

Bylaws of The Good Shepherd Lutheran Church Amended DATE (1/22/2023)

Part I. Vision and Mission Statements

Vision Statement:

We are a congregation that shares a living, daring confidence in God’s grace. Liberated by our faith, we embrace you as a whole person—questions, complexities and all. Join us as we do God’s work in Christ’s name for the life of the world.

Mission Statement:

By the grace of God, the Good Shepherd, we are called to serve Christ joyfully by sharing the Gospel, being faithful stewards of God's gifts, and by loving and celebrating all God's people.

Part II. Congregational Meetings

A. In order that The Good Shepherd Lutheran Church may faithfully and effectively carry out its God-given mission it shall gather for Congregational Meetings three times each year.

1. In May, the Congregation shall meet to elect Council members to lead in carrying out the ministry plans of the congregation and to thank outgoing Mission Council members, and tend to other items considered necessary by the Council.
2. In November, the Congregation shall met to adopt a budget which supports the ministry plans of the congregation and to tend to other items considered necessary by the Mission Council.
3. In January, the Congregation shall meet to receive the annual Report of the Congregation and tend to other items considered necessary by the Council.

B. The Congregational President shall, in consultation with the Administration Team, prepare the agenda for each Congregational Meeting. The Council shall approve each agenda prior to the Congregational Meeting.

C. The Congregational President or Vice President shall preside over all Congregational Meetings.

D. All Congregational Meetings are subject to Chapter 10 of the Constitution of The Good Shepherd Lutheran Church.

Part III. Council

A. To lead it in carrying out its mission, The Good Shepherd Lutheran Church shall have a Council consisting of the following members as specified in B and C below:

B. Administration Team (Executive Committee)

1. President
2. Vice President

3. Secretary
4. Treasurer
5. Youth Representative (*if and when membership grows to have youth members*)
6. Pastor

C. Ministry Team Leaders

1. Outreach
2. Worship & Education
3. Discipleship (Peerage)
4. Deborah Circle, including WELCA Representative
5. Property

D. Members of The Good Shepherd Lutheran Church who represent the following congregational organizations shall have voice but not vote on the Council:

1. Thrivent Financial
2. Others designated by the Council

E. Term of Service: With the exception of Youth Representative, the members elected to the Council shall serve no more than two consecutive two-year terms. At least one year shall pass before they are eligible for re-election. The Youth Representative shall be elected to a one-year term and may not serve more than three terms.

F. Planning Retreat: The Council shall hold an annual summer retreat for the purpose of training new Council members, team building, and preparing for the upcoming ministry cycle.

G. Frequency of Meetings: the Council shall meet monthly, or as frequently as necessary, to faithfully and effectively lead The Good Shepherd Lutheran Church in carrying out its mission.

H. Agenda: Every Council meeting shall include a sharing of the Good News of Jesus Christ, prayer, reports from the Administration and Ministry Teams, actions that promote the congregation's mission and any other necessary business.

I. Open to All Members: All Council meetings shall be open to the members of The Good Shepherd Lutheran Church. Members who wish to address the Council shall first inform the President of the matter and request inclusion on the Council's agenda. Inclusion on the agenda will be decided by the Administration Team.

Part IV. Qualifications and Responsibilities of Council Members

A. Qualifications: In addition to the qualifications stated in Chapter 12 of the Constitution of The Good Shepherd Lutheran Church the members of the Council shall meet the following qualifications: They shall be –

1. Confirmed, communing and contributing members of The Good Shepherd Lutheran Church;
2. Willing and able to set an example of Christian discipleship and active participation of worship, learning, fellowship, and other Congregational ministries;
3. Qualified and willing to serve in the position to which they are nominated.

B. Responsibilities: The members of the Council shall –

1. Participate in Sunday and other special days of worship, Sunday School, fellowship activities, and other ministries of The Good Shepherd Lutheran Church;
2. Participate annually in at least one educational event that relates directly to their Teams' ministry;
3. Seek to be well informed about The Good Shepherd Lutheran Church, Southeastern Synod annual Conference, and the ELCA.
4. Pray; including The Good Shepherd Lutheran Church, Southeastern Synod, and the ELCA in their prayers;
5. Recruit members to serve on the Team they lead; seeking to include a mix of male and female; youth and adult; as well as new (0 -3 years), mid-term (3 – 10 years), and long-term (10 or more years) members who are willing and able to carry out the responsibilities of the Team;
6. Prepare the agenda for and preside over the meetings of the Teams they lead;
7. Inform all Team members, the President, and Pastor of all Team meeting dates and times;
8. Lead their respective Teams in setting specific, achievable, measurable goals which are consistent with the Congregation's mission and the responsibilities of the Teams they lead;
9. Attend all meetings of the Congregation and Council;
10. Inform the President prior to meetings when they must be absent;
11. Prepare and deliver regular reports to the Congregation and monthly reports to the Council;
12. In collaboration with the other Council members lead the Congregation in discerning, stating, planning, and carrying out its mission and ministry;
13. Offer to and receive from the other Council members encouragement, support, and constructive criticism concerning Congregational, Council, and Team ministries;
14. Resolve conflicts in peace, according to our Lord's commands to love forgive, and bear with one another;
15. Not serve on Teams other than the ones they lead when such service would be detrimental to their service as a Council member and Team Leader;
16. When retiring provide support and assistance to their newly-elected successors.

Part V. Elections to Council

- A. The members of the Council shall be elected by the voting members of the Congregation.

B. Election to the Council shall be planned such that each year –

1. About half are serving the last year of a two year term;
2. About half are serving the first year of a two year term;
3. The Youth Representative is serving of a one year term.

C. At the May Congregational Meeting, the Nominating Committee shall present a slate of six or more candidates. Prior to the voting, the presiding President shall call for nominations from the floor.

1. Only voting members as defined by the Constitution of The Good Shepherd Lutheran Church shall vote (Section C.8.02);
2. When the number of nominees equals that of the positions to be filled the presiding president may call for a voice vote for election of the candidates by acclamation;
3. When there are more nominees than Council positions to fill, election shall be by written ballot;
4. Election shall be by simple majority;
5. Tied ballots affecting the outcome must be settled before the meeting is adjourned.

D. Transitions

1. Vacancies: If a Council member misses four consecutive Council meetings without being excused by the President, that Council member's position shall be declared vacant;
2. Filling Vacancies: If a council position is declared vacant, the President, in consultation with the Administration Team, shall recruit and nominate a replacement to be presented at the next Council meeting. The Council must confirm the President's nomination by a majority vote. At the May meeting of the Congregation an election shall be held to fill any unexpired term on the Council.

Part VI. Congregational Officers and Administration Team (Executive Committee)

A. Purpose: the Administration Team serves The Good Shepherd Lutheran Church by overseeing its life, mission, and ministry. B. Responsibilities: This Team shall be responsible for –

1. Leading the Congregation in discerning and stating its God-given mission;
2. Coordinating, with the Council, the development of the Congregation's mission plan;
3. Preparing the agenda for all Congregational and Council meetings;
4. Managing all of the official reports, records, contracts, and other administrative responsibilities of the Congregation, especially the annual report of the Congregation to the Southeastern Synod and ELCA, tax forms, incorporation forms, insurance policies, and Parish Register;
5. Overseeing the Nominating, Auditing, Mutual Ministry, and other Congregational Committees and taskforces;

6. Conducting, when necessary, the business of the Congregation between Council Meetings;
7. Fulfilling other needed administrative responsibilities of the Congregation.

C. Participants: The Administration Team shall have the following participants:

1. The President who shall –
 - a. Preside over all meetings of the Congregation, Council, and Administration Team;
 - b. Prepare the agenda, in consultation with the Administration Team, for all meetings of the Congregation, Council, and Administration Team;
 - c. Be responsible along with the Administration Team for seeing that the Congregation, Council, and Administration Teams carry out their respective privileges and responsibilities as mandated by the Constitution and Continuing Resolutions of The Good Shepherd Lutheran Church;
 - d. Be an ex-officio member of all the Teams;
 - e. Have the tie-breaking vote on the Council and Administration Team in decisions that require a simple majority vote;
 - f. Confer with the Pastor on disbursements from the Shepherd's Fund;
 - g. Fulfill other needed responsibilities consistent with the office of President.
2. The Vice President who shall –
 - a. Assist the President of the Congregation;
 - b. Carry out the ministry of the President during the absence of or at the direction of the President.
3. The Secretary who shall –
 - a. Take accurate minutes of all Congregational and Council meetings;
 - b. Distribute minutes of the above meetings to Council members within one week of the meeting;
 - c. Present at each Congregational, Council, and Administration Meeting minute of the previous respective meetings;
 - d. Maintain an archive of all minutes, officer reports, Team reports, and other important records;
 - e. Send out written notices of all Congregational, Council, and Administration Team meetings following constitutional guidelines (see C10.03);
 - f. Oversee the maintenance of accurate records of the members of The Good Shepherd Lutheran Church in the office Parish Register;
 - g. Report membership information to the Congregation, Council, and Administration Team on a regular basis;
 - h. Fill out the Annual Congregation Report and submit it to the Office of the Southeastern Synod of the ELCA;
 - i. Oversee the informing of members of their membership status;

- j. Oversee the transferring of membership;
- k. Fulfill other needed responsibilities consistent with the office of Secretary.

4. The Treasurer who shall –

- a. Keep accurate records of all deposits into and disbursements from the bank accounts of The Good Shepherd Lutheran Church;
- b. Pay current financial obligations (1) by or prior to the date due, (2) as directed by the congregation or Council;
- c. Give a detailed written and brief verbal report at every Congregational, Council, and Administration Team meeting concerning deposits and disbursements;
- d. Give a detailed written report detailing the Congregation's financial condition at its January meeting;
- e. Submit the Congregation's financial books and records to the Audit Committee for the annual audit;
- f. Prepare the financial section of the annual report to the Southeastern Synod of the ELCA;
- g. Oversee the responsibility of collecting, counting, recording, and depositing of all monies received from contributing members and other sources;
- h. Recruit, train, and schedule Tellers to assist with the counting, recording, and depositing of all monies received;
- i. Oversee the providing of offering envelopes for all current and new members;
- j. Keep accurate records of all monies received from contributing members and other sources;
- k. Maintain a separate accurate record of memorials and other special offerings given to the congregation;
- l. Oversee the keeping of accurate record of member's estimate of giving;
- m. Review quarterly and year-end financial giving and distribute quarterly and year-end financial statements to contributing members in a timely manner. Quarterly statements shall be distributed in April, July, October. In January a combined Quarterly/Year-end statement shall be distributed;
- n. In consultation with the Council members; annually prepare a proposed Budget of the Congregation.
- o. Be responsible for the Congregation's insurance policies and other financial responsibilities as designated by the Congregation or Council;
- p. Provide quantitative giving information to the Congregation, Council, and Administration Team without violating the confidentiality of the givers;
- q. Submit records to the Audit Committee for the annual audit;
- r. Preside over Council meetings when both the President and Vice President are absent;
- s. Fulfill other necessary responsibilities consistent with the office of Treasurer.

5. The Youth Representative who shall –
 - a. Serve a one year term and be limited to three consecutive terms;
 - b. Not be older than eighteen years but otherwise subject to the Constitutional guidelines (Chapter 12) and the Continuing Resolutions (Part IV) concerning Council members;
 - c. Serve as an assistant to the Youth Team Leader;
 - d. Fulfill other necessary responsibilities consistent with the office of Youth Representative.

6. The Pastor who shall –
 - a. Serve according to Chapter 9 of the Constitution of The Good Shepherd Lutheran Church;
 - b. Not be eligible to serve as an officer or Team Leader but will devote himself or herself to the duties of the Pastor as stated in the ordination vows of the Service of Ordination and Chapter 9 of the Constitution of The Good Shepherd Lutheran Church;
 - c. Shall have voice and vote on the Council and Administration Team;
 - d. Shall be an ex-officio member of all Teams, Congregational Committees, and other Congregational organizations.

D. Meetings: The Administration Team shall meet –

1. Frequency: Prior to Congregational and Council meetings
2. Agenda: Each Meeting shall include a sharing of the Good News of Jesus Christ, prayer reports, actions that fulfill its responsibilities, and other necessary items.

E. Terms of Service of the Administration Team shall be those described in Part III, IV, and V of these Bylaws.

Part VII. Standing Ministries/key activities

A. Peerage:

- foster Discipleship within our church family
- Fellowship meals
- Member care

B. Worship & Education:

Oversees the worship and educational life, including but not limited to:

- Ensuring that the worship space is readied for all services
- Management of all supplies pertaining to worship
- Procuring supply musicians and pastors
- Training of all worship leaders
- Programming special services and Wednesday evening studies and services, where appropriate

C. Outreach Purpose: The purpose of the Outreach Committee is to promote activities that foster awareness of Good Shepherd Lutheran Church and the Lutheran Religion. To help the community's welfare and needs through social engagement and promote growth of the church congregation through new memberships.

Responsibilities: The Outreach committee is responsible to the Congregation through the church Council – as an elected member, by ensuring the Church provides an active role to community thru Gospel and Fellowship, by social engagement

Duties:

1. Maintain social awareness of the community and planning and providing social engagements for those needs, in hopes of meeting citizens
2. Provide special programming during Church and National Holidays thru recreational and educational activities.
3. Oversee advertising and marketing of the church.
4. Greet and distribute information materials for first time visitors.
5. Encourage all church members to participate in outreach.
6. Coordinate with other committees for special events.
7. Prepare an annual Outreach budget.
8. Report Committee activities to Church Council.

D. Property Management

1. Coordinate maintenance of the property.
 - a. Grass cutting schedule.
 - b. Work days as repairs/maintenance requires.
2. Maintain Capital Projects list. To include at a minimum:
 - a. Roof age expected remaining life estimate.
 - b. Floor coverings age and expected remaining life estimate.
 - c. Furniture age and expected remaining life estimate.
 - d. Room refurbishment
 - e. Air conditioning age and expected remaining life estimate.
 - f. Other major equipment as identified.

Part VIII Fiscal Year

The fiscal year will begin on January 1 and end on December 31. The fiscal year will correspond to the calendar year.

Part IXV. Alterations

These Continuing Resolutions may be changed or deleted or other Continuing Resolutions may be adopted by a two-thirds majority vote of the Council at any regular or properly called meeting.

Appendix A

Memorial Review Committee

Part I. Definition. Memorial gifts are designated or non-designated contributions given in memory of someone.

Part II. Memorial Committee. A Memorial Committee is established as advisory to the church council, the committee shall consist of from 3-5 persons with the Pastor serving as an additional member. The purpose of the committee shall be:

1. Generate a list of memorial gift possibilities.
2. Receive suggestions as to potential use of memorial gifts and to make recommendations to the church council.
3. Oversee that the Financial Secretary records and acknowledges gifts to donor, family, and church Treasurer.

Part III. Procedures

1. When a family, individual or organization provides a memorial fund to The Good Shepherd Lutheran Church, it will be acknowledged by the Financial Secretary within 10 days of receipt, by letter. The Financial Secretary shall also notify the family that a memorial has been received and from whom, without naming an amount.
2. The Memorial Review Committee shall periodically review this fund and make recommendations to the church council for expenditures from the fund.
3. When a number of memorials are received, and/or the amount given is more than \$500, the Pastor, in consultation with the Memorial Committee, shall review memorial policy with the family and provide a list of suggested memorial designations, as prepared by the Memorial Committee.
 - a. This consultation shall take place within 2-3 months of the contribution(s).
 - b. After the family consultation, a recommendation as to the use of memorial gifts shall come before the church council from the Memorial Committee. The Church Council will then act on the recommendation.
4. Non-designated gifts and gifts smaller than \$500 shall accrue in the General Memorial Fund. This Fund will be reviewed by this committee semi-annually making recommendations to the church council on its use. These gifts are not intended to accumulate without a goal. It is encouraged that when designated gifts are not sufficient to achieve their intended use that undesignated funds be closely reviewed to see if their addition can allow a designated request to be attained.
5. When memorials have been received and/or installed, they shall be dedicated on the festival of all Saints, or if that is not feasible, on another Sunday during prayer of the church.

Part IV. Policy and Practices

1. The Memorial Fund, either designated or non-designated, shall at all times be owned by the congregation and be administered by the church council. The Memorial Fund shall be administered in a manner that is consistent with sound fiscal management.

2. While memorial gifts are intended to be of lasting value and usefulness, it is understood that the greatest value of any memorial gift is in its ability to glorify God and prosper the mission of the church. Donors must be aware that the use and continuance of any gift is impacted by the needs and challenges faced by the congregation. Furthermore, the use of memorial funds including the purchase of any item, must be approved by the church council. The church council shall have the authority to refuse a memorial gift if the designated purpose or use of the gift is not deemed appropriate.

3. Memorial funds shall not normally be expended for the current operating costs.