

**GOVERNING BYLAWS
OF
HEBRON EVANGELICAL LUTHERAN CHURCH
HEBRON, KY
REVISED: November 29, 2015**

**“Invite People to Jesus, Equip All for Discipleship,
Expand God’s Kingdom, and Glorify God”**

Chapter 1. CONGREGATIONAL MEETING

- C1.01** The Annual Meeting of the congregation shall be held in November as scheduled by the HLC Council.
- C1.02** Special meetings of the congregation may be called by petition of at least fifty (50) voting members.
- C1.03** Voting by proxy or absentee ballot shall not be permitted.
- C1.04** Unless specified in the constitution, all actions by the congregation shall be approved by a simple majority of those present and voting. No vote shall be conducted without a quorum.
- C1.05** Robert’s Rules of Order, latest edition, shall govern parliamentary procedure of all congregational meetings.

Chapter 2. MINISTRIES OF HEBRON LUTHERAN CHURCH

- C2.01** All Ministries of Hebron Lutheran Church must meet the following qualifications and requirements:
 - A. The ministry idea must be biblically sound.
 - B. The ministry idea must be consistent with the Marks of Discipleship, and the mission, vision and purpose of HLC as specified by the constitution, the bylaws and continuing resolutions.
 - C. The ministry idea must not involve the independent raising and holding of funds unless expressly approved by the HLC Council.
 - D. The leader(s) of the ministry team must be a member(s) of HLC.

- E. Ministry leaders shall submit annual reports in writing for presentation at the annual congregational meeting.

C2.02 A proposed ministry shall provide to the Senior Pastor a plan of how the ministry will be implemented which addresses the following:

- A. The purpose of the ministry.
- B. The beneficiaries for the ministry.
- C. How the ministry shall be coordinated with the church staff.

Chapter 3. THE HLC COUNCIL

C3.01 Purpose:

- A. To be accountable to God.
- B. To lead the congregation of HLC in pursuing its mission, purpose and vision.
- C. To exercise general oversight of the life and activities of the HLC congregation.
- D. To encourage, equip, and support those who are directly involved in the purpose and ministry of the church.
- E. To foster the spiritual growth of the congregation.
- F. To exercise overall decision-making responsibility for the church, with ratification as necessary by the congregation at the annual meeting or special meetings.

C3.02 Responsibilities:

- A. To review and assess all activities and programs of the church.
- B. To ensure that the church pursues balance in the Marks of Discipleship:
- C. To assess continually the overall spiritual condition of the church as guided by the Marks of Discipleship and in accordance with the Word of God, using regular communication with ministry leaders, HLC staff and the congregation.
- D. To communicate regularly with ministry leaders, HLC staff and the congregation.
- E. To promote a congregational climate of peace and goodwill, and, as differences and conflicts arise, to endeavor to foster a mutual understanding. When there is

conflict within this congregation on a substantive issue that cannot be resolved internally, the HLC Council will seek help from agencies that specialize in resolving conflict within a congregation. After consultation, the matter will be referred back to the HLC Council who shall call a special congregational meeting and present recommendations accordingly.

- F. To meet and pray at least monthly.
- G. To address specific issues which arise throughout the year.
- H. To recommend to the congregation at the annual meeting or special meetings, annual budgets, changes to the constitution, bylaws, and other matters that have a congregation-wide impact.
- I. To oversee all financial and property matters which fall within the budget approved at the annual Congregational Meeting.
- J. Maintaining and protecting HLC property and the management of its business and fiscal affairs. It shall have the powers and be subject to the obligations under the laws of the Commonwealth of Kentucky, except as otherwise provided herein.
- K. Have the authority to buy, sell, or encumber real or business personal property as stated in the constitution.
- L. Preparing an annual budget for adoption by this congregation, and supervise the expenditure of funds in accordance with the balance.
- M. Ascertaining that the financial affairs of this congregation are being conducted efficiently, giving particular attention to the prompt payment of all obligations.
- N. Overseeing the congregation's investments and its total insurance program.
- O. Securing a financial review, no less than every three years, or as needed, in response to a prior review. The review team shall consist of at least three persons and no more than five, none of whom may be HLC Council or staff members.
- P. To carry out the provisions of the constitution, its bylaws, and the continuing resolutions.
- Q. All financial and property matters which fall within the budget previously approved at the annual Congregational Meeting will be delegated to, and the responsibility of, the HLC Council.

Chapter 4. ORGANIZATION OF THE HLC COUNCIL

- C4.01** The members of the HLC Council, except the pastor(s), shall be elected at the Annual Meeting. Any voting member of the congregation may be nominated and elected to the HLC Council.
- A. The voting membership of the HLC Council shall consist of the pastor(s) and 12 members of the congregation.
 - B. Their term of office shall be for 3 years, beginning on January 1st ending on December 31st. Newly elected HLC Council members shall be installed at worship a Sunday prior to the January council meeting.
 - C. Members are limited to two consecutive three-year terms.
 - D. A vacancy is declared if a member 1) resigns 2) ceases to be a voting member of this congregation 3) is absent from three regular meetings of the HLC Council without cause or 4) is removed through disciplinary action by the HLC Council.
 - E. When a vacancy is declared, the HLC Council shall elect, by majority vote, a successor until the next annual meeting. The remainder of the term will be filled by election at the annual meeting.
 - F. Individuals who have served less than one-half of a regular term shall be eligible for nomination and possible election to two full terms.

Chapter 5. OFFICERS OF THE CONGREGATION

- C5.01** The officers of this congregation shall be a president, vice president, secretary, treasurer and a financial secretary.
- A. The President and Vice President shall be nominated and elected from the membership of the HLC Council.
 - B. If the other officers are not elected from the membership of the HLC Council, they shall have voice but no vote at the meetings of the HLC Council.
- C5.02** The officers shall:
- A. Be voting members of the congregation.
 - B. Serve similar offices of the HLC Council.

- C. Be elected by simple majority written ballot and shall serve for one year. The election of officers shall occur at the regularly scheduled January Council meeting. Their terms shall begin immediately upon their election. If an office is declared vacant, the HLC Council shall elect a new officer.
- D. Hold no more than one office at a time.

C5.03 The President shall:

- A. Preside at all meetings of the council and congregation.
- B. Meet with the pastor(s) and the Executive Committee to review past progress and future efforts and plans of the congregation.
- C. Be an advisory member of all ministries and committees of the congregation.
- D. Represent the congregation in matters of business, and sign or countersign legal documents.

C5.04 The Vice-President shall:

- A. Preside in the event of the president's inability to serve.
- B. Represent the congregation in matters of business, and sign or countersign legal documents.

C5.05 The Secretary shall:

- A. Record and distribute accurate minutes of all council and congregational meetings.
- B. Maintain a permanent record of all minutes of the council and congregational meetings.
- C. Maintain a roll of voting members of the congregation.
- D. Periodically report significant actions of the HLC Council to the congregation.

C5.06 The Treasurer shall:

- A. Be responsible for the safekeeping of all funds, securities and fiduciary documents of the congregation.
- B. Oversee the accounts of the congregation, and prepare a monthly condensed statement showing all receipts and disbursements.

- C. Keep in close contact with the Senior Pastor and President regarding financial matters.

C5.07 The Financial Secretary shall:

- A. Oversee recording of offerings made to Hebron Lutheran Church.
- B. Oversee the preparation of financial documents required by the audit committee and tax reporting documents as required by State and/or Federal laws.

Chapter 6. CONGREGATION COMMITTEES

C6.01 The Executive Committee shall consist of the President, Vice President, Secretary and Treasurer of this congregation and the Pastor(s). The Executive Committee shall meet at least monthly to prepare the agenda for the next council meeting and may make recommendations for possible council actions.

C6.02 When a pastoral vacancy occurs, a Call Committee of six voting members (limited to no more than two council members) shall be appointed by the HLC Council. Term of office will terminate upon installation of the newly called pastor.

C6.03 A Nominating Committee of at least three voting members of this congregation shall be appointed by the HLC Council yearly to procure nominees to fill Council vacancies. If possible, two committee members shall be outgoing members of the HLC Council.

C6.04 Other committees of this congregation may be formed, as the need arises, by decision of the HLC Council, who will specify their duties.

Chapter 7. MEMBERSHIP

C7.01 Members of this congregation shall be those baptized persons on the roll of the congregation at the time that these bylaws are adopted and those who are admitted thereafter in accordance with the provisions of these bylaws.

C7.02 Members shall be described as follows:

- A. Baptized Members are those persons who have been received by the Sacrament of Holy Baptism in this congregation, or, having been previously baptized in the name of the Triune God, or have been received by transfer from other Christian congregations or by affirmation of faith.
- B. Confirmed Members are baptized persons who have affirmed their faith through Confirmation or the new member processes of this congregation.

- C. Voting Members are Confirmed Members who have communed and made a contribution of record during the current or preceding year.

C7.03 It shall be the privilege and duty of Members of this congregation to:

- A. Make regular use of the Means of Grace, both Word and Sacraments.
- B. Live a Christian life in accordance with the Word of God and the teachings of the Lutheran Church as noted in the HLC Constitution, “Chapter 2 Confession of Faith”.
- C. Support the life and mission of this congregation through prayer, contribution of time, talent and financial resources as biblical stewards.

C7.04 Members of this congregation shall be removed from membership by any of the following:

- A. Death
- B. Resignation
- C. Transfer or release
- D. Disciplinary action by the HLC Council
- E. If a member has no record of financial contribution and communing for 5 years, the member will be subject to removal by the senior pastor from the membership roll. Such persons who have been removed from the active membership roster shall remain persons for whom the church has a continuing pastoral concern.

Chapter 8. DISCIPLINE OF MEMBERS

C8.01 Denial of the Christian faith as described in the HLC Constitution, conduct grossly unbecoming a member of the church of Christ, or persistent trouble-making in this congregation are sufficient cause for discipline of a member. Prior to disciplinary action, reconciliation will be attempted following Matthew 18:15-17, proceeding through these successive steps: a) private admonition by the pastor, b) admonition by the pastor in the presence of two or three witnesses, and c) citation to appear before the HLC Council. If for any reason, the pastor is unable to administer the admonitions required by a) and b) hereof, the president or vice president shall administer such admonitions.

C8.02 Disciplinary actions may be reconsidered and revoked by the HLC Council upon receipt of:

- A. Evidence that injustice has been done.

B. Evidence of repentance and amendment.

Chapter 9. GENERAL POLICY OF CHURCH FACILITY USE

C9.01 The use of the facilities of Hebron Evangelical Lutheran Church, Hebron, Kentucky, is reserved for the church and its approved ministries and current active members of the church. Permission May Be Granted for Other Groups to Use The Facilities Under Certain Conditions:

- A. Although the facilities of Hebron Evangelical Lutheran Church are not generally open to the public; we do occasionally make our facilities available to approved persons and groups who are not associated with our church as a witness to our faith, in a spirit of Christian love, and as a means of demonstrating the Gospel of Jesus Christ in practice.
- B. However, we do not permit our facilities to be used in any way which is inconsistent with our own ministry goals or our beliefs, faith, or moral teachings. A description of some of our ministry goals, beliefs, faith, and moral teachings is provided in our constitution and bylaws, as well as in the documents and statements of faith and practice of the Association of which Hebron Evangelical Lutheran Church is a member congregation; Lutheran Congregations in Mission for Christ (abbreviated LCMC). Hebron Evangelical Lutheran Church cannot in good conscience materially cooperate in activities or beliefs that are contrary to our faith. Allowing our facilities to be used for purposes that contradict our beliefs would be material cooperation with that activity, and would be a grave violation of our faith, moral and religious practice. [See 2 Corinthians 6:14; 1 Thessalonians 5:22 for Biblical passages that proscribe our participation in such practices contrary to our faith.] All groups or persons who are not affiliated with our church's ministries, or who are not members of our church must complete an application for use of the facilities and agree that if we approve the application for facility use, then its terms will constitute the agreement between the group or person using our facilities and our church."

Chapter 10. STATEMENT OF FAITH: MARRIAGE AND SEXUALITY

C10.01 In love we speak these truths so that we will endeavor to show everyone compassion, love, kindness, respect and dignity and be a beacon of light to shine before all people (Mark 12:28-31; Luke 6:31; Matt. 5:14-16). We at Hebron Lutheran Church Hebron believe, teach and accept the canonical Scriptures of the Old and New Testaments as the inspired and inerrant Word of God. It reveals both Law and Gospel and points directly to the only Savior of the world - Jesus Christ. The Bible is the sole authoritative source and norm of our proclamation of faith, and life (Romans 10:17; Hebrews 4:12; 2 Timothy 3:16).

Therefore, our morality is determined by Scripture and not political correctness or by social norms that run counter to our beliefs. As a result, we believe that God created man and woman in His image (Gen. 1:27) as two distinct and complementary persons to each other and in this union holds the basic building block of the family. Sexual intimacy is a created gift of God designed and intended for one man and one woman in the bond of marriage. The gift of a family is to be cared for and nurtured, built upon a spiritual foundation of love and faithfulness to God, His Word, and family members. "We love because he first loved us." (1 John 4:19, ESV)

We believe that the term "marriage" has only one meaning: the uniting of one man and woman in a single, exclusive union, as described in Scripture (Gen. 2:18-25). Sexual intimacy occurs only between a man and a woman who are married to each other (1 Cor. 6:18; 7:2-5). As a result, we believe and accept the following Pastoral Admonition stated by the Lutheran Congregations in Mission for Christ, or LCMC, which can be found on their website: (<http://www.lcmc.net/pastoral-admonition/425>):

"We affirm that God created us male and female, and that it is God's will and intention that human sexual expression and fulfillment take place only within the boundaries of marriage between one man and one woman (Genesis 2:24-25; Matthew 19:4-6; and Mark 10:2-9).

Because of our beliefs, Hebron Lutheran Church will not perform same-sex marriages. We believe that any form of sexual immorality is sinful and offensive to God (Matt 15:18-20; 1 Cor. 6:9-10) and run counter to His plan for our lives. But, we also believe that God offers redemption and restoration to all who confess and turn away from their sin, by seeking His mercy and forgiveness through our Lord, Jesus Christ (Acts 3:19-21; Rom. 10:9-10; 1 Cor. 6:9-11). That is the truth we believe, live, teach and share.

Chapter 11. LIABILITY OF COUNCIL MEMBERS AND OFFICERS

C11.01 No HLC Council member or officer shall be liable to the congregation, for any loss or damage suffered by it on account of any action taken, or omitted to be taken, by an HLC Council member, or officer of the congregation, or acting in good faith, if such HLC Council member or officer:

- A. Exercised and used the same degree of care and skill as a prudent person would have exercised or used, under the circumstances in the conduct of his or her own affairs.
- B. Took or omitted to take such action in reliance upon advice of counsel, for the congregation, or upon statements made or information furnished by officers, or employees, of the congregation, which he or she had reasonable grounds to believe to be true. The foregoing, shall not be exclusive of other rights and defenses, to which he or she may be entitled, as a matter of law.

Chapter 12. INDEMNITY OF HLC COUNCIL MEMBERS

C12.01 Every person who is or was a member or officer of the congregation, shall be indemnified by the congregation against all costs, damages and expenses asserted against, incurred by, or imposed upon him, or her, in connection with or resulting from any claim, action, suit or proceeding, including criminal proceedings, to which he or she is made or threatened to be made a party by reason of his or her being or having been such HLC Council member or officer, except in relation to matters as to which a recovery shall be had against him or her by reason of his or her having been finally adjudged in such action, suit or proceeding to have been guilty of fraud in the performance of his or her duty as such HLC Council member or officer. This indemnity shall include reimbursement of amounts and expenses incurred and paid in settling any such claim, action, suit or proceeding. The congregation, by its HLC Council members, may indemnify in like manner, or with any limitation, any employee or former employee of the congregation with respect to any action taken or not taken in his or her capacity as such employee.

Chapter 13. AMENDMENTS TO BYLAWS

C13.01 Changes to the Bylaws may be proposed by the HLC Council or by a petition signed by at least twenty-five (25) voting members. Proposals shall be submitted in writing to the HLC Council at its regular monthly meeting at least sixty (60) days prior to a regular annual meeting of the HLC congregation. The HLC Council shall notify the members of the congregation, with its recommendations in accordance with the governing Bylaws, Chapter 1, Congregational Meetings. Amendments to the bylaws shall be adopted by a majority vote of members present and voting.