

MOUNT CARMEL LUTHERAN CHURCH
1701 Fredericks Street
San Luis Obispo, CA 93405-2005

Office: 805/544-2133 Fax: 805/544-5356

Web Site: www.mtcarmelslo.org

Church E-Mail: info@mtcarmelslo.org

BYLAWS

Proposed

BYLAWS

Table of Contents

Major Topic / Detail
Page

Cover
Table of Contents

Part I	Participation	3
Part II	Membership	3
	1. General	3
	2. Special Provision for Membership of Baptized Children	3-4
	3. Discontinuance of Membership	4
Part III	The Annual Meeting	5
Part IV	Congregation Council	6
Part V	Officers:	
	1. President	6
	2. Vice President	7
	3. Secretary	7
	4. Treasurer	7-8
Part VI	Standing Committees / Financial Secretary:	
	1. Executive Committee	8
	2. Nominating Committee	8-9
	3. Audit Committee	9
	4. Trust/Endowment Fund Committee	10
	5. Mutual Ministry Committee.	10
	5. Facilities Management Committee	10
	6. Financial Management Committee	10
	7. Personnel Management Committee	11
	8. Financial Secretary	11
Part VII	Ministry Teams:	
A.	<i>General Areas of Responsibility</i>	11-12
Part VIII	The Pastoral Call	13
Part IX	Reports of Organizations	13
Part X	Parish Records	13
	Adoption/Revision History and Details	14

MOUNT CARMEL LUTHERAN CHURCH

1701 Fredericks Street
San Luis Obispo, CA 93405-2005

BYLAWS

Adopted January 20, 2002

Revised January 19, 2003

Revised January 30, 2005

Revised January 27, 2008

Revised August 30, 2009

Revised January 31, 2010

Revised June 26, 2011

Revised June 10, 2012

Revised June 9, 2013

Revised March 2020

Revised March 2021

(See page 14 for Adoption/Revision History and Details)

Part I PARTICIPATION

1. This church shall be open to all people for worship, for instruction, for pastoral care, and for Christian fellowship.
2. Participation in communion calls for sincere repentance, faith in Jesus Christ as Savior, and an earnest desire to amend one's sinful life as well as acceptance of the scriptural teaching regarding the Real Presence of Christ with His Body and Blood in the Sacrament. All persons who so believe are invited to commune in this church.

Part II MEMBERSHIP

1. **General** There shall be four classifications of membership as defined in Chapter 8 of the Constitution:
 - a) Baptized Membership (Constitution Section 8.02a)
 - b) Confirmed Membership (Constitution Section 8.02b)
 - c) Voting Membership (Constitution Section 8.02c)
 - d) Associate Membership (Constitution Section 8.02d)
2. **Special Provisions for Membership of Baptized Children** In addition to the provisions of the Constitution Section 8.02a cited above:

- a) Children baptized in other congregations shall be received as baptized members of this congregation upon admission of one or both parents or guardians to membership, or by consent of one or both parents or guardians.
- b) Children baptized in this church shall be received as baptized members of this congregation, unless there is understanding that for good reason they will be enrolled as baptized members of another congregation, in which case notice of the baptism shall be sent to the congregation in which the child is to be enrolled as a baptized member.
- c) Children who are baptized members of this congregation shall be admitted to confirmed membership through preparation for and participation in the rite of confirmation.

3. Discontinuance of Membership

- a) Members who move away shall be encouraged to transfer their membership. A confirmed member in good standing desiring to change membership to another Lutheran congregation shall, upon request, receive a Letter of Transfer.
- b) A confirmed member who in the judgment of the Church Council shows no interest in attending church services and does not partake of Holy Communion, and who does not contribute to the congregational treasury according to the congregation's records, for the current or preceding year, shall be presumed no longer to desire membership, shall lose the right to vote, and shall not be counted in the membership statistics of the congregation, and, if possible, shall be notified of this action. However, names and records of such persons shall be kept in the permanent files. Such persons shall be encouraged to take part in the congregational life, or to transfer elsewhere, as the situation may indicate to be advisable. If such persons resume membership activity, they shall be restored to the active membership list.
- c) Children, neither of whose parents or guardians are active members of the congregation, shall be dropped from the baptized membership roll if they do not participate in the Christian education program of the congregation.
- d) Members who have been suspended or excluded by action of the Congregational Council, or who have resigned; and members who have transferred to other Lutheran congregations; or who are definitely known to have become members of other congregations without transfer, have

thereby terminated their membership in the congregation and have surrendered all membership rights

Part III THE ANNUAL MEETING

1. The Annual Meeting of the congregation shall be held annually on a Sunday in May or June.
2. The current roster of voting, confirmed, and baptized members shall be determined prior to each annual meeting.
3. The order of business at the annual meeting shall be:
 - a) Opening devotion
 - b) Approval of the minutes of the previous meeting
 - c) Reports of Pastor(s), Congregation Council, Treasurer, Committees, Ministry Teams and others
 - d) Elections
 - e) Approval of budget
 - f) Unfinished business
 - g) New business
 - h) Closing prayer.
4. In the following cases voting shall be by written ballot:
 - a) To elect the officers of and at-large members of the Congregation Council.
 - b) To adopt or amend the Articles of Incorporation, Constitution, or Bylaws of the congregation.
 - c) To call a pastor or to dismiss a pastor.
 - d) To remove a member from office in the congregation.
 - e) To sever membership in the Evangelical Lutheran Church in America.
 - f) To dispose of, encumber, or purchase real property.
 - g) When requested by ten or more voting members present.
5. Except as otherwise provided in the Constitution and Bylaws, all matters shall be decided by majority vote of those present and voting.
6. No one shall be declared elected unless that person has received a majority of the votes cast.
7. If more than one ballot is required in an election, a motion shall be in order to limit the balloting after the first ballot to the three

candidates receiving the highest number of votes on the first ballot; and after the second ballot to limit the balloting to the two candidates receiving the highest number of votes.

Part IV CONGREGATION COUNCIL

In addition to the duties and responsibilities contained in the Constitution, the Congregation Council may:

1. In event of vacancies in any of the standing committees of the congregation, appoint members to fill the remainder of the vacated terms.
2. Appoint committees or individuals to advise and assist the Council in fulfilling its duties such as budget preparation, tax or legal affairs, insurance and financial management and selection of salaried lay workers.
3. Take actions as necessary for the good order and well-being of the congregation that are not expressly stated in the Constitution, except that it may not take any actions that are prohibited by expressed or implied provisions of the Constitution.
4. As set by the [ELCA Operational Ethics Policy](#), any Council Member and/or Pastor(s) are disqualified from participating in decisions in which they may have a financial interest.
5. Set the agenda for the Annual Meeting and Special Congregational Meetings as prescribed by Chapter 10 of the Constitution and Part III of the Bylaws.
6. Select delegates to represent the congregation at the Synodical assembly.
7. Establish and provide liability insurance (indemnity) as required for Council members, officers, employees, agents, or other members of any committee or ministry team of the congregation to comply with Article C19.01 of the Constitution.

Part V OFFICERS

The Executive Committee of the Congregation Council is comprised of the Officers of the Congregation. No two members from the same family shall serve as Officers of the Congregation.

1. **President** Specific duties of the President are:

- a. Preside over all meetings of the congregation, the Congregation Council and the Executive Committee.
 - b. Convene a call committee when so elected by the congregation and serve on the call committee as a voting member but not as chairperson.
 - c. Represent the congregation at Central Coast Conference assemblies.
 - d. Coordinate the planning efforts of the congregation and an annual planning session for the Council.
 - e. Provide for appropriate announcement of all council meetings and congregational meetings.
 - f. Assign Congregation Council officers and at large members as liaisons to the various Ministry Teams to provide direction and coordination.
2. **Vice President** Specific duties of the Vice President are:
- a. Assume the duties of the President in his/her absence.
 - b. Assist the President with designated assignments.
 - c. With the Senior Pastor, recruit, convene and empower Ministry Team and Committee Leaders to carry out their duties.
 - d. Maintain a roster of Ministry Team members and chairpersons.
 - e. Serve as Parliamentarian for meetings of the Congregation and Congregation Council.
3. **Secretary** Specific duties of the Secretary are:
- a. Take minutes of the meetings of the Congregation Council. Completed minutes are to be submitted to the church office ten days prior to the next meeting for filing and in order that copies may be distributed to Council members. A copy of the completed minutes will be posted prominently in the church.
 - b. Review the minutes for any items tabled from the previous meeting to be included on the agenda for the upcoming meeting.
 - c. Take minutes at all Congregational meetings. A signed copy of the completed minutes is to be placed in the files of the church.
 - d. Coordinate and oversee preparation and distribution of the Annual Report of the Congregation. The Annual Report is to be distributed to all church members one week before the Annual Meeting.
 - e. Prepare general correspondence initiated by the Congregation Council.

4. **Treasurer** Specific duties of the Treasurer are:

- a. Oversee a system of accounts of income and expenses of the congregation.
- b. Prepare monthly Treasurer's Report for presentation to the Congregational Council including all accounts for which the Treasurer is responsible.
- c. Keep the Congregation Council aware of financial trends or deficiencies in income and expenses on a continuing basis.
- d. Oversee and coordinate the duties of the Bookkeeper, if assigned.
- e. Oversee the preparation of all necessary reports, records and accounts of the congregation, including:
 - i. Prepare and submit quarterly and annual federal and state payroll tax returns and payments and prepare tax forms at the end of each calendar year.
 - ii. Make monthly payments to the ELCA pension and medical plans for all employees of the church covered under these plans.
 - iii. Make mission payments to the Southwest California Synod.
 - iv. Prepare paychecks for church employees.
 - v. Maintain adequate and proper bookkeeping records together with bills and invoices for audit purposes; balance checkbook and checking accounts monthly with bank statements; and issue checks for all submitted and approved bills within stated terms and conditions.
 - vi. Maintain current signature records and authorizations on file for church checking and savings accounts and safety deposit boxes.
 - vii. Oversee purchasing procedure policies and advise the Congregation Council if corrective actions are needed in case of abuse or failure to follow stated policies.

PART VI CONGREGATION COMMITTEES / FINANCIAL SECRETARY

The congregation committees shall be established in accordance with Chapter 13 of the Constitution. The members and terms of the Executive Committee, Nominating Committee, Audit Committee, Trust/Endowment Fund Committee and Mutual Ministry Committee are specifically defined in the Constitution. Committee Chairs will be appointed by the Congregation

Council to serve a term of 2 years. The Committee Chairs shall be eligible to serve no more than three full terms consecutively in the same position.

1. **Executive Committee:** The Executive Committee shall be responsible for setting the agenda for regular and special Congregation Council meetings.
2. **Nominating Committee:** The members of the nominating committee shall serve for the year following their election. They shall nominate one or more candidates for each office to be filled and shall secure the consent of each candidate to serve if elected.
 - a. The Nominating Committee will seek to provide broad representation of all areas of the congregation in selecting nominees.
 - b. The candidates put forth by the nominating committee shall be made known to the congregation in conjunction with the announcement of the congregational meeting at which the election is to take place.
 - c. In addition to the candidates submitted by the nominating committee, additional nominations may be made from the floor.
3. **Audit Committee:** The Audit Committee will perform an audit of congregational funds and records annually upon completion of the Fiscal year. With approval of the Congregation Council, the Committee may secure outside help on a fee basis from an independent accountant registered with the state.
 - a. Examine and review all accounts and records annually.
 - b. Exercise supervision and oversee the work of the review if it is conducted by an outside accounting firm.
 - c. Inspect and examine securities and investments and prepare a schedule of the securities and investments for review by the Congregation Council.
 - d. Report its findings in writing to the Congregation Council with supporting schedules and recommendations for changes and improvements.
 - e. Verify that the congregation complies with Federal and State tax laws and regulations and reporting requirements.
4. **Trust/Endowment Fund Committee:** The structure and mission of the Trust/Endowment Fund Committee shall include:
 - a. The committee shall elect from its membership a chairperson and secretary.

- b. The Congregation Treasurer shall be responsible for gathering, dispersing, and reporting of trust funds.
 - c. A quorum shall consist of 3 members.
 - d. The mission of the committee is to encourage and solicit Trust/Endowment fund donations through wills, gifts, memorials, and bequests from individuals, corporations, or other sources and Create a source of future income assuring continued ministry.
 - e. The Trust Fund Committee duties shall be as outlined in the Continuing Resolutions.
- 5. Mutual Ministry Committee:** Following the guidelines provided by the ELCA in the Mutual Ministry Manual, the Mutual Ministry Committee will affirm and strengthen the vision of the congregation and the ministry of the staff through listening and clarifying, sharing and communicating, and reviewing and reflecting. The Committee will report to the Congregation Council recommendations for changes and improvements.
- 6. Facilities Management Committee:** The Facilities Management Committee will be responsible for operations of the church facilities and maintenance of church property.
- 7. Financial Management Committee:** The Financial Management Committee shall report directly to the Congregation Council and shall oversee the financial and business activities related to operation of the church.
- a. Members shall consist of the Treasurer and Financial Secretary, plus additional members appointed by the Congregation Council.
 - b. As may be required for the performance of its responsibilities and with Congregation Council approval, the committee may secure the assistance of consultants on a fee basis.
 - c. Coordinate efforts with and assist the Audit Committee, Facilities Management Committee and Personnel Management Committee as appropriate.
 - d. Responsible, in coordination with the Personnel Team, for ensuring federal, state and local laws and regulations are complied with and required reports are filed in a timely manner.
 - e. Prepare an annual budget recommendation for the Congregation Council:

1. Follow guidelines provided by the Congregation Council and meet its timeline requirements.
2. Coordinate with and assist the Treasurer and/or Financial Secretary.

8. Personnel Management Committee: Responsible under the Congregation Council for management of personnel functions of the church.

- a. Coordinate with the Financial Management Committee to ensure federal, state and local laws and regulations pertaining to personnel are complied with and required reports are filed in a timely manner.
- b. Coordinate with the Director of Children and Teens Ministry to ensure that the Child and Youth Protection Policy and Procedures (“Safeguarding Policy”) has been implemented.

9. Financial Secretary

- a. The Financial Secretary shall be appointed by the Congregation Council and serve for one year, with no limit on eligibility for reappointment.
- b. The Financial Secretary shall keep a record of financial commitments of the congregation and a record of contributions.

10. Congregational Historian The historical identity of a congregation will be documented with orderly records so that heritage will be preserved and can be built on into the future.

- a. Appointed by the President of the Council
- b. Two-year term with no limit on eligibility for reappointment

PART VII MINISTRY TEAMS

A. General Areas of Responsibility Ministry Teams are formed to carry out the specific mission areas of the congregation as contained in Section C4.02 of the Constitution and as directed by the congregation or Congregation Council. Under the direction of the Congregation Council, the Ministry Teams may take all actions necessary in their specific mission areas to perform the ministry of the congregation.

1. Ministry team leaders will be appointed by the Congregation Council to serve a term of 2 years. Their terms shall begin at the close of the annual meeting following their appointment by the council.
2. Ministry Team Leaders shall attend ongoing leadership training provided by the Congregation Council and recruit team members for the future operation of the Team.
3. Ministry Teams shall have a membership of at least four members exclusive of the Ministry Team Leader. Names of team members will be provided to the Congregation Vice President.
4. General duties and responsibilities of Ministry Teams include:
 - a. Meet regularly as needed to conduct assigned mission responsibilities.
 - b. Provide updates to the Church Council.
 - c. Annually review and evaluate the ministry for which it is responsible consistent with congregational plans developed by the Congregation Council.
 - d. Establish specific goals and objectives for the coming year.
 - e. Submit annual budget requests to the Congregation Council at the designated time and administer the team budget as approved by the congregation.
 - f. Submit annual reports to the congregational Secretary at the designated time.
 - g. Conduct appropriate fundraising activities for specific needs with the consent of the Congregation Council.
 - h. Provide timely communications regarding team activities to the congregation.
 - i. Place all scheduled meetings and events under team direction on the master calendar.
 - j. Attend such workshops as are provided by the Conference and/or Synod in regard to team ministry or see that the congregation is represented at the same and publicize information obtained.
 - k. Receive and review materials from the ELCA and other church bodies that relate to team ministry.

1. Submit items requiring Congregation Council action to the Council President in advance of Council meetings.
 - m. Coordinate with other affected Ministry Teams and the Congregation Council concerning program developments and execution.
5. Specific Areas of responsibilities for Ministry Teams and Committees can be found in the corresponding area in the Continuing Resolutions.

PART VIII THE PASTORAL CALL

1. A desire for a change in pastorate by either the congregation or a pastor shall be referred to the Bishop of the synod in accordance with Chapter 9 of the Constitution and with the established procedures of the Evangelical Lutheran Church in America.
2. In accordance with Chapter 9 of the Constitution, when the congregation has voted to call a pastor, it shall issue a Letter of Call to the pastor-elect in a form approved by the Evangelical Lutheran Church in America. It shall be signed by the President and Secretary of the congregation and shall be attested by the Bishop of the synod.
3. The congregation shall require that its pastors shall be loyal to the faith, nature and purpose of the congregation as stated in Chapters 2, 3 and 4 of the Constitution.

PART IX REPORTS OF ORGANIZATIONS

(moved to continuing resolutions)

PART X PARISH RECORDS

In accordance with Chapter 9 of the Constitution, the Senior Pastor shall be responsible for keeping accurate records. Pastors shall report these statistics to the Bishop of the synod as required by the Constitution. Upon leaving the congregation, the Senior Pastor shall complete the records up to the time of departure.

Adoption / Revision History and Details

These Bylaws were adopted at the **January 20, 2002** Congregation Meeting.

They were revised at the **January 19, 2003** Congregation Meeting: Create a *Memorial Garden Committee* (standing committee) and re-number the subsequent paragraph.

They were revised at the **January 30, 2005** Congregation Meeting: Create a *Financial Management Committee* (standing committee), redefine duties of the *Audit Committee, Facilities Ministry Team, and Personnel Ministry Team*; re-number/letter appropriate paragraphs.

They were revised at the **January 29, 2006**, Congregation Meeting, Part III THE ANNUAL MEETING to read: 1. The Annual Meeting of the congregation will be held annually ~~during the month of January~~ **on or before the 5th Sunday of the year.**

They were revised at the **January 27, 2008**, Congregation Meeting: Part VII MINISTRY TEAMS, Section A, General Areas of Responsibility, 1 to read: "Ministry Team Leaders will be appointed by the Congregation Council to serve a term of 2 years. *Ministry Team Leaders shall be eligible to serve no more than two full terms consecutively in the same position. Their terms shall begin at the close of the annual meeting following their appointment by the council.*"

They were also revised at the **January 27, 2008**, Congregation Meeting: Part V OFFICERS, Section 2, Vice-President to read "With the Senior Pastor, *recruit, convene and empower Ministry Team and Committee Leaders to carry out their duties.*"

They were also revised at the **August 30, 2009**, Special Meeting of the Congregation: Part VII B. 10 to read

~~"10. College and Young Adult Ministry Team~~ **Lutheran Campus Ministry Team**
~~In coordination with appropriate staff, Responsible for planning, coordinating and implementing~~ **supporting the Lutheran Campus Pastor and Peer Ministers to implement** an organized Christian outreach program for the students and staff at Cal Poly State University and Cuesta College ~~and to young adults of the congregation.~~

- ~~1. Encourage the involvement of college and young adults in the life and ministry of the congregation through their participation in worship, study, and outreach as well as in fellowship and social activities.~~

2. ~~Encourage participation of congregation members in leadership and ministry to campus and young adults.~~
 3. ~~Serve as the official church liaison to the Tri-Synod Board for Campus Ministry.~~ d. ——— Represent the congregation at campus Lutheran organizations and other campus ministry organizations as the University Christian Community (UCC).
- a. **With the Campus Pastor and Peer Ministers, create an annual vision and goals for campus ministry, support the implementation of the goals, and assist in the evaluation of the ministry.**
 - b. **Foster connections between the congregation and campus ministry students through appropriate communications, shared activities, projects, and other means.**
 - c. **Oversee the budget for Lutheran Campus Ministry (LCM) and conduct fundraising activities to encourage giving and support to the LCM mission.**
 - d. **Host visits of the LCM Tri-Synod Board for Quadrennial Reviews and Tri-Synod Board Meetings."**

They were also revised at the **January 31, 2010**, Congregation Meeting: Part III THE ANNUAL MEETING to read: 1. The Annual Meeting of the congregation ~~will be held annual on or before the fifth Sunday of the year~~ **shall be held annually on Sunday in May or June.**

They were also revised at the **June 26, 2011**, Congregation Meeting, with following changes:

4. **Trust Fund Committee** The Trust Fund Committee shall consist of five voting members elected by the congregation. Term of office shall be for three years, with terms staggered to provide for one or two members to be elected each year. The Trust Fund Committee is to shall carry out the responsibilities set forth in the its founding Mount Carmel Trust Fund Resolution. The Trust Fund Resolution shall be treated as an extension of the Bylaws, and govern the operation of the Trust Fund Committee.
8. **Financial Secretary** The Financial Secretary shall be appointed by the Congregation Council and serve for one year, with no limit on eligibility for reappointment. The Financial Secretary shall keep a record of financial commitments of the congregation and a record of contributions. Specific duties of the Financial Secretary are:
 1. Serve on the Stewardship ~~Committee~~ Team.

10. **Lutheran Campus Ministry Team** Responsible for supporting the Lutheran Campus Pastor and Peer Ministers to implement an organized Christian outreach program for the students and staff at Cal Poly State University and Cuesta College.

~~d. Host visits of the LCM Tri-Synod Board for Quadrennial Reviews and Tri-Synod Board Meetings.~~

11. **Caring Ministry Team** Responsible for planning and encouraging programs of loving and caring for persons with special needs.

a. Encourage and develop specific programs of caring for persons in need within or outside the congregation such as special support groups, health ministry, prayer ministries, ~~OWLS~~ Senior Group, bereavement groups and other support groups.

b. Provide ministry to shut-ins including activities as communion, ~~tapes recordings~~ of worship services and visitations ~~and meals.~~

c. Serve as coordinator of special assistance and caring to families in event of death or ~~prolonged illness~~ for memorial/funeral receptions.

They were also revised at the **June 10, 2012**, Congregation Meeting, with following changes:

7. ~~Social Concerns~~ **Action Ministry Team** Responsible for the overall social action ministry of the congregation.

10. **Lutheran Campus Ministry Team** Responsible for supporting the ~~Luther Campus Pastor~~ assigned staff members and Peer Ministers to implement an organized Christian outreach program for the students and staff at Cal Poly State University and Cuesta College.

1. With the ~~Campus Pastor~~ assigned staff and Peer Ministers, create an annual vision and goals for campus ministry, support the implementation of the goals, and assist in the evaluation of the ministry.

They were also revised at the **June 9, 2013**, Congregation Meeting, with the following changes:

Changed and Added to PART VI Introduction

PART VI ~~STANDING~~ CONGREGATION COMMITTEES / FINANCIAL SECRETARY

The congregation committees shall be established in accordance with the Chapter 13 of the Constitution. The members and terms of the Executive Committee, Nominating Committee, Audit Committee and Mutual Ministry Committee are specifically defined in the Constitution.

Committee Chairs will be appointed by the Congregation Council to serve a term of 2 years. The Committee Chairs shall be eligible to serve no more than three full terms consecutively in the same position.

Changed Facilities Ministry Team to Facilities Management Committee, and moved to Part VI in Bylaws

Changed Personnel Ministry Team to Personnel Management Committee, and moved to Part VI in Bylaws

Removed Memorial Garden Committee, and distributed responsibilities to Facilities Management and Financial Management Committees

6. **Facilities Management Committee** The Facilities Management Committee will be responsible for operations of the church facilities and maintenance of church property.

h. Establish regulations and procedures for the operation, care and administration of the Memorial Garden.

7. **Financial Management Committee** The Financial Management Committee shall report directly to the Congregation Council and shall oversee the financial and business activities related to operation of the church.

c. Coordinate efforts with and assist the Audit Committee, Facilities ~~Ministry Team~~ Management Committee and Personnel ~~Ministry Team~~ Management Committee as appropriate.

h. Establish a schedule of rates and charges for use of the Memorial Garden.

Changed "Head Counter" to "counters" in Financial Secretary responsibilities

9. **Financial Secretary**

e. Supervise and train the ~~Head Counter~~ counters.

Changed Ministry Team Lead term limits from two consecutive to three consecutive

1. Ministry Team Leaders will be appointed by the Congregation Council to serve a term of 2 years. Ministry Team Leaders shall be eligible to serve no more than ~~two~~ three full terms consecutively in the same position. Their terms shall begin at the close of the annual meeting following their appointment by the council.

Added Intern Support Team

10. **Intern Support Team** When an intern is assigned, a Lay Internship Support Team shall be appointed to provide an advisory body to assist and evaluate the Intern. The Team shall consist of five to eight members and shall be appointed by the Congregation Council; and an additional one or two members may be added at the option and selection of the Intern (at any time during the internship). The Team members will serve for the duration of the Intern's term, normally one year; however, when subsequent Interns are expected to be present over a multiple-year period, the Team members may serve for up to three years with one-third of the Team rotating each year.

Specific Team duties will be as prescribed in the seminary *Lay Internship Committee Handbook* or successor document, and will generally include

1. Providing advisory responsibility to the Intern on behalf of the congregation;
2. Developing a supportive relationship with the intern to help her/his development;
3. Acting as a counselor to the intern in case of significant disagreement, conflict or grievance involving members of the congregation or staff;
4. Providing informal evaluations to the intern regularly and formal evaluation to the Intern's seminary twice a year or as may be otherwise required;
5. Providing evaluation and constructive feedback on Intern's sermons, teachings or other presentations.
6. Initiating and overseeing welcome and farewell opportunities appropriate for the Intern and the congregation;
7. Make regular reports to the Congregation Council and Senior Pastor of Team activities.

Recommended Revisions as of March 2020

1. Updated Table of contents to reflect items that have been moved to Continuing resolutions
2. Added revision date of March 2020
3. Part V – Officers
 - Recommend that the appointment of a congregational historian be moved to continuing resolutions since it is not an elected position and MCLC has not had one
4. update the word liaison – or eliminate it entirely
5. Part VI – Congregation committees
 - 6a – recommend looking at rental properties highlighted area (should this be in CR)
6. Part VII – Ministry teams – General Areas of Responsibility
 - 1 – look at ministry team leaders term vs member at large representative
 - 2- and recruit team members for the future operation of the Team. (maybe move to CR as it's a specific duty?)
 - 4b – provide updates to the church council (move to CR?)
7. Part VII – Ministry teams – Specific areas of responsibility
 - Entire area moved to Continuing resolutions
8. Part IX – Reports of organizations
 - Entire area moved to Continuing resolutions
9. Part X – Parish Records
 - Recommend that Pastors shall report these statistics to the congregation at the annual meeting – move to Continuing Resolutions.

Recommended Revisions as of March 2021

- specific areas for responsibilities for Ministry teams and committees have moved over to Continuing resolutions (Trust Fund, Facilities, Financial Management, Personnel, Financial Secretary)

- Added information about Executive Committee and no two members from the same family shall serve on Executive committee.
- Congregational Historian position added to bylaws (defined) and outlined with specific duties in continuing resolutions
- Added conflict of interest statement (#4) to section IV Congregation Council with link to model Operational Ethics policy of the ELCA (not sure that MCLC has this and would need to adopt)
- Mutual Ministry Committee/Team outlined with link to handbook in CR
- Parish Records – moved information about types of records and reporting of records into CR

Proposed