meetings of the congregation and of all Council meetings.

Maple Grove Lutheran Church Bylaws

- Be the custodian of all official records and legal documents of the church. These records include, but are not limited to: the Constitution, Bylaws, Articles of Incorporation, job descriptions, membership rosters of various committees.
- Be responsible to ensure all said documents are secure and protected.
- Properly log and record all modifications, proposals, and adoptions to MGLC bylaws enacted by the Council during the year, to ensure those modifications are reviewed and accepted during the annual congregational meeting.
- Maintain attendance records of Council members, and notify the president when a member has two consecutive absences.
- On behalf of Council, ensure that volunteers and staff are thanked for special effort.
- Be a faithful worshipper and steward of Maple Grove Lutheran Church.

Section 12. The Treasurer shall:

- Be bonded – such bond to be paid by the congregation.
- Keep, in the name of the congregation, in a bank designated by the Council, all moneys entrusted to the treasurer and belonging to the congregation.
- Oversee and be responsible for all financial transactions, recordkeeping, accounting, and cash management of the congregation.
- Be responsible for all financial long-term planning and forecasting.
- Oversee and be responsible for all financial reporting, as required.
- Chair the Finance Sub-Committee.
- Maintain records of all contributions and expenses, and shall issue a quarterly report to the congregation.
- Participate on the Pastoral Review Team.
- Be a faithful worshipper and steward of Maple Grove Lutheran Church.

Committees of the Church Council

Section 13. The congregation shall elect from its own membership one chair person for each of the following committees and shall also have authority to appoint such other committees as may from time to time be necessary or advisable:

- **Worship** Committee – supports all aspects of our congregation’s worship life in which we are “called by Christ” to give honor and praise to God in Jesus Christ.
- **Discipleship** Committee – empowers our congregation to “live the Word” by enriching our understanding of the Bible and our faith in Christ.
- **Parish Life** Committee – supports small group ministry and fellowship events for the purpose of building relationships and creating a sense of belonging within the congregation.

Maple Grove Lutheran Church Bylaws

- **Outreach** Committee – supports efforts to “share God’s love” by spreading the Gospel of Jesus Christ through invitation and serving the needs of people beyond our congregation.
- **Caring Ministry** Committee – “shares God’s love” by facilitating spiritual, emotional, and physical well-being to people in need.
- **Operations** Committee – supports the infrastructure, organization, and administration of our ministries.

Each committee chair will work with the Nominating Team as described in section 19 of this article to recruit a vice chair and other committee members.

Section 14. The Church Council shall ensure each committee is properly sized and open to the congregation in order that the committee may fulfill its’ responsibilities.

Section 15. The Church Council shall, at least once a year, invite the full membership of its regular committees together with representatives chosen by the organizations of the congregation, to review the entire program of the congregation.

Section 16. The following items are general responsibilities of all ministry committees:

- Pray for God’s guidance and direction of their committee’s ministry.
- Meet on a regular basis.
- Plan and manage the budget for their ministry areas.
- Continually recruit and welcome new *committee and team* members.
- Monitor a year-round search for talent and leadership ability within the total membership.
- Committee members should be faithful worshippers and stewards of Maple Grove Lutheran Church

Special Standing Committees and Teams

Section 17. The Audit Team:

- The Audit Team shall audit the treasurer’s books from the previous year for proper entries of receipts and disbursements, and provide a written report of their findings as part of the annual report to the congregation.
- This team shall consist of two voting members appointed by the Church Council. These two Audit Team members shall have the right to engage additional members to assist with the audit, including non-MGLC members on a pro-bono basis. Audit Team members can not be members of the current Congregation Council, Finance Sub-Committee, or MGLC Staff, nor shall they have served on Congregational Council, Finance Sub-Committee, or Staff during the period being audited.
- The Finance Sub-Committee will appoint one of its members to provide support and insight to the Audit Team during the annual audit.

Section 18. The Finance Sub-Committee:

The Finance Sub-Committee’s overall responsibilities are to ensure the daily, weekly, monthly,

Maple Grove Lutheran Church Bylaws

quarterly, and annual financial and accounting processes are properly processed and accounted, following generally accepted accounting principles. This sub-committee will:

- Act in cooperation with other committees, sub-committees, and teams.
- Represent the best financial interests of the congregation.
- Act as general financial consultants in terms of long-term investments.
- Payroll and pension reporting and processing.
- Assist or fulfill the bookkeeping and general accounting functions of the office.
- Coordinate the offering counters.
- Appoint one of its members to provide support and insight to the Audit Team during the annual audit.
- Ensure proper deposits are made and properly accounted.

In addition, this sub-committee will assist all other committee chairs with preparation and monthly monitoring of their budgets, acting as advisors and consultants to assist these committee chairs with the monthly administration of their duties. Finally, this sub-committee will assist the MGLC staff in the daily running of the church's finances, ensuring all payments are processed on time, that all bills are submitted when appropriate, and all monthly and special financial reports are provided to those staff, council, and committee chairs that request them. This sub-committee will report directly to the Treasurer of the Church Council, and indirectly to the Council at large.

Section 19. The Nominating Team:

This team shall consist of:

- The Vice President as chairperson.
- Two outgoing council members whose terms expired at the end of the prior council year.
- Three members of the congregation as selected during the previous year's annual council election meeting.

The Nominating Team shall work with the various chairpersons and their committees to nominate candidates for the Council and the Committee Chair positions to be elected at the next annual meeting and ensure consent is gained from the candidates. *After prayerful consideration by the Nominating Team*, only one name *for each open position* will be forwarded to the Council for approval no later than March 31.

The Nominating Team will also:

- Identify approximately 5 members to be asked to serve on each committee.
- Advise each committee chairperson to contact the potential committee members and invite them to join the committee; one committee member will be appointed by the chair as vice-chair. The committee members will be commissioned at a worship service.

In addition, this committee shall *engage* two members-at-large to serve on the Pastoral Review Team.

Section 20. Personnel Sub-Committee:

The Personnel Sub-Committee's responsibilities are to affirm and strengthen the mission of the congregation and the ministry at Maple Grove Lutheran Church. The Personnel Sub-Committee reports to the Church Council and shall:

- Consist of the Vice President as chairperson and a minimum of two members at large appointed by Church Council,
- Personnel sub-committee term limit is to be two years.

Maple Grove Lutheran Church
Bylaws

- Recommending hiring, firing of staff.
- Clarify communications between Council, staff, pastors, and committees.
- Provide for staff members a forum of support and counsel.
- Provide counsel as that of a Human Resources Department, serving in that capacity in terms of annual assistance with the process of reviews of staff and to ensure those reviews are completed on time and within salary guidelines.

Section 21. Pastoral Review Team:

The Pastoral Review Team consists of the following:

- The Vice-President as chairperson;
- The Treasurer;
- The Worship Committee chair person;
- Two members at-large, recommended by the Nominating Committee, approved by Council, and elected at the annual council election meeting.

The Team shall:

- Assemble in the month of September to evaluate the performance of the pastor over the past twelve months, and record such evaluations; an in-depth review is performed every odd year (2001, 2003, etc.).
- Assemble in the month of October to meet with the pastor to discuss:
 - The September evaluation;
 - The congregational direction;
 - Any need for future pastoral assistance;
 - And submit to the Church Council by November 1 a written report summarizing the evaluation process, including any recommendations from the committee for the following calendar year.

Section 22. Ministry Teams:

Each team works within a ministry that is led by one of the six committees. The teams are task oriented and do not need authorization from Council to carry out their tasks. Guidance and budget dollars are at the direction of the committee. The ministry team leader will communicate progress and updates to the committee. Ministry teams will account for the vast majority of all congregational member involvement by members who are called into ministry.

Each team may begin its ministry once an approved Ministry Formation request form is submitted to the church office by the committee chair, the ministry team is commissioned by the Church Council, and ministry team information is communicated to the congregation.

ARTICLE VIII
Conflicting Loyalties

This congregation shall not participate in worship with organizations which practice forms of religion without confessing faith in the Triune God. Ceremonies of such organizations shall not be permitted in the church or on the church premises.

ARTICLE IX
Church Records

Maple Grove Lutheran Church Bylaws

The records of the congregation shall be and remain the property of the congregation. The secretary of the Church Council shall be responsible for the maintenance of the records, except as otherwise provided herein. The records shall consist of:

- The roster of baptized, confirmed, and voting members.
- The ministerial acts performed by the pastor(s).
- The minutes and reports of the synod.
- The minutes of the meetings of the congregation and the Church Council, for which the secretary of the congregation shall be responsible.
- The financial records of the congregation, for which the treasurer of the congregation shall be responsible.

The pastor(s) shall report to the secretary of The Evangelical Lutheran Church in America such statistics as may be requested, and shall annually report to the congregation, a summary of ministerial acts.

The Church Council, annually, shall inspect and review the church and congregational records to assure that they are complete and accurately reflect the matters and business conducted by the church and the congregation during the preceding year. Additions to and corrections to the records shall be made as determined by the Church Council.

Should the congregation be dissolved, the official records of the congregation shall be deposited in the archives of The Evangelical Lutheran Church in America or its successor.

ARTICLE X **Review**

These Bylaws shall be reviewed annually, and revisions proposed by the Church Council as deemed appropriate. Any modifications made during the year shall remain in effect permanently only upon congregational acceptance by ratification at a congregational meeting.

ARTICLE XI **Notices and Reports**

All notices and reports required or permitted under these Bylaws, unless otherwise specified herein, shall be deemed given:

- a) when announced at all regular services of the congregation on any regular day of worship, and posted upon the congregation bulletin board, with copies then available to all members entitled to vote at the regular place of worship of the congregation, or other place as stated in the posted notice; or
- b) when copies thereof are deposited, postage prepaid, in the U. S. mails addressed to each member entitled to vote at his or her address, as registered by the secretary; or

Maple Grove Lutheran Church
Bylaws

- c) when personally delivered to any member entitled to vote.