

CROSS OF HOPE LUTHERAN CHURCH

6104 Taylor Ranch Road, NW

Albuquerque, NM 87120

BY-LAWS

Part I - COMMUNION PARTICIPATION

(C.f. Article II of Constitution)

1. This congregation invites all of its members who have been prepared to participate regularly in Holy Communion.
2. ~~Preparation for Holy Communion will normally be provided for persons as young as ten years of age or grade five.~~
3. Participation in Holy Communion shall be open to members of other congregations, who accept the Lutheran teaching in regard to this Sacrament.
4. It shall be made known to prospective participants that the belief of this congregation is:
 - a. ~~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."~~
 - b. We hold that a "person is well prepared and worthy who believes these words, 'given and shed for you for the remission of sins.' But anyone who does not believe these words, or doubts them, is neither prepared nor worthy, for the words 'for you' simply require a believing heart."
5. ~~Record of participation in worship and Holy Communion shall be maintained. If a member of another congregation communes, notice shall be sent to the pastor of that congregation.~~

Part II - CONFLICTING LOYALTIES

(Cf. Article II of Constitution)

1. While the buildings of the congregation shall be open to all people to share in its worship, instruction, pastoral care and fellowship, the congregation rejects all fellowship with organizations, secret or open, which are avowedly religious or practice forms of religion without confessing faith in the Triune God and in Jesus Christ as the eternal Son of God incarnate to be our only Saviour from sin, and which thus teach salvation by works.
2. Ceremonies of lodges or other such organizations shall not be permitted in the buildings or premises of the congregation; nor shall its pastor(s) or lay assistant(s) take part in any such ceremonies wherever they are conducted.

Part III - MEMBERSHIP

(Cf. Article VI of Constitution)

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, neither of whose parents or guardians is a member of the congregation, shall, upon receiving Baptism, become a baptized member of the congregation; unless for good reason

the child is to be a baptized member of another congregation in which case 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 teachings of the Word of God as confessed by the Lutheran Church, 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 an orphan or a ward of someone and these people move into the area served by this congregation, the child may be received as a baptized member when he/she is 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 Lutheran Church, 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 Lutheran Church and having publicly affirmed his/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 Section 1, d of this part of the by-laws shall be considered a confirmed member without participation in the rite of confirmation.
- c. An applicant for membership who presents a Letter of Transfer which certifies that the applicant is a confirmed member in good standing of a Lutheran congregation shall become a confirmed member of the congregation upon approval by the Congregational Council. The acceptance of the applicant shall normally be noted publicly in the congregation.
- 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 the Congregational Council has determined that the applicant meets the standards of Christian faith and life indicated in the constitution and by-laws and has reaffirmed that faith before the congregation.

3. Voting Members

The Congregational Council shall determine the roster of voting members of the congregation in accordance with the provisions of the constitution and by-laws. ~~The roster of voting members shall be available during at all regularly called meetings of the congregation digitally.~~ The term 'in good standing' shall be defined to include:

- a. Those who partake of Holy Communion; and
- b. Those who support the congregation through deeds or funds; and
- c. Those who participate in the life and worship of the congregation.

4. Associate Members

An individual 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 Lutheran Church, and is presently holding membership in another Lutheran Church, can request associate membership.

- a. An associate member may not hold office, serve on the Congregational council, hold voting privileges, and will not be a part of membership statistics.
- b. An associate member must desire to be actively involved in worship and the receiving of the Lord's Supper; and must be active in the life and work of the congregation.
- c. An associate member will be encouraged to become a member.

5. Pastoral Care of Membership

- a. The congregation shall, in the event of the removal of a member from the community it serves, encourage the member to request a transfer to a Lutheran congregation which can serve him effectively. ~~Should the member fail to request a transfer, a Lutheran congregation in the community of his residence shall be notified.~~
- b. A confirmed member in good standing desiring to change his membership to another Lutheran congregation shall, upon request, receive a Letter of Transfer.
- c. Membership rolls are reviewed annually to determine inactivity. Reaching out and visitation will be per accepted procedure. ~~A confirmed member who does not, for a period of one year, partake of Holy Communion, support the congregation through deeds or funds, and does not appear to desire to participate in the life and worship of the congregation, shall be visited by any two of the following: the pastor and/or members of the Congregational Council, and be encouraged by them to active membership. If, during the second year, the confirmed member does not actively participate, that member'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.~~
- d. A child, neither of whose parents or guardians is a member of the congregation, may be removed from the roster of baptized members if that child fails to participate in the life and worship of the congregation.

6. Discipline

(Cf. Article VII of Constitution)

In exercising discipline as provided in the constitution, the following shall be the procedure:

- a. A person who is requested to appear before the Congregational Council for possible discipline shall be advised in writing no less than ten days prior to the hearing. The written notice shall include the time and place of the hearing and shall specify the exact reason for the possible discipline. If that person fails to appear at the time and place without valid excuse, the Congregational Council may proceed with the hearing and may reach its conclusion in the absence of that person.
- b. Should the person be found guilty by a two-thirds vote of the members of the Congregational Council, the Council shall impose one of the following:
 1. Censure before the Congregational Council or congregation;
 2. Suspension from membership until proof• is given of sufficient repentance and amendment;
 3. Exclusion from membership and denial of the Sacraments.

In the event of the imposition of (2) or (3) above, the actions of the Church Council shall be in writing.

Part IV • THE PASTOR

(Cf. Article IX of the Constitution)

1. 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 chairman and the secretary of the meeting at which the Call was voted, and shall be attested by the signature of the president of the district. A call to a member of the clergy to be an assistant pastor shall be issued only with the concurrence of the pastor of the congregation and in accordance with the provisions, of this paragraph.
2. The Call shall normally be for an indefinite time. A Call issued to an assistant pastor may be for a definite time.
3. If a pastor receives a Call to another ministry, the pastor may consult the Congregational Council, or, if desired, the congregation, before reaching a decision. The pastor shall announce a decision as quickly as possible, normally within three weeks. The pastor shall notify the district president. When a Call has been accepted, the pastor's ministry in the congregation shall be terminated as soon as feasible, normally within a month.

Part V - MEETINGS OF THE CONGREGATION

(Cf. Article X of the Constitution)

1. Announcement of the time and place of the annual meeting of the congregation shall be made at two public services immediately preceding the meeting, said services to be at least a week apart; and in such publications as the congregation or the pastor may periodically issue, or by written notice to the voting members mailed not less than ten days in advance of the meeting.
2. The current rosters of voting, confirmed and baptized members shall be available digitally during at each meeting of the congregation.
3. A quorum shall consist of ~~15%~~ 10% of the voting members.
4. The annual meeting shall receive reports from all the organizations of the congregation. Such reports, including a financial statement, shall be submitted in writing to the pastor not less than 14 days before such meeting.
5. ~~The annual meeting of the congregation shall elect a nominating committee of three members with an additional two being appointed by the Congregational Council. The pastor shall serve as convener and as an advisory member. The term of office of the members of the nominating committee shall be one year. The nominating committee shall nominate one or more candidates for each office to be filled and shall secure the consent of each candidate. The list of nominees shall be announced to the congregation in conjunction with the announcements of the meeting of the congregation at which the elections are to take place. In addition to the candidates submitted by the nominating committee, additional nominations may be made from the floor. The Congregational Council shall fill vacancies on the nominating committee.~~
6. Unless otherwise ordered, parliamentary procedures shall be in accordance with Robert's Rules of Order.
7. Proxy voting shall not be permitted.

Part VI-OFFICERS, CONGREGATIONAL COUNCIL AND COMMITTEES

(Cf. Article XI of Constitution)

1. Membership and Meetings of the Congregational Council

In addition to the provisions of the constitution, the following shall govern membership of the Congregational Council and the conduct of its meetings:

- a. Only a voting member of the congregation shall be eligible for membership on the Congregational Council.
- b. If a vacancy occurs on the Congregational Council, the Council shall fill the vacancy by appointment of the Executive Committee with approval of the majority of the Council, until the next meeting of the congregation, should the unexpired term be one year or less it shall not be considered in determining eligibility for succession.
- c. A member of the Congregational Council who is absent from two consecutive regular meetings shall be consulted by the president of the congregation; if a member is absent from ~~three~~ ^{four} consecutive regular meetings without valid excuse, the Council may declare the office vacant.
- d. A quorum for any regular or special meeting of the Congregational Council shall be a simple majority of its membership.
- e. A special meeting may be called by the pastor, the president or any three members of the Congregational Council. Notice of such meeting shall be given not less than five days prior to the meeting and shall be announced at a public service if one is held during that period.
- f. At its annual meeting, the congregation shall elect to the Congregational Council ~~12~~ 8 - 10 members, each elected in such a manner that after the first election, ~~one-third, one-fourth or approximately one-third one fourth,~~ is elected each year. During the first year of the congregation's existence, ~~one-third shall be elected for a one year term, one-third for a two year term and one-third for a three year term.~~
- g. Meetings of the Congregational Council shall normally be held monthly.

2. Duties and Responsibilities of the Congregational Council

In addition to the duties and responsibilities provided in the constitution, the Church Council shall:

- a. Secure necessary staff other than the rostered minister (s) ~~pastor(s),~~ such as administrative assistant, Christian day school teacher, business administrator, church musician, parish education director, parish secretary, parish worker or youth worker, intern, custodian, etc. and fix and review annually their salaries.
- b. Review annually the salary/ies of the pastor(s) and make adjustments from time to time within the limits of the budget approved by the congregation.
- c. Receive reports regularly from the treasurer to ascertain that the expenditures are within the budget approved by the congregation. Any expenditures in excess of the total voted budget must be approved by the ~~congregation~~ Congregational Council.
- d. Prepare a budget to submit to annual congregational meeting.
- e. Assure itself that the treasurer and others who have access to funds of the congregation are adequately bonded.
- f. ~~Appoint annually~~ When deemed necessary, an auditing committee composed of three members will be appointed, which shall audit the fiscal records of the congregation and report its findings in writing to the annual meeting. Such audits shall include examination of existing insurance coverage.
- g. Be responsible for the buildings and premises of the congregation so that their use is normally limited to the functions of the congregation. Should groups or individuals not associated with the congregation desire to regularly use such property long term, application shall be made to the Congregational Council for its approval.
- h. ~~Elect the superintendent of the Sunday church school, upon nomination by the Division on Education.~~

- i. ~~The Congregational Council shall elect from its membership, a liaison to each Ministry. All Ministries shall be composed of members and associate members of this congregation who shall elect their own chairpersons. Each liaison shall be responsible for communication between Ministry and Council.~~
 - j. Exercise discipline in accordance with the provisions of this constitution and its by-laws.
 - k. ~~Convene at least once each year a meeting of all committees, together with representatives of their organizations of the congregation, to meet jointly with the Church Council to review the life, work and program of the congregation.~~
 - l. Have authority between meetings of the congregation to choose delegates to any group or meeting in which the congregation is entitled to representation.
3. Duties of Officers and Committees of the Congregational Council
- a. The President shall preside at all of the meetings of the congregation and the Church council and as such, have general supervision of the business and financial affairs of the Corporation. subject to the limits of concurrence by the Church Council and congregation, and shall officially sign all legal documents as the legal head of this congregation, and perform such other duties as are incidental to this office, and as directed by the other Church council members and the congregation.
 - b. In the case of the absence or disability of the President, his duties shall be performed by the Vice-President.
 - c. The Secretary shall issue notice of all congregational and Church Council meetings and shall preside as Secretary at all such meetings and keep the minutes there of; shall have charge of all Corporate books and papers and shall be custodian of the Corporate Seal and shall attest with his or her Signature and impress with the Corporate Seal all written contracts and perform such other duties as are incidental to the office or as may be required by the congregation and/or Congregational Council.
 - d. The Treasurer shall have charge of all monies and securities of the congregation and shall be bonded. He or she may sign checks of the Corporation when authorized by the Congregational Council or the congregation in such amounts as he or she may be authorized; shall keep regular books of account and shall submit all receipts, vouchers or records or other papers to the Finance Division for their examination and approval as often as may be required and shall present a duly audited report to the annual congregation meeting and such other reports as the congregation may from time to time require.
 - e. The duties and responsibilities of the Ministries of the Congregational Council shall be as follows:
 - ~~Education Ministry: The Education Ministry shall set Christian Education goals and objectives, provide opportunities for continued spiritual growth, and monitor the congregation's educational programs for all ages.~~
 - ~~Evangelism Ministry: The Evangelism Ministry shall present the Good News of Christ to others, using all the means available to us; find ways to reach out to those with spiritual, physical and financial needs in Taylor Ranch and surrounding communities.~~
 - ~~Finance Ministry: The Finance Ministry shall plan and oversee the expenditures of congregational funds.~~
 - ~~Parish Life Ministry: The Parish Life Ministry shall initiate, support, and plan a wide range of activities and fellowship opportunities for all age groups.~~

Property Ministry: The Property Ministry shall maintain and protect all property inside and outside of the church, including the physical plant and housekeeping. Also, this Ministry shall recommend and oversee improvements and/or additions to existing church property.

Social Concerns Ministry: The Social Concerns Ministry shall provide care (monetary, food, emotional, and spiritual) within the congregation, community, city, state, nation, and world.

Stewardship Ministry: The Stewardship Ministry shall develop, administer and maintain a stewardship program which provides for support of this Congregation's ministry through an emphasis on tithing, and educates the members of the Congregation regarding the total mission of the Church, locally, synodically, and globally.

Worship Ministry: The Worship Ministry shall assure that the congregation gathers regularly for worship in an atmosphere of excitement and celebration in keeping with Lutheran theology and tradition, and that worship has a place in other functions of the congregation.

Youth Ministry: The Youth Ministry shall provide an ongoing ministry for all of God's children of this congregation, especially for the youth (kindergarten through 12th grade). The Youth Ministry shall provide programs that will motivate, encourage, and stimulate participation in the life of this congregation.

f. Duties of the executive Committee shall be to:

Provide day-to-day counsel guidance, feedback, and direction to the pastor.

Administer any important needs of the church that must be met between meetings of the Church Council.

Develop agendas for Council meetings.

Part VII-PARISH RECORDS

The records of the congregation shall be and remain the property of the congregation. The pastor shall be responsible for the maintenance of the records, except as otherwise provided herein. Upon the termination of a pastor's service to the congregation, the records shall have been brought up to date prior to departure. The records shall consist of:

1. The roster of baptized, confirmed and voting members;
2. The ministerial acts performed by the pastor;
3. The minutes and reports of the Synod;
4. The minutes of the meetings of the congregation and the Congregational Council. for which the Secretary of the congregation shall be responsible;
5. The financial records of the congregation, for which the Treasurer of the congregation shall be responsible.

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

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.