

BYLAWS

SECTION 1. PURPOSE STATEMENT

The purpose of Advent Lutheran Church of Arlington, Texas, a unified body of believers, is to:

Gather in Grace
Grow in Faith
Give of Ourselves
Go Serve God

SECTION 2. CONGREGATION MEETINGS

The annual meeting of the congregation shall take place on the first Sunday in May for the purpose of:

1. electing the Congregation's officers, Council members, Ministry Team Leaders, and the Nominating Team.
2. receiving the annual report for the previous year
3. approving the budget for the next fiscal year

SECTION 3. CONGREGATION COUNCIL AND MINISTRY TEAM STRUCTURE

The Congregation Council members include the senior pastor or interim senior pastor, the president, vice-president, secretary, treasurer, and the five (5) at large lay members.

The Congregation shall have the following Ministry Teams to which members shall be elected as chairperson by the Congregation subject to the same term limits as described in Chapter 12 of the Constitution of Advent Lutheran Church for At Large Council members:

| | |
|----------------------------|--------------------------|
| Education | Personnel |
| Finance | Property |
| Mutual Ministry | Service |
| Outreach | Support |
| Congregational Care | Worship and Music |
| Parish Life | Youth Ministry |
| Benevolence | |

Should a Ministry Team chairperson's position be declared vacant, the Congregation Council shall elect, by majority vote, a successor until the next annual election meeting. An unexpired term of less than one year shall not be considered a term; an unexpired term of more than one year shall be considered a term.

The five at large Congregation Council members will have liaison responsibilities for the following Ministry Teams and shall periodically report to the Council their goals, activities, and the results of their ministries:

- At Large #1 Worship and Music
- At Large #2 Finance, Property, and Support
- At Large #3 Outreach, Service, and Personnel
- At Large #4 Benevolence, Mutual Ministry, Congregational Care and Parish Life
- At Large #5 Education and Youth Ministry

All Ministry Teams, in conjunction with their At Large liaison person and the Congregation Council, shall establish such organizational structures and procedures as are necessary to fulfill their respective functions and goals.

SECTION 4. INSTALLATION OF CONGREGATION COUNCIL AND MINISTRY TEAM CHAIRPERSONS

All officers, members of the Congregation Council, and Ministry Team Chairpersons shall be installed at the services of worship on the third Sunday in May at which time their terms of office will begin.

SECTION 5. DUTIES AND RESPONSIBILITIES OF OFFICERS

The duties and responsibilities of the various officers are:

- a. The president, or in the president's absence, the vice-president shall preside at the meetings of the Congregation Council and of this congregation.
- b. The president, vice-president, and Pastor(s) shall be advisory members of all Ministry Teams, with voice but no vote.
- c. The vice-president shall ordinarily chair special Ministry Teams established by the Council.
- d. The secretary shall keep the minutes of meetings of the Congregation Council and of this congregation and see that a file of all minutes and reports are kept up-to-date and complete in the church office.
- e. The treasurer shall be responsible for all funds of this congregation and shall disburse such funds in accordance with the decisions of this congregation or the Congregation Council.
- f. The president and vice-president shall be responsible to see that background checks are made on all staff/volunteers/persons who work with minors in connection with activities sponsored by Advent Lutheran Church.

SECTION 6. DUTIES AND RESPONSIBILITIES OF MINISTRY TEAMS

The duties and responsibilities of the various Ministry Teams are:

- a. The Benevolence Team will be responsible for evaluating charitable organizations, individuals, and external ministries in order to make recommendations for the distribution of Advent's First Fruits' tithe, and may also serve as a resource to the Endowment Fund and other ministry teams in recommending causes worthy of our financial support.

- b. The Education Ministry Team shall be responsible for administering the educational program of this congregation and its schools, determining policies, and selecting and training appropriate volunteer staff.
- c. The Finance Ministry Team shall be responsible for overseeing the accurate counting, recording, and depositing of all receipts for this congregation; the appointment of a Financial Secretary to maintain giving records of individual members of this congregation; the appointment of a Bookkeeper to provide accurate financial reporting of income and disbursements to the Congregation Council and congregation; oversight of the Audit Ministry Team; and the oversight of the total property, corporate surety, and liability insurance program of this congregation.
- d. The Mutual Ministry Team shall function as a support Ministry Team for the Pastor(s) to advise concerning conditions within the parish, and to interpret to the congregation the ministry of the Pastor(s).
- e. The Outreach Ministry Team shall be responsible for coordinating the bringing of the Gospel to the un-churched, enlisting of members in the work of spreading The Gospel, and the receiving and integrating of new members into the life of the parish.
- f. The Congregational Care Ministry Team shall be responsible for coordinating programs to enhance the spiritual welfare of congregational member, individually and corporately, and the care of members who are inactive.
- g. The Parish Life Ministry Team shall be responsible for the strengthening of the fellowship between congregation members and the general up building of mutual cooperation, trust, and enjoyment among members of this congregation.
- h. The Personnel Ministry Team shall be responsible for all matters pertaining to hiring and releasing of Pastoral and lay staff, including the annual review for each staff member.
- i. The Property Ministry Team shall be responsible for the oversight of the proper use, maintenance, and repair of church property.
- j. The Service Ministry Team shall be responsible for coordinating programs to minister to the needs of the people of the community.
- k. The Support Ministry Team shall be responsible for coordinating programs to develop good stewardship attitudes in the members of this congregation in regard to their time, abilities, and financial support.
- l. The Worship and Music Ministry Team shall be responsible for matters pertaining to the worship and music life of this congregation including its regular and special services and the support staff to provide such.
- m. The Youth Ministry Team shall be responsible for planning and coordinating ministry of the young people of this congregation.