

**BYLAWS
OF THE
CONGREGATION OF
ST. MARK LUTHERAN CHURCH
OF
YORKTOWN, VIRGINIA**

Section 1

**MISSION/VISION STATEMENT
(*C4.05 & *C8.01)**

B1.01 Mission:

At St. Mark,

We invite all people for the sake of Jesus

We forge a faith grounded in real life

We go into the world to make a difference in Jesus' name

Vision:

2000 spirit-filled disciples of Jesus Christ committed to change the world by God's grace through worship, education, and outreach.

B1.02 This mission/vision statement shall be reviewed annually by the Congregation Council and affirmed at the annual meeting of this congregation.

Section 2.

**CONGREGATION MEETING
(*C5.02, C10.01)**

B2.01 The annual meeting of this congregation shall be held in June on a day and at a time and place determined by the Congregation Council. The Congregation business meeting shall be held on a day and at a time and place determined by the Congregation Council.

B2.02 The following topics may be discussed and/or acted upon at each of the above described meetings:

- Annual Meeting**
 - a. Election of Congregation Council members
 - b. Review of the first half accomplishments and challenges
 - c. Review and acceptance of Annual Reports
 - d. Congregation brain-storming and priority setting as input for new and continuing Congregation Council members
 - e. Congregation Vision Statement approval
 - f. Any other business that may arise

- Business Meeting**
 - a. Budget finalization and approval
 - b. Election of Synod Assembly Voting Members and Alternates
 - c. Any other business that may arise

Section 3.

**DUTIES OF OFFICERS
(C11.01, C12.06)**

B3.01 The officers shall be a President, a First Vice President, a Second Vice President, a Secretary, and a Treasurer. The officers shall make monthly reports and shall submit a written report for distribution at the annual meeting of this congregation.

B3.02 The President shall:

- a. preside at all meetings of the Congregation Council and the congregation;
- b. provide overall leadership in the management of St. Mark Lutheran Church activities;
- c. ensure compliance with the provisions of its Constitution, Bylaws and Continuing Resolutions;
- d. ensure compliance with the requirements of the ELCA, governmental and regulatory bodies;
- e. lead in the establishment of an annual calendar to preclude conflicts between scheduled events;
- f. appoint ad hoc committees essential for special tasks necessary in the furtherance of the ministry of this congregation; and
- g. any other tasks as requested/required by the Pastor, the Congregation Council and/or the congregation.

B3.03 **The First Vice President shall:**

- a. preside at meetings of the Congregation Council and the congregation in the absence of the President or at the President’s request;**
- b. relate to the religious and pastoral functions of the congregation; and**
- c. serve as point of contact for the Congregation Council Liaisons of the Ministry Boards.**

B3.04 **The Second Vice President shall:**

- a. preside at meetings of the Congregation Council and the congregation in the absence of the President and First Vice President;**
- b. relate to the operating aspects of the congregation; and**
- c. serve as point of contact for the Congregation Council Liaisons of the Operations and Administrations Boards.**

B3.05 **The Secretary shall keep the minutes of all meetings of the congregation and the Congregation Council in a volume provided by the congregation, which shall be preserved permanently in its archives.**

B3.06 **The Treasurer shall be responsible for the timely payment of the financial obligations of this congregation and shall maintain current, accurate records of all transactions furnishing a written report monthly to the Congregation Council.**

Section 4.

CONGREGATION COMMITTEES
(*C4.04 & C13.01 - .07)

B4.01 **The church committees are the hands and feet of the Congregation Council, and the congregation itself. The committees, under the leadership and supervision of the Congregation Council, carry out the ministries of St. Mark Lutheran Church. Membership on a church committee is not merely an honor, it is also a commitment, and carries with it a responsibility to fulfill the duties and tasks assigned to the various committees in order to ensure both a smooth church operation and a caring ministry.**

Section 5.

MEMBERSHIP

(*C8.05.e)

- B5.01** **Voting members of this congregation who have not communed or made a contribution of record during the current or preceding year may be removed from the roll of voting members by a majority vote of the Congregation Council. Prior to being removed from the roll of voting members, each member shall be contacted regarding his/her desire to remain an active member. Before the end of the calendar year, the pastor(s) shall present a list of such members for consideration by the Congregation Council at a regular meeting so that the data submitted to the Virginia Synod is current.**

Section 6.

METHOD OF AMENDING

(*C16.01-03)

- B8.01** **These bylaws may be amended in accordance with the provisions of Chapter 16 in the Constitution of this congregation.**