

**THE BYLAWS**  
**OF**  
**GRACE LUTHERAN**  
**CHURCH**



Grace Lutheran Church  
7800 West County Road 42  
Apple Valley, MN 55124

Revised and Approved on January 29, 2017

## INDEX OF BYLAWS

### **I. COMMUNION PARTICIPATION**

- A. Statement of Belief*
- B. Record of Participation*

### **II. MEMBERSHIP**

- A. Baptized Membership*
- B. Voting Membership*
- C. Removal Due to Inactivity*

### **III. PASTORS**

- A. Letter of Call*
- B. Privileges, Responsibilities and Duties*
- C. Coterminous*
- D. Interim and Supply Pastors*
- E. Other Call*

### **IV. STAFF**

- A. Program Staff*
- B. Support Staff*
- C. Offer of Employment*

### **V. MEETINGS OF THE CONGREGATION**

- A. Annual Meeting*
- B. Congregation Meetings*
- C. Roster/Quorum*
- D. Rescheduled Annual Meeting*
- E. Order of Business*
- F. Written Ballots*

### **VI. CONGREGATION COUNCIL**

- A. Membership and Meetings of the Congregation Council*
- B. Duties of the Executive Committee*
- C. Other Duties of the Congregation Council*

### **VII. COMMISSIONS**

*A. General Duties, Elections and Terms*

*B. Specific Duties of Commissions*

1. Commission for Adult Ministries
2. Commission for Worship
3. Commission for Stewardship
4. Commission for Outreach
5. Commission for Congregational Life
6. Commission for Property
7. Commission for Children, Youth & Families

## **VIII. CONGREGATION COMMITTEES**

*A. Definition, Elections and Terms*

*B. Specific Duties of Committees*

1. Nominating Committee
2. Audit Committee
3. Endowment Fund Committee
4. Risk Management Committee
5. Gift and Memorial Fund Committee
6. Personnel Committee
7. Reconciling in Christ Committee

## I. COMMUNION PARTICIPATION

### A. Statement of Belief

This congregation encourages all of its baptized members, who have been prepared to receive the Sacrament, to participate regularly in Holy Communion. Participation in Holy Communion shall also be open to members of congregations/denominations who share fellowship with the Evangelical Lutheran Church in America.

Participation in the Lord's Supper is the reception of "the body and blood of our Lord Jesus Christ given with bread and wine." We hold that a person is well prepared and worthy who believes these words, "given and shed for you for the remission of sins."

### B. Record of Participation

Record of participation in Holy Communion shall be entered upon the books of the congregation.

## II. MEMBERSHIP

### A. Baptized Membership

A child, neither of whose parents or guardians are members of the congregation, shall upon receiving baptism in the congregation, be received as a baptized member of the congregation, unless there is an understanding that the child will be enrolled as a baptized member of another congregation. In that case, notice will be sent to the congregation of which the child is to be a member.

### B. Voting Membership

Voting members are confirmed members of the congregation; as defined in section 8.2.c of the constitution, however, in matters involving the acquisition or sale of property, only those members 18 years or older shall vote.

### C. Removal Due to Inactivity

1. The pastors shall review the membership list annually.
2. Any confirmed member who has not met the provisions of 8.4 of the constitution (participation in the means of grace, living a Christian life, and supporting this congregation through contributions of time, abilities, and financial resources) during the preceding twelve months shall continue to be reported as an active member, but shall become the object of special spiritual concern and action by the congregation.
3. If, at the end of the second year, the member has not met the provisions of 8.4 of the constitution, especially faithfulness to both Word and Sacrament, he/she may be placed on the inactive list. The pastor(s) shall contact the member to discuss his/her inactivity and the congregation shall continue their concern for the member. A membership summary shall be reported in the annual report of the congregation.
4. If, at the end of the third year, all efforts to regain the inactive member have failed, his/her name may be removed from the membership list. The individual shall be notified of this action.

## III. PASTORS

### A. Letter of Call

When the congregation has voted to call a pastor, it shall issue a letter of call to the pastor-elect on a form approved by the Evangelical Lutheran Church in America. It shall be signed by the chairperson and the

secretary of the meeting at which the call was approved, and shall be attested by the signature of the synod bishop or the bishop's designate. Calls to associate pastors shall be issued in consultation with the senior pastor and in accordance with the provisions of this paragraph.

## **B. Privileges, Responsibilities and Duties**

When a pastor is called to serve in company with another pastor or pastors, the privileges, responsibilities and duties of each pastor shall be specified in documents to accompany the call and will be drafted in consultation with the pastors and council. As occasion requires, the documents may be revised through a similar consultation.

The pastors shall be advisory members of the Congregation Council and other commissions, delegations and organizations of the congregation.

### **Senior Pastor**

The senior pastor shall provide leadership and direction and have ultimate responsibility for the overall administration of the congregation, including oversight of the staff.

### **Associate Pastors**

The associate pastors shall exercise their basic duties listed in the constitution and specific duties spelled out in their letters of call working collaboratively with the other pastors and the Congregation Council.

## **C. Coterminous**

The call of an associate pastor is coterminous with the call of the senior pastor:

1. When the call of the senior pastor ends (e.g., resignation, retirement), the calls of the associate pastors automatically end.
2. Within one month of the call of the senior pastor ending, the Congregation Council has the authority to continue the letter of call for one or more of the associate pastors. The continuation of the letter of call shall be until a new senior pastor is called and/or begins his/her ministry at Grace Lutheran Church (including part or all of the six month period defined in 3. below).
3. Within six months after the installation of the new senior pastor, the Congregation Council, in consultation with the new senior pastor, has the authority to convene a Congregation Meeting to vote to extend a new letter of call to one or more of the associate pastors (thereby foregoing the formal Call Committee process).
4. If the letter of call is not continued and/or a new letter of call is not extended, the call is terminated and the pastor's service to the congregation shall be concluded within one month.

## **D. Interim and Supply Pastors**

Interim and supply pastors shall not be candidates for a permanent pastoral position.

## **E. Other Call**

If a pastor receives a call to another ministry, the pastor shall consult with the Congregation Council before announcing any decision. The pastor shall announce in writing his/her decision to the Congregation Council as quickly as possible, normally within three weeks, and the Congregation Council shall promptly notify the congregation of the decision. The pastor shall also notify the synod bishop of the decision. When a call has been accepted, the pastor shall terminate his or her ministry with the congregation as soon as feasible, normally within a month.

## IV. STAFF

### A. Program Staff

Appointments and terminations of program staff (e.g., Youth and Families Ministry, Christian Education Ministry, Volunteer Ministry, Music Ministry, Nursery Ministry) shall be made by the senior pastor, subject to approval by the Congregation Council.

### B. Support Staff

Appointments and terminations of support staff (e.g., custodial, office, administrative) shall be made by the senior pastor.

### C. Offer of Employment

The specific duties, compensation and other matters pertaining to the initial service of a program or support staff member shall be detailed in a written offer of employment.

## V. MEETINGS OF THE CONGREGATION

### A. Annual Meeting

The annual meeting of the congregation shall be held no later than mid-February.

### B. Congregation Meetings

The specific time, date and place for any Congregation Meeting shall be set by the Congregation Council, and notice of the meeting shall be given as specified in 10.3 of the constitution.

### C. Roster/Quorum

The current roster of voting members shall be determined by the senior pastor prior to each Congregation Meeting. Seventy-five voting members shall constitute a quorum.

### D. Rescheduled Annual Meeting

If it is necessary to reschedule the annual meeting for reasons of lack of quorum or any other circumstance, the meeting shall be rescheduled within one month with notice given as specified in 10.3 of the constitution.

### E. Order of Business

The order of business at the annual meeting shall be as set forth below unless changed by a majority vote of those present:

1. Opening Devotion
2. Approval of minutes of previous meeting
3. Reports by:
  - a. pastors
  - b. commissions
  - c. treasurer
  - d. committees
  - e. others
4. Elections

5. Approval of Budget
6. Unfinished Business
7. New Business
8. Closing Prayer

### **F. Written Ballots**

Voting shall be done by written ballot in the following cases:

1. to elect council, commission, and Nominating Committee members if there is more than one nominee for the position.
2. to adopt or amend the constitution or bylaws of the congregation.
3. to call or sever official connections with a pastor.
4. to dispose of, encumber, or purchase real property.
5. whenever so requested by a voting member.

## **VI. CONGREGATION COUNCIL**

### **A. Membership and Meetings of the Congregation Council**

1. The Congregation Council shall consist of thirteen members elected by the congregation: seven members elected as commission representatives and six members elected directly to the Executive Committee. From this Executive Committee, the council will annually elect a president, vice president, secretary and treasurer.
2. Council members are limited to a total of four consecutive years (any combination of executive and commission representative) of council service.
  - a. Membership on the Executive Committee is for a term of two years and members are limited to two consecutive terms.
  - b. Membership on the council as a commission representative is for a term of two years. Members are limited to two consecutive terms.
3. Special meetings of the Congregation Council may be called provided that the date and time of the meeting is communicated to all council members. Announcement of the meeting must be completed at least one day prior to the meeting.

### **B. Duties of the Executive Committee**

1. The Executive Committee shall consist of the president, vice president, secretary, treasurer, and two members-at-large. The Executive Committee shall:
  - a. prepare the agenda for all meetings of the Congregation Council and the congregation.

## Bylaws of Grace Lutheran Church

---

- b. if a council, commission, or committee member resigns or is not carrying out the required duties, have the power to declare the position vacant and direct the council to elect a person to fill the vacated position until the next annual meeting.
  - c. be responsible for overseeing the financial activities of the congregation and ensure that these activities are carried out in ways which are consistent with commonly accepted business practices.
  - d. define parameters of and oversee the annual budgeting process and present for approval a budget to the Congregation Council.
  - e. be responsible for coordinating the long-range planning activities of the Congregation Council.
  - f. ensure that the duties of the Congregation Council, commissions and committees are carried out in accordance with the constitution and bylaws.
  - g. appoint an archivist annually who shall be responsible for preserving the congregation's historical records and artifacts.
  - h. annually review the Personnel Policy and, as necessary, recommend amendments to the Congregation Council for approval.
  - i. annually conduct an evaluation of and recommend salary adjustments for the senior pastor.
  - j. hear and resolve grievances unable to be satisfactorily resolved by the senior pastor.
  - k. through the senior pastor, ensure annual evaluations are conducted for the program and support staff members.
  - l. annually review the adequacy of liability insurance coverage and any required bonding for staff, officers, and council members.
2. The President shall:
    - a. preside at all meetings of the congregation, Congregation Council and the Executive Committee.
    - b. designate which commission shall be responsible for duties not assigned in these bylaws.
  3. The Vice President shall:
    - a. serve as chair of meetings of the Congregation Council in the absence of the council president.
    - b. assume special responsibilities as designated by the Executive Committee
    - c. serve as president if the president is incapacitated, until the next Annual Meeting of the Congregation.
    - d. work with the Nominating Committee and the pastors to ensure that candidates are recruited for the Congregation Committees.
  4. The Secretary shall:
    - a. keep the minutes of all meetings of the Executive Committee, Congregation Council and the congregation.



- b. preserve the archives of the Congregation Council.
  - c. maintain the Policy Manual of the congregation.
  - d. manage the official correspondence of the Congregation Council.
5. The Treasurer shall:
- a. monitor the handling of all funds of the congregation in accordance with the approved budget and commonly accepted business practices.
  - b. present monthly reports to the Congregation Council and present an annual report to the congregation at the annual meeting.
  - c. with the Executive Committee:
    - (1) review the monthly financial performance compared to budget and provide appropriate monthly financial statements to the Congregation Council.
    - (2) review all church accounts and investments, reporting to the Congregation Council at least annually.
    - (3) oversee and audit the procedures used for counting receipts and recording deposits.

### **C. Other Duties of the Congregation Council**

The Congregation Council shall:

1. manage the affairs of the congregation between meetings of the congregation.
2. approve program staff appointments and terminations, other than the pastoral staff.
3. annually review and identify up-to-date goals for advancing the ministry of the congregation through the long-range planning activity.
4. appoint other special committees as needed to carry out the work of the congregation.
5. receive monthly reports from the treasurer to monitor the expenditures of the congregation.
6. operate within the limits of the approved budget of the congregation as defined in the Constitution 12.5.c.
7. approve a budget to submit to the annual meeting of the congregation.
8. maintain a policy to be implemented by the appropriate staff member(s) to ensure that the property of the congregation is used for the congregation in its normal function as a Lutheran church and not used in any way not in harmony with the purposes of the congregation.
9. work in conjunction with the staff to ensure the effective use of both internal and external communication through all available means to further the mission of Grace Lutheran Church and to enhance the congregation's visibility in the community.

## VII. COMMISSIONS

### A. General Duties, Elections and Terms

Ministry goals and objectives, and the mission of Grace Lutheran Church are to be a collaborative effort between elected lay leadership and the church program staff.

The council representative from each commission shall serve as chairperson of the commission.

In addition to the specific duties of each commission detailed in B. below, each commission is required to perform the following functions:

1. together with the leadership of the associated staff member(s), annually identify the goals and action plan defining the specific duties and programs of the commission that are consistent with the general duties specified in the bylaws.
2. create subcommittees as needed for a specific task.
3. together with the associated staff member(s), recommend annually to the Executive Committee an expense budget that supports program objectives.
4. monitor current expenses monthly to ensure budget compliance.
5. elect a secretary who will prepare written minutes of all commission meetings for submission to the Congregation Council.
6. serve as the congregation's link to cluster, synod and church-wide functions within the commission's area.
7. prepare an annual report on the ministry area of the congregation for which they are responsible along with future goals for presentation to the congregation at the annual meeting.
8. hold regularly scheduled meetings that include all members of the commission.
9. Commission members are elected by the congregation for a term of two years.
  - a. Members are limited to two consecutive terms. However, commission members may serve a maximum of five years if, after their first year as a commission member, they are elected as the council representative for that commission. They may then serve four years as council representative for that commission which would total five years of consecutive service.
  - b. When a commission member is willing to be elected as the council representative (in the middle of his/her term), that position is declared open and the Nominating Committee will seek a congregation member to fill it.
  - c. Individuals who have served less than one-half of a regular term shall be eligible for nomination and possible election to a full term (which would be considered their first two-year term).
  - d. A commission consists of six members. Each commission is strongly encouraged to have a youth or young adult member.
10. provide a representative to each New Member Gathering to create awareness of their respective commission.

## **B. Specific Duties of Commissions**

### **1. Commission for Adult Ministries**

FUNCTION: To enable members of the congregation to identify, develop and celebrate their spiritual gifts through teaching, learning, reflection, caring and mutual support.

The Commission for Adult Ministries shall:

- a. plan and implement an adult Christian education program.
- b. coordinate small and large group ministries centered around special interests, projects, fellowship or service such as ministries for men, women, singles and older adults.
- c. support a congregational assimilation ministry to promote the integration of new members and their families into the congregation.
- d. provide a congregational caring ministry to meet the needs of members facing difficult situations such as divorce, grief, illness and loss of employment.
- e. provide a library/resource center to support Christian education and faith development needs of the congregation.
- f. maintain a funeral committee to serve and support funeral receptions.
- g. incorporate and support the ministry of the parish nurses.

### **2. Commission for Worship**

FUNCTION: Work collaboratively with the pastoral and music staff to provide liturgical worship services and other special musical and worship events.

The Commission for Worship shall:

- a. ensure that worship schedules complement the needs of the congregation and community.
- b. encourage full participation of all congregational members in worship.
- c. ensure that a program is in place for greeters, ushers, acolytes, communion assistants, lectors and other worship leaders as needed.
- d. provide for and oversee a liturgical-arts guild that will regularly provide enhancements to the worship space and coordinate the seasonal and liturgical decorating of the church.
- e. support and encourage the planning of musical events, festivals and other special services, anniversaries and ceremonies as needed.
- f. provide for an altar guild for the care, use and maintenance of the sacred vessels, altar furnishings, paraments and vestments.
- g. provide for adequate maintenance and tuning of all musical instruments, equipment and supplies as used in the worship life.

### 3. Commission for Stewardship

FUNCTION: To cultivate a faithful response of time, talent and treasures in individuals and in the congregation as a whole toward the mission of Christ through Grace Lutheran Church and the Evangelical Lutheran Church in America.

The Commission for Stewardship shall:

- a. study the scriptural basis for the stewardship calling of Christians and share these insights with congregation members.
- b. encourage the gospel-motivated practice of joyous, worshipful, generous, proportionate, first-fruits giving in response to received blessings and recognized needs.
- c. promote a year-round program of stewardship awareness.
- d. conduct an intensive annual program that challenges every member with basic biblical stewardship principles and practices.
- e. give members an opportunity annually to make a commitment of their treasure to Christ's work through the congregation.
- f. provide the Congregation Council with the results of the annual appeal, for purposes of budget and planning.
- g. maintain a program, in partnership with the associated staff member(s), to discover and enlist the talents God has given all members for the mission and ministry of the congregation.
- h. working with the senior pastor and the Congregation Council, evaluate and encourage faithful compliance with the stated giving goals of members of the congregation.
- i. support the work of the Endowment Committee.

### 4. Commission for Outreach

FUNCTION: To promote and supervise congregational involvement in programs which will extend the ministry of the congregation to the larger community, state, nation and world.

The Commission for Outreach shall:

- a. create collaborative relationships with mission opportunities that involve, challenge and educate members to participate hands-on in outreach work.
- b. explore and evaluate giving opportunities through benevolent and charitable agencies in the community, state, nation and world. Benevolence giving should normally provide opportunities for involvement for the congregation.
- c. receive and review appeals for service and financial support from outside the congregation.
- d. recommend to the congregation responses to opportunities for service and financial support, especially those of the Evangelical Lutheran Church in America.
- e. request that benevolence recipients provide responsible accounting for gifts.

## 5. Commission for Congregational Life

FUNCTION: To plan and implement an effective shared ministry (volunteer) system, which will enable all members and friends to find a ministry point of connection at GLC, and which will reflect and accomplish the Vision of GLC.

The Commission for Congregational Life shall:

- a. Work with the facilitator of shared i.e. volunteers ministry, church leaders and staff members to encourage the involvement of members and friends of all ages in a multiplier fashion.
- b. Maintain an awareness of all fellowship activities within the congregation, and support activities as needed; i.e. Progressive Dinner, ILAG.
- c. Encourage an awareness of shared ministry and affirm the shared ministry that is already taking place in the family, the congregation, and the community; i.e. quarterly Cider Press articles.
- d. Design and develop a system (i.e. spiritual gifts inventories) that enables members to help each other identify, develop and use God-given gifts in ministries that are appropriate for them and that also meet the identified needs of the church and community; i.e. time and talent sheets.
- e. Recommend methods by which the congregation can provide for the implementation and maintenance of this system; i.e. commissions and committees.
- f. Oversee the following subgroups by connecting periodically with their team leaders: e.g. Sunday coffee ministry.
  - Grace Diner
  - Funeral Lunches
  - Craft Fair
  - Wednesday Sundaes (summer)
  - New Members
  - Reformation Day Events

## 6. Commission for Property

FUNCTION: In collaboration with the custodial staff, be responsible for the care, protection, maintenance and improvement of the church's buildings and grounds and efficient management of the building's operating systems.

The Commission for Property shall:

- a. ensure the buildings, grounds and operating systems are properly maintained and repaired when necessary.
- b. call on the congregation for volunteers to assist in completing such projects as the spring cleanup, kitchen upkeep and painting of buildings.
- c. inspect church buildings, grounds and operating systems annually and prepare short- and long-range plans for needed repairs, replacements and improvements.
- d. update an inventory of all church properties and equipment annually, including acquisition data and approximate replacement value for insurance purposes.

- e. ensure that a detailed list is available for required maintenance functions, service contracts and schedules for their completion.
- f. determine and establish, with approval of the Congregation Council, policies, regulations and/or instructions governing the use of the church facility (e.g., sanctuary, kitchen, classrooms) and/or its equipment (e.g., computers, heating and air conditioning, dishwasher).
- g. work with Risk Management Committee to establish and maintain all security systems and policies for the facility.

### **7. Commission for Children, Youth & Families**

FUNCTION: To provide for a children, youth and families ministry that will:

Encourage a broad, vital, balanced ministry to, with and through children and youth, one that includes personal faith, education, witness, stewardship, service and fellowship.

Promote the expression of Christian faith within the varied family units that make up the congregation (intergenerational ministries).

The Commission for Children, Youth & Families shall:

- a. plan and implement a youth Christian education program (birth through high school) in partnership with the associated staff member(s).
- b. plan and implement children, youth and families ministry programs in partnership with the associated staff member(s).
- c. act as liaison to Grace Preschool, an important part of the ministry of Grace Lutheran Church.

## **VIII. CONGREGATION COMMITTEES**

### **A. Definition, Elections and Terms**

1. A congregation committee has a defined focus that often requires specific expertise.
2. The members of the Nominating Committee and the Endowment Fund Committee are nominated by the Congregation Council and elected by the congregation at its annual meeting, as defined in Section 13.2 and 13.4, respectively, in the Constitution.
3. The members of the Audit Committee are elected by the Congregation Council as defined in the Constitution, Section 13.3.
4. The members of the Personnel, Gift and Memorial, and Risk Management Committees are elected by the Congregation Council no later than the January council meeting prior to the annual meeting of the congregation. These committees fall under the definition in the Constitution, Section 13.6.
5. Duties commence at the end of the annual meeting.
6. Terms of office for each committee are defined below.

## **B. Specific Duties of Committees**

### **1. Nominating Committee**

The Nominating Committee shall consist of six members. Candidates will be nominated by the Congregation Council with recommendations from the existing Nominating Committee and in consultation with the pastors. It is desirable that two members of this committee be recent council members. Term of office is two years. Members may serve no more than two consecutive terms.

Duties of the Nominating Committee:

- a. prepare, with assistance from the senior pastor, associated staff member(s) and council, a slate of candidates for the Executive Committee, council, and commissions to be presented to the congregation at the annual meeting. Additional nominations may be made from the floor, providing that the consent of the candidate has been secured.
- b. maintain records on the terms of office.
- c. recommend to the Congregation Council candidates to fill vacated positions until the next annual meeting.
- d. hold regularly scheduled meetings.

### **2. Audit Committee**

The Audit Committee shall consist of three members. Candidates will be elected by the Congregation Council with recommendations from the Nominating Committee and in consultation with the Executive Committee. Committee members shall not be members of the Congregation Council. Term of office is three years. Members may not serve consecutive terms. The current staff accountant shall serve as an advisory member.

Duties of the Audit Committee:

- a. provide annual auditing of all financial records of the congregation.
- b. present its written report to the congregation at the annual meeting.

### **3. Endowment Fund Committee**

The Endowment Fund Committee shall consist of six members. Candidates will be nominated by the Congregation Council. Term of office is two years. Members may serve no more than two consecutive terms. The senior pastor and the council president serve as advisory members.

The committee shall operate as described in the Plan of Operation (first adopted on January 21, 1996). The Endowment Fund Committee shall annually review the Plan of Operation and, as necessary, recommend amendments to the Congregation Council for approval.

### **4. Risk Management Committee**

The Risk Management Committee shall consist of six members. Candidates will be elected by the Congregation Council with recommendations from the Nominating Committee and in consultation with the Executive Committee. Term of office is three years. Members may serve no more than two consecutive terms. The office coordinator serves as an advisory member.

Duties of the Risk Management Committee:

- a. provide a safe, secure and healthy environment for all our community at Grace Lutheran Church.
- b. assess areas of risk to our people and property and faithfully seek ways to reduce, transfer or eliminate that risk.
- c. present an annual report to the congregation of all transactions of the committee.

## **5. Gift and Memorial Fund Committee**

The Gift and Memorial Fund (GMF) Committee will consist of four members. Candidates will be designated by the Congregation Council with recommendations from the Nominating Committee and the pastors. The term of office is four years, rotating one member each year. Members may serve no more than two consecutive terms. The senior pastor serves as an advisory member. The senior pastor has voting privilege in the event of a tie vote.

Duties of the GMF Committee:

- a. Meet at least quarterly to transact the business of the committee.
- b. Select a chairperson each year who will call and chair the meetings.
- c. Review the gifts and memorials received by Grace Lutheran Church and ensure that they are properly categorized.
- d. Direct the treasurer of Grace to send all designated gifts to the proper recipients.
- e. Discuss and decide on the use of funds that are not designated, based on input from the pastors, staff and Congregation Council.
- f. Keep accurate records of all gifts and memorials.
- g. Create, update and distribute a brochure that describes the ministry and mechanism of the GMF.
- h. Present an annual report to the congregation of all transactions of the committee.

## **6. Personnel Committee**

The Personnel Committee will consist of four members. Candidates will be elected by the Congregation Council with recommendations from the Nominating Committee and in consultation with the Executive Committee. Term of office is two years. Members may serve no more than two consecutive terms. A member of the Executive Committee and the office coordinator serve as advisory members.

Duties of the Personnel Committee:

- a. provide human resource expertise to help Grace Lutheran Church support its employees (including Grace Preschool) through community, collaboration, research and shared best practices.
- b. make recommendations as needed to the Executive Committee and council regarding policies of employment at Grace Lutheran Church.



- c. serve as a resource in the resolution of conflict involving paid or unpaid staff members.
- d. review the Personnel Policy annually.
- e. present an annual report to the congregation of all transactions of the committee.

### **7. Reconciling in Christ (RIC) Committee**

The Reconciling in Christ (RIC) Committee shall consist of six members. Candidates will be elected by the Congregational Council with recommendations from the Nominating Committee and in consultation with the Executive Committee. Term of office is two years. Members may serve no more than two consecutive terms. A Pastor serves as an advisory member.

Duties of the Reconciling in Christ (RIC) Committee:

- a. provide an environment at Grace Lutheran Church where all will feel safe and welcome regardless of age, ethnicity, race, national origin, family configuration or relationship status, physical or mental ability, socio-economic status, sexual orientation, gender identify or expression.
- b. select a chairperson each year who will call and chair the meetings.
- c. make recommendations as needed to the Executive Committee and council regarding efforts to support inclusion and diversity at Grace Lutheran Church.
- d. create, update and distribute any brochures or communications that describe the ministry and mechanism of the Reconciling in Christ (RIC) Committee.
- e. present an annual report to the congregation of all activities of the committee.