

**BYLAWS
LUTHERAN CHURCH OF THE GOOD SHEPHERD
MOORHEAD, MINNESOTA**

(Revised Bylaws Approved January 29, 2006)

SECTION 1 - COMMUNION PARTICIPATION (cf Chapter 2 of the Constitution)

Participation in Holy Communion shall be open to baptized Christians, who have been instructed in preparation for the sacrament:

1. The belief of this congregation is:

That participation in the Lord's Supper is the reception of "...the body and blood of our Lord Jesus Christ given with bread and wine, instituted by Christ himself for us to eat and drink".

That we hold "...a person is well prepared and worthy who believes these words, 'given and shed for you for the remission of sins.' But anyone who does not believe these words, or doubts them, is neither prepared nor worthy".

2. Non-members confessing these beliefs and who have been confirmed or have received adequate instruction, as determined by the pastor(s), in preparation for Holy Communion may also participate. Those who have been members of Christian congregations where they received communion, will be invited to the sacrament when worshipping with this congregation.

SECTION 2 - CONGREGATION MEETINGS (cf Chapter 10 of the Constitution)

A. ANNUAL MEETINGS -

1. The annual meeting of this congregation shall be held within thirty (30) days of the close of the fiscal year, at a date and time to be fixed by the Church Council.

2. Announcement of the time and place of the annual meeting shall be made:

a. in the two (2) public services immediately preceding the meeting, said services to be at least a week apart; and

b. in such publications as the congregation or pastor may periodically issue; or

c. by special written notice to the voting members mailed at least ten (10) days in advance.

3. The current roster of voting confirmed and baptized members shall be determined prior to each annual meeting.

4. A quorum for the conduct of business at annual and special congregational meetings (with exceptions stated herein) shall consist of one hundred (100) voting members.

5. Except as otherwise provided in our Constitution and these Bylaws (ex: Call rules) all matters, including elections, shall be decided with a quorum in attendance and by a majority vote of those present and voting.

6. In the following cases, voting shall be by ballot:

a. To elect congregation/Council members and other positions designated for election by this congregation;

b. To adopt or amend the articles of incorporation, Constitution, or Bylaws of this congregation;

c. To call a pastor or to request a pastor's resignation;

d. To excommunicate a member from this congregation or remove a member from office in this congregation;

e. To sever membership in the Evangelical Lutheran Church in America (ELCA);

f. To dispose of, encumber, or purchase real property; or

g. When requested by ten percent or more of the voting members of this congregation.

7. If more than one ballot is required in an election, it shall be in order by proper motion to limit the balloting after the first ballot to the three candidates receiving the highest number of votes on the first ballot and after the second ballot to limit the balloting to the candidates receiving the highest number of votes.

8. The order of business at the annual meeting shall include:

a. Opening devotion

b. Approval of minutes - last annual meeting

c. Reports of the pastor, the ministry areas, the treasurer, the financial secretary.

d. Elections

e. Approval of budget

f. Unfinished business

g. New business

h. Closing prayer

B. DELEGATES TO SYNOD ASSEMBLY: This congregation shall, during the annual meeting, elect our allotted number of congregation members to serve as delegates and voting members at the Synod/ELCA assemblies. This number is determined by our confirmed membership.

C. SPECIAL MEETINGS:

1. Special meetings may be called by the pastor, one half of the Church Council, the President of the Council, or by ten (10) percent of the voting members of this congregation.
2. Notice of special meetings shall be in accordance with the rules for annual meetings and voting thereat also in accordance with the rules in A (Annual Meetings) above.
3. Only the subject for which the special meeting is called may be discussed.

D. RECESS TO RECONVENE: A meeting of the congregation may, by majority vote, recess to reconvene at a specified time and place. A meeting may also recess to reconvene upon call; provided the time and place of such a reconvened meeting is announced at a public service of this congregation and not less than three (3) days' written notice is given for the reconvened meeting.

SECTION 3 - THE CHURCH COUNCIL (Chapters 11, 12, 13 of Constitution)

A. ELECTION OF CHURCH COUNCIL:

1. The membership of the Church Council shall be comprised of ten (10) voting members elected by this congregation.
2. Term of office on the Church Council will be three (3) years.
3. Any vacancy caused by the inability of a Council member to complete his/her term of office shall require the Church Council elect a member to the Council to serve until the next annual meeting.

B. CHURCH COUNCIL RESPONSIBILITIES:

1. 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 ELCA. The duties of our Church Council shall include the following:
 - a. To lead this congregation in living its mission.
 - b. To seek to involve all members in worship, learning, witness, service, and support.
 - c. To oversee and provide for the administration of this congregation to fulfill its functions and perform its mission.
 - d. To maintain supportive relationships with the pastor(s) and staff and help them annually to evaluate the fulfillment of their calling, appointment, or employment.
 - e. To be examples, individually and corporately, displaying the life and ministry expected of all baptized persons.
 - f. To promote a congregational climate of peace and goodwill and, as differences and conflicts arise, to endeavor to foster mutual understanding.
 - g. To support long-range planning, to set goals and priorities, and to evaluate its activities in light of its mission and goals.
 - h. To arrange for pastoral service during the sickness or absence of our pastor(s).
 - i. To emphasize partnership with our synod and churchwide units of the ELCA as well as cooperation with other congregations, both Lutheran and non-Lutheran, subject to established policies of the synod and the ELCA.
 - j. To recommend and encourage the use of program resources produced or approved by the ELCA.
 - k. To seek out and encourage qualified persons to prepare for the ministry of the Gospel.
 - l. To be responsible for the financial and property matters of this congregation.
 - m. To be responsible for maintaining and protecting the property, and for the management of its business and fiscal affairs, with the powers and the obligations that pertain to our Church Council under the laws of the State of Minnesota, except as otherwise provided herein. Our Council shall not have the authority to buy, sell, or encumber real property unless specifically authorized to do so by a constitutionally called meeting of this congregation.
 - n. To require an annual budget for adoption by this congregation, and shall, following adoption, supervise the expenditure of funds in accordance therewith. Obligations in excess of the anticipated receipts may be incurred only after a constitutionally called congregation meeting. The budget shall include this congregation's full indicated share in support of the wider ministry being carried on in partnership with the synod and churchwide organizations.
 - o. To ascertain that the financial affairs of this congregation are being conducted efficiently, giving particular attention to the prompt payment of all obligations and to the regular forwarding of benevolence monies to the synod treasurer.
 - p. To be responsible for this congregation's investments and its total insurance program.
 - q. To assure the provisions of this Constitution and our Bylaws are carried out.
 - r. To provide for an occasional review of our membership roll.
 - s. To be responsible for the appointment and supervision of the salaried lay workers of this congregation.

- t. To submit a comprehensive report of ministry activities to this congregation at the annual meeting.
- u. To create ad hoc (temporary) committees/task forces. The Council action which creates an ad hoc committee will define the purpose and authority and will stipulate a date or event, the passage of which will cause the committee/task force to be discontinued.
- v. To approve any personnel policy statement that the Executive Committee wishes to adopt or amend.
- w. To request the Lay Leadership Development committee provide names of voting members willing to stand for election to serve.
- x. To maintain a Council manual detailing duties, assignments and responsibilities.

C. COUNCIL MEETINGS -

1. Regular Meetings:

- a. The Church Council and clergy shall normally meet once a month.
- b. No Church Council business shall be official unless a majority of the members is present.
- c. Non-clergy staff are invited to attend Council meetings for liaison purposes and shall have speaking privileges.
- d. Any member of the Church Council absent without good cause from four (4) successive regular meetings of the Church Council shall be contacted by the Council President regarding absences. The result of this action must lead to attendance or the appointment of a replacement.

2. Special Meetings:

- a. Special Council meetings may be called by the pastor or the Council President and shall be called at the request of at least one half of our Council members.
- b. Notice of each special meeting, along with purpose, shall be given at a public service or a written notice mailed three (3) days in advance to all who are entitled to be present.
- c. Discussion will be limited to the subject for which the meeting is called.

D. COUNCIL QUORUM - A quorum for the transaction of Council business shall consist of a majority of the elected members of the Church Council present.

E. OFFICERS OF THE CHURCH COUNCIL:

1. At the annual congregation meeting, the following congregation/Council officers will be elected:

- a. The **PRESIDENT** - shall preside over all meetings of the Church Council, the congregation, and the Executive Committee.
- b. The **VICE-PRESIDENT/PRESIDENT ELECT** - shall perform the duties of president when the president is absent.
- c. The **SECRETARY** - shall record the minutes of all our Council and congregational meetings.
- d. The **TREASURER** shall:

1). oversee the accounting functions of this congregation,
 2). present a financial review report to the annual congregation meeting,
 3). provide such other reports to the Church Council as may be required,
 4). supervise the Financial Secretary and receive monthly reports for inclusion in the Treasurer's Report.

5). maintain records on Dedicated Funds:

- a). To identify the dedicated funds, and record all receipts and expenditures, identifying the purpose of the expenditure.
- b). To keep the congregation informed of the opportunities each of the dedicated funds provide, along with how each fund is used.
- c). To provide the Church Council with quarterly reports on the current status of the fund, the receipts and expenditures.

6). The Treasurer and Office Manager shall supervise the **FINANCIAL SECRETARY** who in turn shall:

- a). receive, count, or cause to be counted and recorded all offerings from all areas of church activity assuring recording to the proper account,
- b). assure all offerings are properly recorded to the individual contributor. All contributors shall receive quarterly and annual written reports of giving,
- c). develop a schedule of volunteers to assist in counting and verifying Sunday and other offerings.
- d). prepare and present the following reports to the Treasurer:

- 1. annual report to our congregation of the offerings
- 2. monthly reports for submission with the Treasurer's report to the Church Council

SECTION 4 - REPORTS OF ORGANIZATIONS (cf Chapter 14)

All committees/task forces and organizations handling funds within the congregation shall submit accounts to the treasurer or the church office at least fourteen (14) days prior to the annual meeting, and the treasurer shall include such accounts in the report to the meeting.

SECTION 5 - MINISTERIAL RECORDS

The pastors shall be responsible for keeping accurate record of membership and of ministerial acts on forms provided by the congregation which shall remain the property of the congregation. These statistics shall be reported to the congregation annually and, when required, to the secretary of the Evangelical Lutheran Church in America. When a pastor leaves the congregation, records shall be complete up to the time of departure.

SECTION 6 - USE OF CHURCH PROPERTY

- A. The property of the congregation shall be for the use of the congregation in its normal function as a Lutheran church and shall not be used in any way not in harmony with the purpose of the congregation.
- B. Buildings which are the property of the congregation shall be lent or rented to groups or individuals upon application for such use and approval by the Church Council.
- C. The Church Council may adopt a special policy governing the use of church property.

SECTION 7 - RECRUITMENT AND EMPLOYMENT OF NON-PASTORAL STAFF AND PART-TIME PASTORS NOT UNDER CALL

The Church Council and its Executive Committee shall provide personnel policies which shall establish procedures for the recruitment and employment of all non-pastoral staff, and for part-time pastors employed on salary or contract and not under call.