

Constitution and By-laws
of
Our Savior's
Lutheran Church

805 BIRCH ST - P.O. BOX 67
LAMBERTON MN 56152-0067
Redwood County
2009

Revised 7/7/2018

CONSTITUTION

Adopted

In the Name of the Father, and of the Son, and of the Holy Spirit. Amen.

PREAMBLE

Recognizing our unity in the Christian faith and our common practice of it; desiring to express our fellowship in worship and work; knowing our spiritual needs; mindful of our Christian privileges and duties; and wishing to observe orderly cooperation: we adopt the following constitution:

ARTICLE I Name

The name of this congregation shall be Our Savior's Lutheran Church.

This congregation shall be incorporated under the laws of the state of Minnesota.

ARTICLE II Confession of Faith

This congregation accepts all the canonical books of the Old and New Testaments as a whole and in all their parts as the divinely inspired, revealed, and inerrant Word of God and submits to this as the only infallible authority in all Matters of faith and life.

As brief and true statements of the doctrine of the Word of God, this congregation accepts and confesses the following statements of faith which shall be required of all its members: (1) the ancient ecumenical creeds: the Apostolic, and the Nicene; (2) the Unaltered Augsburg Confession and Luther's Small Catechism.

ARTICLE III Purpose of this Congregation

This congregation shall:

- a. provide services of worship at which the Word of God is preached and the Sacraments are administered;
- b. provide pastoral care and assist all members to participate in this ministry;
- c. challenge, equip and support all members in carrying out their calling in their daily lives and in this congregation;
- d. teach and witness to the Word of God, in faithfulness to the command of our Lord Jesus Christ to make disciples of all peoples;
- e. respond to human need, work for justice and peace, care for the sick and the suffering, and participate responsibly in society;
- f. motivate its members to provide financial support for the congregation's ministry;
- g. foster and participate in ecumenical and interdependent relationships with other congregations consistent with the policies of this congregation.

This congregation shall develop an organizational structure to be described in the bylaws. The Congregational Council shall prepare descriptions of the responsibilities of each committee, task force or other organizational groups and shall review their actions. Such description shall be contained in continuing resolutions of the Congregational Council.

This congregation shall, from time to time, adopt a mission statement which will provide specific direction for its programs.

**ARTICLE IV
Powers of the Congregation**

In all matters of Christian faith and life the authority of the Word of God shall be supreme.

In all other matters not decided by the Word of God and not subject to civil laws the congregation itself shall have the right of decision.

The powers of this congregation are vested in the Congregational Meeting called and conducted as provided in this constitution and bylaws.

Only such authority as is delegated to the Congregational Council or other organization units in this congregation's governing documents is recognized. All remaining authority is retained by the congregation:

- a. the right of calling a pastor or teachers shall be vested solely in the congregation;
- b. approve the annual budget;
- c. acquire real and personal property by gift, devise, purchase or other lawful means;
- d. hold title to and use its property for any and all activities consistent with its purpose;
- e. sell, mortgage, lease, transfer or otherwise dispose of its property by any lawful means;
- f. elect its Congregational Council and Audit Ministry Team and require them to carry out their duties in accordance with the constitution, bylaws and continuing resolutions.

**ARTICLE V
Church Affiliation**

This congregation may choose to associate with other organizations to promote the Gospel of Jesus Christ in accordance with the confessions of this congregation.

If this congregation desires to terminate its relationship with other organizations, such action may be taken at a legally called and conducted special meeting by a two-thirds majority of the voting members present. Notice of the meeting shall be mailed to all voting members at least thirty (30) days in advance of the meeting.

Severance of membership in Lutheran Congregations in Mission for Christ shall require a two-thirds majority vote of all voting members present and voting at a legally called meeting. Such a decision shall not be effective until at least ninety (90) days after the national coordinator (*or ministry board member*) has been notified and until the initial action has been ratified by a two-thirds majority vote at a subsequently legally called meeting.

ARTICLE VI Congregational Worship

The public services of this congregation shall possess the basic elements of worship considered necessary for true worship to be present according to the Lutheran Confessions. These elements proclaim and propagate the Christian faith in fellowship through Word and Sacrament.

Worship in this congregation shall contain some form of public **confession** and **absolution** [forgiveness].

- a. Because we are by nature sinful and unclean, falling short of the glory of God, every Christian has need for the confession of their sins to God.
- b. The use of public confession in worship brings us to recognition of the reality of our sins, bringing about repentance, and thus causing us to turn to God in faith for His mercy.
- c. Absolution is the act of God declaring His forgiveness of our sin and restoring us to a right relationship with Him through the saving action of Jesus Christ. This declaration is openly decreed by the one presiding over worship in God's name.

In order for true worship to exist in fellowship the **Word of God** must be present. This is accomplished by:

- a. The reading of lessons from the Holy Scriptures which shall consist of only those books canonized by the Church. These are the books of the Old Testament and the New Testament.
- b. The public interpretation of God's Word as contained in the Holy Bible to proclaim the Christian message of salvation, by one authorized

by the congregation. This proclamation shall consist of a balance of Law and Gospel preached in truth and purity.

The **Sacraments** of the Lutheran Church will be regularly celebrated in the public worship of this congregation .

- a. The sacraments shall be rightly administered according to the Word of God and the Lutheran Confessions. They shall emphasize the action of God's saving work, not human initiative or response [reference Article XXIV of the Augsburg Confession].
- b. Those methods and practices deemed appropriate by the congregation in accordance with the Lutheran Confessions.
- c. They shall be celebrated by a frequency determined by the congregation.

The **music** used in public worship celebrations of this congregation shall reflect one (1) or more of the following:

- a. Praise, adoration and thanksgiving to God for His love and mercy.
- b. The lessons and proclamation of God's Word used in the service of worship.
- c. As an extension of prayer to God.
- d. Approved by the Worship & Music Ministry Team

ARTICLE VII Property Ownership

All titles to property of this congregation shall continue to reside in this congregation.

If a two-thirds majority of the voting members of this congregation present at a regularly called and conducted special meeting of this congregation vote to transfer to another Lutheran church body, title to the property shall continue to reside in this congregation.

Real property shall not be purchased, disposed of, or encumbered in any manner except by resolution adopted by not less than a two-thirds majority vote of the members present and voting at a legally called meeting of the congregation.

If a two-thirds majority of the voting members of this congregation present at a regularly called and conducted special meeting of this congregation vote to become independent or relate to a non-Lutheran church body, title to the property of this congregation shall continue to reside in this congregation.

In the event of a division in this congregation; all property of the congregation shall belong to the group that remains faithful to the constitution and by-laws of this church. If neither group can be proven to be faithful to the constitution and by-laws, the property shall belong to the majority.

All memorials (other than cash) must have the approval of the church council before they are purchased and/or presented to the congregation.

ARTICLE VIII Membership

Members of this congregation shall be those baptized persons on the roll of this congregation at the time that this constitution is adopted and those who are admitted thereafter and who have declared and maintain their membership in accordance with the provisions of this constitution and by-laws.

Members shall be classified as follows:

- a. Baptized members are those persons who have been received by the Sacrament of Holy Baptism according to the Lutheran Confessions, which state that all who are baptized in the name of the Triune God are recognized.
- b. Confirmed members are the baptized who have been received through adult baptism, affirmation of faith, or transfer from other Christian denominations after completion of new member instruction in the Lutheran Confessions.
- c. Associate members are persons holding membership in other Christian congregations who wish to retain such membership but desire to participate in the life and mission of this congregation. They have all the privileges and duties of membership except voting rights and eligibility for elected offices or membership on the church council of this congregation.
- d. Inactive members are persons holding membership in this congregation who have indicated by their inactivity in the life and mission of this congregation, as defined by the by-laws, that they have little or no interest in furthering spiritual growth.

It shall be the privilege and faithful 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;
- c. support the work of this congregation through contributions of their time, talents and financial stewardship as testimony of their faithfulness to the grace of God.

Membership in this congregation shall cease for the following reasons:

- a. death;
- b. resignation;
- c. transfer or release;
- d. disciplinary action by the church council;
- e. removal as defined by the by-laws.

ARTICLE IX Discipline of Members and Adjudication

It is recognized by this congregation that we live and exist in a fallen world in accordance with the confessions ascribed to in this constitution, that errant behavior that is not acceptable to our Confessional Christian values may be demonstrated by individuals from time to time. Denial of Christian faith as described in this constitution, conduct grossly unbecoming a member of the Church of Christ, or persistent trouble-making in this congregation are sufficient cause for discipline of member. Such behavior shall be dealt with according to the words of our Lord as written in the

Gospel of Matthew 18:15-17 in the following manner:

- a. private admonition by a member or the pastor—if there is repentance, then the matter is considered resolved and the friendship is renewed in the Lord.

- b. If the errant member is unresponsive, then two or three with the pastor shall present the admonition—if there is repentance, then the matter is resolved and the one is received back in good faith into the fellowship of the congregation.
- c. If the errant member is unresolved they shall be summoned before the church council in writing, at least ten (10) days prior to said meeting, for confrontation and examination—if there is repentance, then the matter is resolved and the one is received back in good faith into the fellowship of the congregation.
 - 1) The church council shall make a truthful and faithful examination of the behavior and the issues in question.
 - 2) Any action shall be valid only upon a minimum two-thirds vote by the church council.
 - 3) Any or all judgments shall be presented to the party in writing not more than ten (10) days after such proceedings.
- d. When such a case of church discipline has been presented to the church council but the member has not repented, the church council shall lay the case before the congregation together with their opinion in the matter.

Adjudicatory actions:

- a. censure before the church council and congregation by oral and written statement;
- b. suspension from membership for a defined period to promote repentance and reconciliation;
- c. removal from membership in this congregation;
- d. the disciplinary actions of this congregation shall be for the purpose of correction and the return to faithfulness in the Christian life of the individual/s that they may enjoy the surety of salvation through our Lord Jesus Christ.

ARTICLE X Pastoral Office

The authority to call a pastor shall reside in the congregation.

- a. The call shall be issued at a properly called special congregational meeting.
- b. An approval vote of two-thirds majority shall be required.

A Call Ministry Team of the congregation shall be designated by the church council to identify and recommend qualified candidates for pastor to be approved by the congregation. Further description of this Ministry Team shall be found in the by-laws.

A pastor called and ordained by this congregation shall adhere to the confessions of faith defined and accepted by this congregation, and therefore shall:

- a. Preach and teach the Word of God as revealed in the Old and New Testaments;
- b. Administer the Sacraments, i.e. Holy Baptism and The Lord's Supper;
- c. Assist in the teaching ministry of this congregation so that together all may be strengthened in the faith and love for Jesus Christ;
- d. Minister to all the members of this congregation according to the needs and visit the members as a service of pastoral care;
- e. Lead, inspire, and train the members in enlisting and encouraging active membership in this congregation all in the community who are not actively affiliated with a Christian congregation;

- f. Lead, inspire, and equip the members in fulfilling their responsibility to witness for Christ according to the mission of this congregation;
- g. The pastor, as spiritual leader of the congregation, shall be ex officio member of the church council and an advisory member of all other boards, Ministry Teams, organizations of the congregation, and organizations this congregation may partner with and for the mutual ministry of the Gospel;
- h. Conduct the services as agreed upon by this congregation — i.e. regular worship, Holy Communion, baptisms, confirmations, weddings, funerals, and any other services as specified and in accordance with the confession of this congregation;
- i. Record promptly and properly all pastoral acts in accordance with the traditions of this congregation — i.e. baptisms, confirmations, marriages, funerals, communion, and membership for the purpose of historical statistical records;
- j. Keep in practice harmony with the Word of God and the confessions of this congregation, strive in word and deed to be a faithful example in Christian living, avoiding conduct which might endanger the faith of others;
- k. The pastor shall become a member of this congregation.

An accepted call shall constitute a mutual commitment until:

- a. The term of the call is completed;
- b. There is a mutual agreement to terminate the call;
- c. The pastor offers a letter of resignation;
 1. Such a letter must be presented to the church council;

2. A period of 30 days must be allowed for such resignation to take effect;
- d. The call will be considered terminated in the event a pastor is convicted of any felony.

If in the judgment of the congregation the pastor is no longer able to serve it satisfactorily, the pastor may be requested to resign. However, before the resignation is requested, the matter shall first be carefully considered at a meeting of the church council. The resolution for the resignation of the pastor shall be presented to the congregation upon a two-thirds (2/3) vote of the church council. A resolution requesting the pastor's resignation must be adopted by not less than a two-thirds majority of those present and voting at a meeting of the congregation especially called to consider such a resolution. This must be a properly called congregational meeting. When the pastor's resignation has been requested in the manner here specified, the pastor shall vacate the office at such a time as the congregation shall specify.

At the time of pastoral vacancy, the congregation may acquire the services of an interim pastor.

- a. No one shall serve in the pastoral office of this congregation as an interim pastor, who is not a member in good standing of the Lutheran Church or who is not acceptable according to the standards of the Augsburg Confession..
- b. Any interim pastor will meet the same standards expected of a called and ordained pastor.

ARTICLE XI Congregational Meeting

The annual meeting of this congregation shall be held at a time specified by the bylaws.

A special congregational meeting may be called by the pastor, the church council, the president of this congregation, or can be called at the written request of ten-percent (10%) of the voting members. The call for each special meeting shall specify the purpose for which it is to be held and no other business shall be transacted.

Notice of all meetings of this congregation shall be given at the services of worship on the preceding two (2) consecutive Sundays or by mail to all voting members at least ten (10) days in advance of the date of the meeting. The posting of such notice in the regular mail, with the regular postage affixed or paid, sent to the last known address of such members shall be sufficient.

Fifty (50) voting members shall constitute a quorum.

Voting by proxy or by absentee ballot shall not be permitted.

All actions by the congregation shall be by majority vote except as otherwise provided in this constitution.

Robert's Rules of Order, latest edition, shall govern parliamentary procedure of all meetings of this congregation.

ARTICLE XII Officers

The officers of this congregation and church council shall be a president, vice-president, secretary, and treasurer.

- a. Duties of the officers shall be specified in the bylaws.
- b. The officers shall be voting members of the congregation.
- c. Officers of the congregation shall be the Executive Ministry Team of the church. This would include the past president.

The congregation shall elect its officers and they shall be the officers of the congregation. The officers shall be elected by written ballot and shall serve as specified in the bylaws. Their terms shall begin at the close of the annual meeting at which they are elected.

No officer shall hold more than one office at a time. No elected officer shall be eligible to serve more than one (1) term in the same office except where specified in the bylaws.

ARTICLE XIII Church Council

Any voting member of the congregation may be elected, subject only to the limitation as described in the by-laws. A member's place on the church council shall be declared vacant if the member; (a) ceases to be a voting member of this congregation or (b) is absent from three (3) successive regular meetings of the church council without cause.

The members of the church council shall be elected by written ballot. Their terms shall begin at the close of the annual meeting at which they are elected.

Should an officer's place on the church council be declared vacant the church council shall elect, by majority vote, a successor until the next annual meeting, unless specified in the bylaws.

The church council shall have general oversight of the life and activities of this congregation, and in particular its worship life, to the end that everything be done in accordance with the Word of God and the faith and practice of the Lutheran Confessions as expressed in the Book of Concord.

The church council shall be responsible for the financial and property matters of this congregation.

The church council shall see that the provisions of this congregation (and) its bylaws (and continuing resolutions) are carried out.

The church council shall be responsible to finalize the appointment and supervision of the salaried lay workers of this congregation.

The church council shall submit a comprehensive report to this congregation at the annual meeting.

Article XIV Executive Ministry Team

The Executive Ministry Team is made up of the officers of this congregation and the past president.

The Executive Ministry Team shall transact emergency matters between regular meetings of the church council.

The Executive Ministry Team shall oversee the review and annual performance appraisals of salaried staff of this congregation.

ARTICLE XV Congregational Ministry Teams

A Nominating Ministry Team of six (6) voting members of this congregation, three (3) of whom shall be members of the church council as indicated in the bylaws, shall be elected at the annual meeting for a term of one (1) year.

An Auditing Ministry Team of three (3) voting members of the congregation shall be elected by the congregation at the annual meeting. The Auditing Ministry Team members shall not be members of the church council. Term of office will be one (1) year. Members shall be eligible for re-election.

When a pastoral vacancy occurs, a Call Ministry Team shall be appointed as a Special Ministry Team of six (6) members, consisting of a cross section of the diverse population of the congregation elected at a special meeting of the congregation.

Other Congregational Ministry Teams may be formed as the need arises, by decision of the church council.

Duties of congregational Ministry Teams shall be specified in the bylaws (continuing resolutions).

ARTICLE XVI Organizations Within The Church

The organizations of and within this congregation shall be for the purpose to aid and foster the ministry of this congregation and its mission.

- a. They shall inspire and implement activities and expressions of congregational life.
- b. They shall report annually to the congregation at the annual meeting in regard to the policies, finances and activities of their organization.

Special Ministry Teams may be organized only after authorization has been given by the church council.

These Ministry Teams of the congregation are formed for specific purposes assigned by the church council. Their length of function shall be pre-determined by the church council to address a specific need of the congregation. The responsibility of any special Ministry Team is to be restricted to only the need for which it was formed.

ARTICLE XVII Bylaws

The purposes of the bylaws are to provide meaningful clarity to the provisions of this constitution by giving definition and explanation for the governing of the affairs of this congregation.

The congregation may adopt bylaws for the above purposes that do not conflict with the amendments of this constitution or the Gospel of Jesus Christ.

Any voting member may submit changes to the by-laws, provided this is done in writing and presented to the church council sixty (60) days (minimum) prior to the date said changes are to be considered by the congregation.

Changes or additions to the by-laws can only be made by the approval of a two-thirds majority of the congregation at a duly called congregational meeting.

**ARTICLE XVIII
Amendments**

The doctrinal basis and the confessional subscriptions as contained in Article II; the purpose as contained in Article III; and this section of Article XVIII shall be unalterable; and no amendment to this constitution shall conflict therewith.

Amendments may be incorporated into this constitution in the following manner:

- a. Be proposed by a minimum of ten (10) voting members;
- b. Be presented to the church council sixty (60) days minimum prior to a congregational meeting;
- c. Read at a public service of this congregation or mailed to the voting members, in either case at least thirty (30) days before the annual meeting at which it is to be considered;
- d. Approved, with or without change, at the annual meeting following its announcement, by a majority vote of those present and voting;
- e. Ratified without further change at the next annual meeting, by a two-thirds vote of those present and voting.

If a proposed amendment fails of adoption, it may be amended by majority vote of those present and voting, and adopted without change by a two-thirds vote of those present and voting at the next annual meeting.

Any proposed amendment shall have the effective date included in the resolution noted in the constitution.

**BYLAWS
Part 1**

**Communion Participation
(Cf. Article II of Constitution)**

Participation in the Sacrament of Holy Communion shall be open to all persons who have received proper instruction, confirmed members of this and other Lutheran congregations, and those persons who confess Jesus Christ as Lord and Savior, regardless of affiliation with any Christian denomination.

- a. Worthy participation requires sincere repentance, faith in Jesus Christ as Savior, and an earnest desire to amend one's sinful life.

Record of participation in the Sacrament of Holy Communion shall be entered upon the books of the congregation. If a member of another congregation communes, notice shall be sent to his or her pastor whenever possible.

**BYLAWS
Part 2**

**Conflicting Loyalties
(Cf. Articles II and IV of Constitution)**

This congregation rejects all fellowship with organizations, secret or open, which are avowedly religious or which 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 Savior from sin, and thus teach salvation by works.

Ceremonies of lodges or other such organizations shall not be permitted in the church or on the church premises of this congregation.

The pastor of this congregation shall take no part in any such ceremonies even if they are conducted outside of the church premises.

**BYLAWS
Part 3**

**Membership
(Cf. Articles VIII of Constitution)**

A. Admission to Baptized Membership

Children, one or both of whose parents or guardians are members of this congregation, shall, upon receiving Christian Baptism, be received as baptized members of this congregation.

Children neither of whose parents or guardians are members of this congregation shall, upon Christian Baptism duly recorded as a ministerial act performed under the auspices of this congregation, be received as baptized members of this congregation unless there is understanding that, for good reason, they will be enrolled as baptized members of another congregation, in which case notice of the Baptism shall be sent to the congregation, in which the child is to be enrolled as a baptized member.

Children baptized in other congregations shall be received as baptized members of this congregation upon admission of one or both parent or guardians to membership, or by consent of one or both parents or guardians, or by action of the church council.

Un-baptized adults who have received instruction and have given evidence of having 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 Christian Baptism duly recorded as a ministerial act performed under the auspices of this congregation, be received as baptized members of this congregation.

B. Admission of Confirmed Membership

Baptized adults, not previously members of the congregation, who have received instruction and have given evidence of having adequate understanding and acceptance of the teaching of the Word of God as confessed by the Lutheran Church, shall be admitted to confirmed membership through the rite of confirmation.

However, adults received as baptized members according to the provisions of Section A, paragraph four (4) of this part of the bylaws shall be recognized as confirmed members, whether or not, at the discretion of pastor, they have participated in the rite of confirmation.

Children who are baptized members of the congregation shall be admitted to confirmed membership through participation in the rite of confirmation.

Applicants for membership presenting Letters of Transfer showing them to be confirmed members in good standing in other Lutheran congregations shall be admitted to confirmed membership upon acceptance of their Letters of Transfer by the church council and the report of their names to the congregation.

Applicants for membership who present evidence of confirmation in a Lutheran congregation but do not have Letters of Transfer shall be admitted to confirmed membership.

C. Membership Status

Introduction

It is with pastoral concern that this section of the Constitution is presented. It is not the intention of finding ways to eliminate people from the congregation, but rather to have indicators that someone needs Pastoral Care in order to become a more active participant. It is out of our need to keep order that these Bylaws are included.

1. Active Membership

Active members are those who are baptized in the name of God the Father, Son, and Holy Spirit; accept all the canonical books of the Old and New Testaments as the only divine rule and standard for faith and life; have knowledge of the contents of and accept Dr. Martin Luther's Small Catechism; attend worship services regularly and faithfully; lead Christian lives; partake of the Lord's Supper frequently after their confirmation; contribute regularly and faithfully as God has prospered them to the building of Christ's kingdom in the congregation and throughout the world; devote their time and talents to the extension of the kingdom of God; and are not members, affiliates, or supporters of organizations conflicting with the Word of God.

Those members who because of physical limitations cannot attend regular worship services and/or are homebound or reside in a care facility but who participate regularly in the celebration of the Lord's Supper are considered active members.

All active confirmed members of this congregation shall be voting members

2. Inactive Membership

A confirmed member who in the judgment of the church council shows no interest in attending worship services and does not partake of Holy Communion; and who does not contribute to the congregational treasury according to the congregation's records, for a period of one (1) year, shall be presumed no longer to desire membership, shall lose the right to vote, and shall not be counted in the active membership statistics of the congregation.

However, his/her name and record shall be kept in the files for a period of five (5) years thereafter. Such a person shall be encouraged to take part in the congregational life, or to transfer elsewhere, as the situation may indicate to be advisable. If the person resumes activity within the five (5) year period, that person shall be restored to the active membership list; if not, that person shall be listed under the heading of "**Former Members of Record.**" Individuals reaching this status shall be notified in writing of this action. At this point, current usage fees for all church facilities shall be applied as if these persons are non-members.

3. Associate Membership

Associate members are persons holding membership in other Christian congregations who wish to retain such membership but desire to participate in the life and mission of this congregation. They have all the privileges and duties of membership except voting rights and eligibility for elected offices or membership on the church council of this congregation.

4. Terminated Membership

Members who have been excommunicated or dismissed, or who have resigned; and members who have transferred to other Lutheran congregations; or who are definitely known to have become members of other congregations without transfer, have thereby terminated their membership in the congregation and have surrendered all membership rights.

It shall be and remain the intent of this congregation that all who believe and are baptized, regardless of church denominational affiliation, shall remain persons for whom this congregation has continuing ministerial concern. We will also reach out to all those who hunger for the Word of God.

BYLAWS Part 4

Church Council and Congregational Ministry Teams

1. Structure of Church Council

The church council shall consist of the following members:

- a. The Executive Ministry Team which consists of the officers of the congregation which are the president, vice-president, secretary, treasurer, and past president.
- b. The Congregational Ministry Team chairpersons and/or designated representatives which consists of Property; Worship and Music; Board of Education; Life, Growth and Stewardship.

- c. Trust; Youth; and the Our Savior's Women (OSW) are permanent bodies of this congregation that shall not be required to provide representation on the church council.
- d. The pastor of the congregation who is a non-voting member of the council and spiritual advisor of all Ministry Teams.
- e. Pastor spouses and or employees of half-time or more will not be eligible to serve on church council.
- f. Husbands and wives may not serve on the church council at the same time.

When a voting Ministry Team representative who is a member of the church council is absent, that person is to contact the next person in line of responsibility from that Ministry Team to attend the council meeting in their place. This substitute Ministry Team person is allowed to make and second motions and vote on all council business.

2. Terms of Office

The term of office for members of the Executive Ministry Team are as follows:

- a. The president of the congregation is elected at the annual meeting of the congregation as vice-president. At the end of one (1) year served as vice-president, this person will advance to the office of president of the congregation for a one (1) year term, followed by (1) year term as past president.

b. The Vice president of the congregation is elected at the annual meeting of the congregation. The vice-president serves a three-year term of office; one (1) year as vice-president; one (1) year as president; and one (1) year as past president.

c. The Secretary of the congregation is elected at the annual meeting of the congregation. This person is elected for a two (2) year term. The secretary is elected on alternating years opposite the treasurer. The secretary can succeed for one (1) additional term for a total of four (4) years on church council.

d. The Treasurer of the congregation is elected at the annual meeting of the congregation. This person is elected for a two (2) year term. The treasurer is elected on alternating years opposite the secretary. The treasurer can succeed for an indefinite number of terms, but must be voted on every two (2) years.

The term of office on the church council of the Ministry Team chairpersons or congregational representatives is as follows:

a. The Ministry Teams and organizations of the congregation shall recruit and receive volunteer members of the congregation who are willing, faithful, and active to serve in them. The number of persons in each Ministry Team or organization will be determined by that group. With a minimum of three persons. From that number, the members of the Ministry Team will select a chair to preside over their meetings and a council representative for church council.

b. All Ministry Team council representatives thus selected will be submitted to the congregation at the annual meeting for approval by a ballot vote.

These persons elected will serve a two (2) year term on the church council. Once having served a two (2) year term, that person cannot serve on church council again until one (1) year has elapsed.

c. Church council membership from the Ministry Teams and organizations of the congregation will be voted on with an alternating schedule. Thus, in year one (1) the Property, and the Board of Education Ministry Teams will be the slate of candidates considered at the annual meeting. In the second year the; Life, Growth and Stewardship, and Worship and Music Ministry Teams will be the slate.

d. The Trust representatives are submitted for vote at the annual meeting. The Trust Fund Ministry Team abides by Our Savior's Lutheran Church Trust Fund By-laws and adheres to these set of by-laws in conducting business of Our Savior's Lutheran Church.

e. The nominating Team members from the church council will be the Past President and the outgoing Ministry Team members.

BYLAWS
Part 5

Duties of Officers

1. The President shall preside over meeting of the Church Council and of the congregation unless the meeting decides otherwise.
 - a. The President is responsible to conduct meetings according to the constitution of the congregation. Rules of parliamentary authority as set forth by the current edition of Robert's Rules of Order shall govern this congregation and its church council when not defined by the constitution.
 - b. The President shall prepare a written agenda for all meetings, council and congregational, in consultation with the pastor.
 - c. If for some reason the President cannot attend a council meeting, arrangements shall be made with the Vice-President to conduct the meeting.
 - d. The President is responsible to call off the holding of worship services due to inclement weather in consultation with the pastor early enough to announce over the radio.
 - e. The President shall prepare a written report submitted to the church secretary for inclusion in the annual report.
 - f. The President shall have the right to call a meeting of the Executive Ministry Team to meet in special session over emergency or time sensitive church

business or to call a special meeting of the church council. All council members will receive no less than a one (1) week notice of such a special meeting.

2. The Vice-President shall preside in the absence of the president, unless the meeting decides otherwise.
 - a. The Vice-President shall attend at least one regular meeting of each of the congregation's standing Ministry Teams during the year in office.
3. The Secretary shall keep the minutes of the Church Council and of the congregation unless the meeting decides otherwise.
 - a. These minutes shall be accurate and include all motions with the names of those making and seconding same.
 - b. The Secretary shall complete and give to the church secretary a copy of the minutes to be included in the monthly newsletter and to be posted on the narthex bulletin board.
 - c. The Secretary shall preserve all minutes in a permanent archive.
 - d. The Secretary is responsible to include in the bylaws all continuing resolutions of the congregation as part of a permanent record.
4. The Treasurer shall be bonded and shall be custodian of all the funds of the congregation.

- a. The Treasurer shall disburse all such funds in accordance with decisions of the congregation or the Church Council.
- b. The Treasurer shall present monthly financial reports to the Church Council for approval.
- c. The Treasurer shall present an audited report to the annual congregational meeting which will include a complete written report submitted to the church secretary for inclusion in the annual report.
- d. The Treasurer shall be able to appoint a financial secretary with the approval of the Church Council to assist in managing the fiscal affairs of the congregation and keep such affairs in strict confidentiality.
- e. The Treasurer is responsible to collect the offering of the congregation at the conclusion of all worship services unless designed to the financial secretary or other person approved by the Church Council. These funds shall be secured and deposited in the bank in a timely manner.

**BYLAWS
Part 6**

Duties of Ministry Teams

The Ministry Teams shall have the following responsibilities and obligations in service to the congregation and on the church council shall maintain records of activities to pass on to incoming persons:

1. The Property Ministry Team is responsible to oversee the maintenance of all church property, including the church proper and the parsonage.
 - a. Within one month of the holding of the annual meeting of the congregation, the members of the Property Ministry Team will conduct a walkthrough of the church and parsonage to ascertain needed short-term and long-term projects and repairs.
 - b. They shall be in regular contact with the pastor and custodial staff to keep repairs and maintenance current.
 - c. They shall see to the review and updating of all insurance of church property.
 - d. They shall be responsible to obtain bids for all major building and repair projects as directed by the congregation.
 - e. They shall keep dated records of all purchases and repairs for the Church and Parsonage.
2. The Board of Education Ministry Team is responsible to oversee the curriculum for Sunday school, Vacation Bible School, and adult education to assure that it conforms to the faith, purpose, and confessions of the congregation.
 - a. The Ministry Team shall lead, inspire, and guide the congregation in the wisdom and revelation gained through the Holy Scriptures by knowledge and understanding.

- b. They shall submit a budget to the church council for review prior to the annual meeting of the congregation.
 - c. They shall oversee the enlisting and training of teachers for all Christian education.
3. The Worship and Music Ministry Team will assist the church council and pastor in sustaining regular worship services for this congregation in accordance to the Lutheran Confessions, purpose of this congregation, and promotion of the ministry of Word and Sacrament in faithfulness to the traditions of this congregation.
- a. They shall provide the oversight for the altar guild and duties of the altar.
 - b. They shall provide oversight for the ushers and their responsibilities and functions.
 - c. They shall provide oversight of the music, music personnel, choirs, and the musical instruments of the congregation.
 - d. They shall work with the Board of Education Ministry Team to provide worship resources that comply with the confessions of the Christian church.
4. The Life, Growth, and Stewardship Ministry Team shall promote the expression of Christian faith in daily living; teach the Christian use of money and talents; diffuse knowledge of the congregation's local, national, and world-wide ministries; and lead all its members to higher levels of informed and grateful stewardship.
- a. They shall deepen the spiritual life of this congregation by stimulating the members, in continuing expressions of the means of grace to

inspire the faithful, reawaken the indifferent, and reach out to our neighbors with the Gospel that all may know the salvation of God through Jesus Christ our Lord.

- b. They shall guide this congregation in the commitment to the call of Jesus Christ to make disciples of all people in accordance with the confessions of the Christian church.
 - c. They shall direct the social life of this congregation, to inspire the fellowship of believers and reach out in Christian love to our community.
 - d. They shall be responsible for designating monthly mission emphases for the congregation.
 - e. They shall provide from their membership a person to be the treasurer of the Missions Fund who will oversee its collection and disbursement of money as designated. This person shall provide a financial report to the church council on a regular basis and an audited report for inclusion in the annual report to the congregation.
5. The Youth Ministry Team shall work with the ministerial staff to provide leadership and guidance for the development and implementation of a youth program in this congregation which stresses Christian fellowship, ideals, and involvement, growth and services.
6. The Trust Fund Ministry Team shall, according to their constitution and bylaws, administer the "Perpetual Fund," Memorial Fund," and any future funds established which includes all bequests, estates, insurance, memorials, and other ideals.

7. Our Savior's Women (OSW), called to discipleship in Jesus Christ, and empowered by the Holy Spirit, have committed themselves to grow, affirm, support, engage, and promote the wholeness of the church, shall be one of the Ministry Teams of this congregation.

**BYLAWS
Part 7**

Pastoral Office

Those assuming the pastoral office, shall be clergy in good standing in Lutheran Congregations in Mission for Christ (LCMC) or any partnership body. Clergy may be called from outside the Lutheran Congregations in Mission for Christ list of clergy with the understanding that they subscribe to the Confession of Faith and Ministry Standards of this congregation and Lutheran Congregations in Mission for Christ.

Matters of discipline involving the pastor for alleged defection in doctrine or for alleged conduct unbecoming a pastor, shall be referred by the church council to the Ministry Board of LCMC for action in accordance with the constitution and by-laws of Lutheran Congregations in Mission for Christ.

**BYLAWS
Part 8**

Call Ministry Team

When the Call Ministry Team is formed the diversity of the Team shall include consideration of the following:

1. Congregational age so all ages are represented.
2. Solid biblical and confessional understanding.
3. Positional stands within the congregation.

**BYLAWS
Part 9**

Annual Meeting

The annual meeting of Our Savior's Lutheran Church shall be held in the month of January. 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 at least ten (10) days in advance of the meeting. The date of the annual meeting shall be determined by the church council.

**BYLAWS
Part 10**

Power of the Council

The Council has the power to borrow up to \$5000.00 without congregational approval to meet financial obligations

**BYLAWS
Part 11**

Requesting Clergy for Occasions

Whereas the Apostle Paul exhorted the Church to "Let all things be done decently and in order," and whereas Our Savior's Lutheran Congregation desires that as well, and whereas there are occasions when members request that clergy, who are not currently under Call, or who are not currently employed by Our Savior's Congregation,

be asked to serve in special ways, such as funeral services, baptisms, weddings, and the like. And whereas there may be pastors asked who are not Christians, or who may not be in sufficient harmony with the teachings and practices of Our Savior's Lutheran Congregation, therefore be it resolved that the congregation be informed that the Pastor under Call at Our Savior's, or the Pastor currently employed by Our Savior's, be the first consulted in these situations, and be it further resolved that the Pastor, in consultation with the president of the Church Council, make the determination if family requests may be honored in those cases, and be it further resolved that this policy be communicated by Pastor and President to the membership of Our Savior's and to other parties, such as funeral directors and the like.

**BYLAWS
Part 12**

Continuing Resolutions

All continuing resolutions made at congregational meetings and the annual meeting shall be recorded with the date passed and the effective date of implementation. The duly elected council secretary is responsible for placing them in this following space in the constitution, keeping them current and up to date.

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