

St. Andrew  
LUTHERAN CHURCH



**BYLAWS**  
**2022**

**Adopted by the Congregation**  
**June 14, 2022**

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St. Andrews Lutheran Church  
12405 SW Butner Road  
Beaverton, OR 97005

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**PREFACE. YEARLY BYLAWS REVIEW**

These Bylaws are to be reviewed annually and presented to the congregation for approval at the Congregation Annual Meeting.

**ARTICLE I. ANNUAL MEETING**

An annual meeting of the congregation shall be held within 30 days of the end of the fiscal year. [\*C10.01]

**ARTICLE II. COMMITTEES, TEAMS AND TASK FORCES**

**Section 1. Authority.**

Every committee, team and task force shall be recognized as representative of the interests of and performing essential services for the congregation as a whole. The president and pastor(s) shall have voice and vote on each committee, team and task force with the exception that the president may not serve on the Nominating Committee. Actions of all committees, teams and task forces shall be subject to review by the Congregation Council. Committees, teams and task forces may authorize expenditures for budget items to the extent funds have been previously approved and allocated in the budget. Expenditures in excess of the amount authorized in the budget shall not be made until the proposed expenditure and its amount have been approved by the Congregation Council. [C12.05.c...d]

**Section 2. Organization.**

- A. In the event a committee or team does not elect a chairperson or that position becomes vacant, the president of the Congregation Council shall appoint a chairperson at the earliest opportunity. [C4.04]
- B. The Congregational Council shall appoint other special committees and task forces as it deems necessary to fulfill the mission and ministry of this congregation. When a special committee or task force is appointed, the council shall designate a chairperson and may designate members to serve on the special committee or task force. At the time the special committee or task force is appointed, Congregational Council shall designate the period of time for which the special committee or task force shall be in existence. In the absence of such designation, the special committee or task force shall exist for a period not to exceed one (1) year, unless the time period is specifically extended by action of the Congregational Council. [C4.04]
- C. Each committee shall review its mission and duties annually and provide a report to the Congregational Council.

### **Section 3. Committees mandated by the Constitution. [C13]**

- A. The Executive Committee shall :
1. Ensure that the daily affairs of this congregation are being conducted efficiently and in accordance with the constitution and bylaws of this congregation.
  2. Be representative of, but subordinate to, the Congregation Council.
  3. Be subject to the review of the Council.
  4. Set the agenda for the monthly council meeting and annual congregation meeting.
  5. Perform the duties of the Human Resources Committee, in its absence.
- B. The Nominating Committee shall:
1. Nominate one or more candidates for each council position to be filled by election at the annual congregation meeting.
  2. Secure the consent of each candidate to serve if elected.
  3. Make the candidates known prior to the annual meeting, with additional nominations in order from the floor.
  4. Conduct the distributions, collection and counting of ballots, and shall report the election results to the assembly before adjournment of the assembly.
- C. The Financial Review Committee shall:
1. Conduct an annual review of all accounts of the congregation.
  2. Report financial review results at the annual congregation meeting.
- D. The Mutual Ministry Committee shall:
1. Identify the needs of the pastors and staff.
  2. Assist in identifying and training of Mutual Ministers who will;
    - A. Encourage and promote educational development of pastoral and staff employees.
    - B. Provide emotional, spiritual and prayerful support to the pastoral staff.
- E. The Call Committee shall:
1. Seek advice regarding the pastoral vacancy from the office of the Bishop of the Oregon Synod.
  2. Complete a Congregational Assessment (as provided by the ELCA) to determine the congregation's preferences regarding the vacant position
  3. Interview at least two persons for any vacant position.
  4. Recommend to the Congregation Council one individual to fill the vacancy.

### **Section 4 Additional committees and teams of St. Andrews.**

The following committees and teams of St. Andrews provide an organizational structure to fulfill the mission and ministry of this congregation. [C4.04]  
Supporting teams for these committees are identified in Continuing Resolutions.

- A. The Adult Education Committee shall:
1. Cultivate awareness that Christian Education is a core ministry initiative of St. Andrew Lutheran Church.
  2. Work with the Children, Youth, and Family Ministry Team to set priorities and provide overall direction for Christian Education at St. Andrew.

3. Seek to nurture the faith of the people of St. Andrew and equip them for ministry.
  4. Coordinate Sunday Morning Adult Education classes—developing curriculum, recruiting instructors, scheduling, and publicizing.
  5. Sponsor and coordinate Forums on Tough Issues.
  6. Coordinate and/or publicize other Adult Education opportunities.
  7. Provide oversight and support for the adult library.
- B. The Earth Care Team shall:
1. Educate and inform congregation members on earth care issues.
  2. Lead efforts related to care of wetlands and church property in support of sustainable ecological concepts.
  3. Work with Property Committee and church management to monitor, establish and maintain sound, sustainable earth care practices for St. Andrews' building and grounds.
- C. The Facility Management Committee shall:
1. Recommend Facility-Use Policy & Procedures to Council
  2. Recommend Facility-Use Fee Structure to Council
  3. Review & Approve Facility-Use Requests
  4. Review & Approve In-Kind Donations
  5. Review & Approve interior design décor & design, including placement of signage, furniture, etc.
  6. Review & Approve changes, additions, or upgrades to the facility and grounds.
- D. The Finance Team shall:
1. Oversee all financial affairs of this congregation.
  2. Ensure that the financial affairs are being conducted efficiently, giving particular attention to the prompt payment of all obligations and the regular forwarding of benevolence monies to the synodical treasurer.
  3. Prepare a draft budget for the succeeding year.
  4. Submit the draft budget to the Congregation for its action, subject to the approval of the Congregation Council.
  5. Be responsible for the congregation's investments, subject to the approval of the Congregation Council.
  6. Collaborate with the Financial Review Committee in the annual financial review of the accounts of the treasurers and financial secretary.
  7. Assist the congregation and council in identifying appropriate gifts and memorials.
- E. The Health and Caring Ministries Committee shall:
1. Assist the congregational members and community to care for themselves and one another to attain, maintain and/or regain optimal health and wellness.
  2. Integrate the practice of faith with the practices of health professionals to achieve wholeness of body, mind and spirit.
  3. Coordinate education forums that are meaningful and based on the assessment of the congregation's needs.
  4. Be composed of trained parish nurses and health professionals in collaboration with a St. Andrew pastor.

- F. The Hospitality Team shall:
1. Oversee the use and care of the kitchen facilities at St. Andrews.
  2. Recommend kitchen use policy and fees to Council.
  3. Assist in the implementation of events that involve the serving of food and/or beverages.
  4. Endeavor to operate our kitchens in accordance with the church's earth care value.

- G. The Human Resources Committee shall:
1. Annually assist in the evaluation process of all staff members.
  2. Annually review all staff salaries and recommend changes to Finance Committee and Congregation Council for approval.
  3. Assist in the development and review of all job descriptions.
  4. Assist with the hiring of new staff members.
  5. Conduct exit interviews of all staff members that vacate their positions.
  6. Assist the Congregation Council in the development and implementation of personnel policies.
  7. The members of the Human Resources Committee shall consist of at least three people and the Vice President of the Congregation Council. Any of the Pastors may participate at any time. The Vice President will serve on the Human Resources Committee for their term as Vice President. The other members shall be asked to serve by a Pastor or the Council President. The member shall serve for three years or until a replacement has been appointed. Such members shall be eligible to serve no more than two full terms consecutively. Their term shall begin at the start of the fiscal year, currently July 1, or as close to that time as possible. Tenures shall be arranged that one-third of the terms expire annually. If a member cannot serve their full term, the replacement person will finish their term. The Committee members will determine the committee's chairperson. The chairperson shall serve for two of their three-year term.

Note: One of the members of the committee will never be eligible for the chairperson position since their term will overlap with the chairperson. The only way would be for that member to commit to a second term as well as being the chairperson.

- H. The IT Committee shall:
1. Oversee the budgeting, purchase, installation and maintenance of technology used throughout the facility.
  2. This includes computers, telephones, software, network systems, as well as other audio and video equipment.

- I. The Kids and Teens Ministry Team shall:
1. Oversee social, education, and service programs aimed at children and youth from birth through age 18 and their families.
  2. Advise on the use of faith development materials for Nursery, Sunday School, Learning Center, Confirmation, and High School for consistency with ELCA theology and doctrine and core values of St. Andrews Lutheran Church.
  3. Recruit and support qualified leaders for programs and activities.
  4. Evaluate the KAT programs and activities for effectiveness and consistency

with core values of St. Andrews Lutheran Church.

- J. The Ministry and Mission Support Team shall:
1. Assist the council and the congregation in identification, development and implementation of the ongoing vision and mission for St. Andrew.
  2. Study and encourage others in the congregation to study relevant literature concerned with the Church's structure, mission and function.
  3. Encourage and promote spiritual growth in all aspects of stewardship.
  4. Evoke and promote expression of the faith in daily living.
  5. Provide direction for all congregation fund drives and take responsibility for the annual pledging as determined by the Congregation Council.
  6. Encourage generous giving to the work of the church at home and elsewhere.
  7. Regularly evaluate the total life and ministry of the congregation and recruit, equip and support members of the congregation to participate in all activities.
- K. The Property Committee shall:
1. Ensure the proper maintenance, repair, protection and use of all property of the congregation.
  2. Advise the Facility Management Committee as to the need for replacement of maintenance and building equipment.
  3. Recommend improvements and changes of property and grounds to the Facility Management Committee.
- L. The Reconciling In Christ Committee shall:
1. Assist St. Andrew in living out our *Affirmation of Welcome* in the following ways:
    - i. Education – help build understanding of the struggles of people outside the mainstream of the church community by examining their stories and their faith journeys,
    - ii. Welcome – Assist the Welcome Team to make St. Andrews a safe place of hospitality and care for all who seek fellowship and worship at St. Andrews,
    - iii. Advocacy – work alongside people alienated in society toward their full participation in church and society,
    - iv. Outreach - bring our welcome outside the walls of our building and outside our safe experiences through actively embodying an inviting community presence.
- M. The Service Committee shall:
1. Develop and implement programs to aid the ill, elderly, underprivileged, refugees, imprisoned and all in need of aid in body and soul.
  2. Motivate, equip and encourage individual members and organizations of the congregation to aid in these efforts.
  3. Study and encourage others in the congregation to study issues relative to social conditions, primarily in the local community, in order to bring Christian truth to bear upon critical problems.
  4. Recommend the expenditure of available funds for worthy causes.
- N. The Welcome Team shall:
1. Bring new members into the fellowship of the church.
  2. Equip and support members of the congregation in the witnessing of their faith.
  3. Encourage the use of all church activities as a means to witness.

- O. The Worship, Music and the Arts Committee shall:
1. Assist the pastor(s) in the regular conduct of worship services providing full opportunity for all members to hear the Word and receive the Sacraments.
  2. Enhance worship in the congregation.
  3. Provide for the musical support of the worship experience.
  4. Be responsible for altar preparation and for the care and arrangement of paraments, vestments and other materials that enhance the worship service.
  5. Be responsible for arrangements for ushers, acolytes, worship assistants, greeters and others involved in worship.
  6. Assist the pastor(s) in planning special services and gatherings as occasions require.
  7. Encourage broad participation from the congregation in the actual worship services.

### **ARTICLE III. CONGREGATIONAL DELEGATES**

The Congregation Council shall elect voting members of the congregation as delegates in the permitted numbers to the conventions of the synod and meetings of the district and/or cluster to which this congregation belongs. The congregation shall pay the expenses incurred by such delegates in connection with their attendance, except for travel to conventions of the synod. [C5.04]

### **ARTICLE IV. ELECTION OF CONGREGATION COUNCIL**

Election of members to the Congregation Council, including a Youth Representative (if available), shall be by written ballot at the annual congregation meeting. If there are more candidates than open positions, then the candidates receiving the most votes will be declared elected. In the event of a tie, candidates shall contest again. The candidate then receiving the most votes shall be declared elected. A maximum of two ballots will be permitted. [C12.02]

### **ARTICLE V. DUTIES OF OFFICERS**

The duties of the officers are as follows [C11.01.a]

#### President:

1. As chairperson of the congregation and the Congregation Council, shall preside at all meetings of either body.
2. Shall execute, with the congregation secretary, all contracts and other legal documents as authorized by the congregation and/or Congregation Council.
3. Shall supervise the proper functions of all committees and task forces.

#### Vice President:

1. Shall in the event of the president's inability, perform his/her duties and serve in his/her stead.
2. Shall assist in committee supervision.
3. Shall track attendance by council members at council and committee meetings.
4. Shall notify council members of two unexcused absences of Council or Committee meetings.
5. Shall serve as member of the Human Resources Committee.

#### Secretary:

1. Shall arrange for minutes to be taken at all meetings of the congregation and Congregation Council.



2. Shall execute, with the congregation president, all contracts and other legal documents as authorized by the congregation and/or Congregation Council.
3. Shall preserve minutes of all congregation and council meetings.

Treasurer(s):

1. Shall keep the books of account of the congregation.
2. Shall receive from the financial secretary a record of all receipts and their appropriate disbursement.
3. Shall disburse funds on proper orders, making monthly remittance of benevolence receipts to the treasurer of the synod.
4. Shall communicate monthly to the Council on the monetary status of the church.
5. Shall serve as member(s) of the Finance Committee.

Financial Secretary(s):

1. Shall be responsible for the proper receiving and recording of all income from contributing members and other sources.
2. Shall ensure that all receipts are disbursed to the appropriate funds.
3. Shall prepare a report of individual giving, at the close of the fiscal and calendar year.
4. Shall serve as member(s) of the Finance Committee.

## **ARTICLE VI. ELECTION OF OFFICERS**

The following officers shall be elected by ecclesiastical ballot as defined by the Evangelical Lutheran Church of America. [C11.02]

1. President
2. Vice President
3. Secretary

## **ARTICLE VII. TERMINATION OF CONGREGATIONAL MEMBERSHIP**

As a stipulation for removal from the roll by the Congregation Council, inactivity is defined as when a member has failed to receive Holy Communion and to make a contribution of record for a period of two consecutive years. Such persons who have been removed from the roll of members shall remain persons for whom the church has a continuing pastoral concern. [\*C8.05.e]

## **ARTICLE VIII. MISSION STATEMENT [\*C4.05]**

We are a people of God called to Proclaim, Serve, and Nurture, through the Good News of God in Christ Jesus.

We Proclaim a Christian faith through God-centered worship, prayer and community life.

We Serve through community ministry, outreach and Christian education for all ages.

We Nurture those in need by being sensitive and compassionate, creating supportive relationships and sharing God's Grace and our love.

## ARTICLE IX. AFFIRMATION OF WELCOME

At St. Andrew Lutheran Church, we strive to be a loving and welcoming community of faith. We are centered in the Good News of Jesus Christ, who calls us to reconciliation and wholeness in a world of alienation and brokenness.

All are welcome, without exception, regardless of ethnicity, gender, gender identity, sexual orientation, age, physical or mental ability, education, income, or family status.

All are welcome here to worship God, receive the sacraments, and share in fellowship, leadership, and service. We commit to treasuring one another's similarities and differences as one body in Christ.

We are called to provide a safe space in the community as we break down the barriers of isolation.

We will continue to discover what it means to be "Reconciling in Christ".

*"Welcome one another therefore, just as Christ has welcomed you, for the glory of God."*

-Romans 15:7

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