

ASCENSION EVANGELICAL LUTHERAN CHURCH
33 Bay Shore Road
Deer Park, New York

BYLAWS

Rostered Deacons

B5.01. This congregation may call Rostered Deacons who have been rostered by action of the Metropolitan New York Synod. All deacons shall serve this congregation under a letter of call and in accordance with the current guidelines for diaconal ministry provided by the Synod

B5.02. A deacon's call shall be for a period of one year, renewable annually by action of the Pastor(s), endorsement by the Congregation Council, and ratification of this congregation at its annual meeting by written ballot. All deacons shall serve under the supervision of the Pastor(s), within the terms of the letter of call and the current guidelines for diaconal ministry provided by the Synod.

B5.03. Deacons may be requested to attend meetings of the Congregation Council, where they shall have a voice but no vote. Since a Deacon is already a congregation leader in a called ministry of service, they should not serve as an elected member of the Congregation Council.

B5.04. Deacons shall report regularly to the Pastor(s), to the Congregation Council and annually to this congregation as per terms of their letter of call.

B5.05. Diaconal service during a pastoral vacancy:

1. During a pastoral vacancy, the vice-pastor or interim pastor (if in place) shall supervise the deacons according to the current letter of call and the current guidelines for diaconal ministry provided by the Synod.
2. A new letter of call for the Deacon shall be negotiated between the Pastor and the Deacon within a period of six months after the installation of a Pastor, to reflect the dynamics of the new ministerial team. The new letter of call shall be presented to the Congregation Council for endorsement at the next scheduled meeting and to this congregation for ratification within one month after Congregation Council action.
3. Because of the supervisory relationship between the Pastor and Deacon, Deacons shall not serve on Congregational Call Committees.

B5.06. In the event of unresolved issues arising out of the supervisory and ministry team relationships, the Pastor(s) and Deacon(s) shall seek the guidance, support and encouragement of the Bishop of this Synod, who shall mediate the relationship and facilitate any recommendations.

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B5.07. Termination of a Deacon's Letter of call:

1. The deacon may terminate his/her Letter of Call upon written application to and conversation with the Pastor(s). The Pastor(s) shall present the termination notification to the Congregation Council for implementation at its next scheduled meeting. Announcement of the termination of call shall be made to the congregation in a letter signed by the Pastor(s) and Congregation President within one week of Congregation action.
2. If, in the judgment of the Pastor(s) and/or the Congregation Council, the Deacon shall be deemed unable to serve according to the terms of the Letter of Call and/or the current guidelines for diaconal service provided by the Synod, the Pastor(s) and the Congregation President shall meet with the Deacon and appropriate resolution shall be sought. Their finds shall be presented to the Congregation Council for implementation within a period of one month.
3. The Deacon shall have recourse pursuant to the provision in B5.06 prior to action of the Congregation Council.
4. Notification of the termination of the Deacon's Letter of Call shall be made to this congregation within one week of the Congregation Council action.

B13.07.01 Additional Committees Not Covered in the Constitution

1. Committees will be organized at the first regular monthly meeting of the Congregation Council following the Annual Congregation Meeting. Each committee will have as its chairperson(s) an elected member of the Congregation Council. The committees may have as many members as required. The chairperson(s) will conduct meetings, of said committee, prior to the regular monthly Congregation Council meeting, and whenever required, and will have a report ready for the Congregation Council meeting that follows.
2. Each committee will produce an Annual Report of the activities of said committee to be included in the program of the Annual Congregational Meeting.
3. The following will be the standing committees of the congregation:
 - a. Social Ministry Committee
 - b. Evangelism Committee
 - c. Stewardship Committee
 - d. Finance Committee
 - e. The Children's Ministry
 - f. Worship and Music Committee

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- g. Property Committee
 - h. Latino Committee
 - i. Youth Committee
 - j. Personnel Committee
4. **THE SOCIAL MINISTRY COMMITTEE** is responsible for activities that help the poor, the hungry, and those needing special services in our Congregation and community. This committee will work closely with the pastor in strict confidence, as to keep confidential any individual who may be in need of assistance or receives assistance from this congregation. Special programs will be conducted at Thanksgiving and Christmas to aid those that need assistance.
 5. **THE EVANGELISM COMMITTEE** works to promote the spiritual growth and fellowship of the congregation and to attract all people to God's calling. This committee will have the responsibility to spread God's word, not only within our congregation, but into the surrounding communities. They will provide information to the congregation regarding the work of the Evangelical Lutheran Church in America at home and abroad, reach out into the community to encourage Church attendance and participation and to invite all to God's house and welcome those that come.
 6. **THE STEWARDSHIP COMMITTEE** encourages members to become active participants in the life of the Church by informing them of the many opportunities to share their time and talents within the congregation as well as the community. The committee helps people grow in their understanding of Christian Stewardship. They will conduct a program each year to acquire the pledges for the following year in support of the yearly budget. Pledges will normally be received during the month of November of each year. The committee will prepare the Offering Envelopes for distribution by the month of December for use the following year. Continually during the year, the committee will stress the importance of member participation in all activities of the congregation and the importance of the individual's pledge to the work of the Church.
 7. **THE FINANCE COMMITTEE** is responsible for managing and overseeing the financial affairs of the congregation in accordance with the by-laws and constitution of the congregation and the approved budget. They will work closely with the other committees in developing program budgets, they will prepare the annual budget for the submittal to the Congregation Council, they will work closely with the Stewardship Committee to coordinate the pledges and budgeting of income and this committee will supervise the financial affairs of the Congregation throughout the year. This committee will arrange for the auditing of the financial records each year in conjunction with the Audit Committee. The treasurer of the congregation will be of the chairperson of this committee.
 8. **THE Children's Ministry committee** is responsible for the Christian Education programs for children from birth through 5th grade. This committee helps church members strengthen their Christian Faith

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and apply the teachings of Christ in their daily lives. This committee will work in close harmony with the Ascension Pre-School, so that there is ongoing continuity between both. The committee will be responsible for selecting and securing all materials used in conjunction with Christian education activities. This committee will be charged with the conducting of the Ascension Day Camp each summer, coordinating same, and ordering necessary materials to be used. Teacher recruitment and training will also be the responsibility of this committee, so there is a full staff of teachers ready each September. During the year, the committee will plan and execute special programs, such as Thanksgiving, Advent, Pentecost, etc.

9. **THE WORSHIP AND MUSIC COMMITTEE** supports the activities of the worship services at Ascension. This committee is responsible for various phases of the Worship Services, including music (choirs, instrumentation, etc.); Altar Guild, flowers and decorations; Assisting Ministers: Acolytes and Ushers; and the Remembrance/Memorial fund. The committee will work closely with the pastor in planning and conducting the worship services.
10. **The Property Committee** is responsible for the maintenance of the property and facilities of the church. The committee oversees building management and performs “hands-on” service. The committee will receive and review bids for outside services, making necessary recommendations to the Congregation Council when required. This committee will do long range planning for property needs and improvements. The chairperson(s) of this committee will oversee the work of the sexton (s) and maintenance person (s). The Property Committee will be responsible for keeping an updated inventory of all church properties and furnishings.
11. **The Latino Committee** supports the activities of the Misa worship services at Ascension. The committee will work closely with the Pastor along with the Worship and Music Committee in planning and conducting worship services. This committee will support the Latino population within our congregation as well as in our communities, working for unity of all.
12. **The Youth Committee** is responsible for nurturing the youth of the Congregation in Christian growth through a reinforcing network of educational programs, service and social activities. The ministry will focus on youth from 6th grade to High School Graduation. This will include Confirmation Ministry. The committee will be responsible for selecting and securing all materials used in conjunction with Christian education activities. Teacher recruitment and training will also be the responsibility of the committee so there is a full staff of teachers every September. One of the areas of focus for this committee is to work through fundraising for the National Gathering every 3 years.
13. **The Personnel Committee** will be responsible for the employment process of the congregation, will write and oversee the contracts and duties of all church employees. The committee will meet with employees to discuss contracts, responsibilities and recommend to the Congregation Council the

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persons to be employed, for Council approval. The committee will review contracts annually and make salary recommendations. They will settle all labor disputes that may arise and bring harmony to all parties involved, so that the programs of the congregation will be best served. (For the purpose of clarification: congregational employees included in this paragraph do not include those called by the congregation).

B11.01.01 DUTIES OF CONGREGATIONAL OFFICERS

1. The Executive Committee of the Congregation Council will include the pastor (s), Council president, vice president, secretary and treasurer, being duly elected by the Congregation Council. This committee will meet monthly, prior to the regular Council meeting to review the agenda of the upcoming Council meeting, and make recommendations to the Council. Special meetings of the Executive Committee may be called by the pastor or president, when needed.
2. **The President of the Congregation** shall be responsible for the overall operation and activities of the congregation, including but not limited to: the signing of required legal documents, securing sales tax exemption each year, notifying the membership of all meetings of the congregation that are properly called, responsible for securing supply pastor when required due to the absence of the pastor (s). The president will oversee the functions of all congregational committees and will attend committee meetings when required or requested. The president will serve as chairperson of the Personnel committee. The president will appoint a liaison between the Ascension Lutheran PreSchool and the Congregation Council. When there is a pastoral vacancy, the president will work in close accord with the Metropolitan New York Synod until the vacancy is filled. The president will be responsible for conducting the Annual Congregation Meeting, and the legal announcements of this meeting. The president will work in close harmony with the pastor and the church office, to insure a complete and smooth working congregation.
3. **The Vice-President** will act as president when the president is unable to carry out his/her duties, will conduct Congregation Council meeting when the president is absent or late and will assume the responsibilities of the president when required.
4. **The Secretary** will be responsible for taking complete and accurate minutes of all meetings of the Congregation Council, including making copies of said minutes and forwarding a copy of these minutes to each member of the Council prior to the next monthly meeting. A copy of all minutes is to be placed on file in the church office in the designated file location. The secretary will be responsible for notifying the members of the Council of all meetings, whether regular or special. He/She will be available to the president when required, for legal purposes, such as signing documents relating to congregational

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matters. The secretary will also be responsible for taking the minutes of all meetings of the congregation and make copies of same, the original (signed copy) to be maintained in the official ledger, a copy to be filed in the church office and a copy for the secretary's record to be used at subsequent Congregation Meetings.

5. **The Treasurer** will be responsible for all monies of the congregation, including but not limited to, counting, recording, banking, disbursing, paying of all bills and reporting these transactions to the Congregation Council on a monthly basis, with a written report. The treasurer will be the chairperson of the Finance Committee and work closely with the Stewardship Committee. The treasurer will be required to notify the president of the Congregation Council immediately, if there are any difficulties with the finances of the congregation.

B14.01 AUXILLARY ORGANIZATIONS

WELCA (Women of the Evangelical Lutheran Church in America) WELCA, as an Auxiliary of the ELCA, has a very important role in the overall program of the Church. WELCA in our congregation is made up of women, each active in various "circles", each meeting at different times during the month so that every woman has the opportunity to belong. Each "circle" has specific goals during the year, with each caring about the overall program of the congregation. WELCA has its own officers, elected by the members. As an Auxiliary Organization of the Congregation, WELCA has the opportunity to nominate one of its members to serve on the Congregation Council, as per the Constitution (C12.01B). The primary goal of WELCA is to support our congregation and reach out into the "community of believers".