

**Bylaws of
Springs of Grace Lutheran Church
Boiling Springs, SC 29316**

**Chapter 1.
Congregational Meetings**

C1.01. The Spring Congregational meeting shall be held on the last Sunday in April with the exception of Easter Sunday being the same day. The council shall then set the meeting to one of the 3 following Sundays. The Fall Congregational meeting shall be held on the second Sunday in November.

**Chapter 2.
Duties of Congregational Council Members**

- C2.01.** Duties of the specific members of the Congregational council shall be as follows:
- A. **President** shall preside over Congregational Council and Congregational meetings. He/she shall also serve as an advisor and ex-officio member on the Evangelism & Outreach, Education & Youth and Worship & Music Teams.
 - B. **Vice-President** shall preside in the absence of the President and serve as an advisor and ex-officio member of the Property & Management Council. The Vice-President shall be the Financial Secretary.
 - C. **Treasurer** shall be bonded and shall be custodian of all funds of the congregation, and shall disburse all such funds in accordance with the decisions of the congregation or Congregational Council. The Treasurer shall:
 - 1) Present an up to date report of contributions and expenses to the Annual Spring Congregational meeting.
 - 2) Present an audited report provided by the Audit Committee along with an up to date report of contributions and expenses at the Fall Congregational meeting.
 - 3) Present an up to date report of contributions to the monthly meetings of the Council.
 - 4) Present any other reports as may be required.
 - D. **Secretary** shall keep the minutes of the Council and Congregational meetings and preserve its archives.
 - E. **Chair of Evangelism and Outreach** shall have special responsibility under the guidance of the pastor for the development of a sound program of evangelism and for the general spiritual care and fellowship of the congregation and shall make recommendations thereon to the Congregational council. Their area also encompasses the mission and outreach both in community services and the church.
 - F. **Chair of Worship and Music** shall have a special responsibility under the guidance of the pastor for matters pertaining to the congregation's worship and music for the general spiritual care of the congregation and shall make recommendations thereon to the Congregational council.
 - G. **Chair of Education and Youth** shall have responsibility under the guidance of the pastor to develop an education and youth program. The general duties include the areas of both youth and adult education and involvement in church programs.
 - H. **Chair of Property and Management** shall have special responsibility for the care of property & staff. He/she shall also carefully examine all insurance policies annually to determine the amount and kind of insurance in force and include this report in its statement of property and shall make recommendations thereon to the Congregational council.

**Chapter 3.
Congregational Membership Roll**

- C3.01** Policies for determining inactivity and removal from the rolls based on such inactivity. Congregational members that have not worshiped, communed or made a contribution of record for six months shall be placed on the inactive list once the following three things have been attempted:
- A. Attempt has been made by a member of Springs of Grace to contact said member by phone or letter.
 - B. Attempt has been made by a member of the Congregational council to contact said member by phone or in person.
 - C. Attempt has been made by the Pastor to contact/visit said member.
 - D. Members who have not communed and/or contributed in one year will be removed from the parish registry.

C3.02 The congregational roll shall be purged by action of the Congregational council prior to the Annual Spring Congregational meeting. Any member that has remained on the inactive list for twelve months or more will be purged from the rolls at that time. Such purges shall be reported to the congregation at the spring meeting. Exemptions to these guidelines shall be members away from the area or college or military service.

Endnote: Specific Task Force and Team responsibilities are to be contained in Chapter Eighteen (Continuing Resolutions) of this Congregation's Constitution.