



LUTHERAN CHURCH OF OUR SAVIOUR

BYLAWS

Amended September 2006

BYLAWS

Lutheran Church of Our Saviour

Richmond, Virginia

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BYLAWS

Lutheran Church of Our Saviour
Richmond, Virginia

ARTICLES 1 – 7

No Action taken

ARTICLE 8 MEMBERSHIP

- B8.01.** A member ineligible to vote shall be classified as inactive and shall remain within the continuing concern of the congregation and be given conscientious pastoral care. An inactive member shall be restored to the voting roll by the Congregation Council when that member again communes and makes a contribution of record to the congregation. When an inactive member has failed to receive communion and to make a contribution of record for two consecutive calendar years that member may be removed by the Congregation Council from the roll of membership. A person who has been removed from the roll of membership of the congregation shall remain a person for whom the church has a continuing pastoral concern.
- B8.02.** Each applicant for confirmed membership shall have been properly instructed in the Word of God and the tenets of the Lutheran faith prior to reception into this congregation.
- B8.03.** Parents and/or guardians are encouraged to present their children for Holy Baptism in early infancy and shall diligently nurture them in Christian faith in the home and in the congregation.
- B8.04.** A certificate of standing or transfer of membership to another Lutheran or other Christian congregation shall be issued at the request of the confirmed member. Such transfer of membership or issuing of a certificate of standing and/or release shall be granted to the baptized but unconfirmed children at the request of their parents and/or guardians.

ARTICLE 9 THE PASTOR

- B9.01.** The pastor shall be responsible to see that the membership roll of the congregation is kept, reporting thereon periodically to the Congregation Council. Pastoral acts shall be recorded in the official parish register, which are and shall remain the property of the congregation.
- B9.02.** The pastor or interim pastor shall be responsible for issuing letters of transfer and other certificates of ministerial acts.

- B9.03.** In order that a pastor of this congregation may be devoted fully to the duties of the office, adequate compensation shall be provided, paid on semi-monthly or monthly installments. Any travel expense of the pastor incident to church business shall be defrayed by the congregation.
- B9.04.** The letter of call for an associate/assistant pastor shall include an agreement whereby the associate/assistant pastor shall submit his/her resignation to be effective sixty days after the effective date of the senior pastor's resignation.
- B9.05** The Senior Pastor shall supervise all staff members (e.g. ordained, paid, or volunteer). With the support of the Executive Committee, the Senior Pastor shall prepare job descriptions, make hiring recommendations, perform annual personnel reviews, and recommend salary actions for the succeeding budget year.

ARTICLE 10 CONGREGATION MEETING

- B10.01.** The members of the Congregation shall hold an annual meeting during the 4th quarter of the year (preferably in November) for the purpose of electing representatives including Congregation Council and Nominating Committee members, adopting a budget and conducting other business as may be necessary or appropriate.
- B10.02.** Minutes of congregational meetings shall be reviewed and approved by the Congregation Council.

ARTICLE 11 OFFICERS

- B11.01.** Duties of officers:
 - a. The **president** shall preside at meetings of the congregation and the Congregation Council.
 - b. The **vice-president** shall preside at congregational and Congregation Council meetings in the event of the president's inability to serve, and shall act as advisor to the president.
 - c. The **secretary** shall assure that:
 - (1) minutes of all meetings of the congregation and the Congregation Council are recorded;
 - (2) records and official documents are filed, protected, indexed, kept current, accessible and permanently preserved;
 - (3) the annual report to the congregation is prepared and distributed; and,
 - (4) duties are performed as specified in the Constitution, paragraph *C9.14
 - d. The **treasurer**, with the assistance of the Finance and Audit committees, shall account for all funds and disburse them on written approval of the Congregation Council, the president of the congregation or such other

approval as has been delegated by Congregation Council and given to the treasurer in writing. Such approval authority shall be retained in the treasurer's file for the audit at year end. The treasurer shall oversee the books of the congregation and shall be responsible to see that such records are maintained and accurately report the financial affairs of the congregation. The treasurer shall make written report of all transactions to the Congregation Council each month and to the congregation as required by the Congregation Council. Such information shall be in a format approved by the Congregation Council so the information presented may be best understood by the congregation.

These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the congregation.

ARTICLE 12 CONGREGATION COUNCIL

B12.01. The regular monthly meeting of the Congregation Council shall normally be held on the second Monday of each month.

B12.02. The following may constitute the order of business at regular meetings:

- Member/visitor joys and concerns
- Devotions
- Roll Call and action on excuses for absence
- Reporting the minutes
- Report of the pastor(s)
- Report of the treasurer
- Reports of standing committees and ministry teams
- Reports of special committees and ministry teams
- Other reports
- Unfinished business
- New business
- Adjournment

B12.03. The Congregation Council shall review the congregational membership roster during the first quarter of the calendar year.

B12.04. Prior to the annual assembly of the Virginia Synod and meeting of the conference to which this congregation belongs, the Congregation Council shall elect voting members of the congregation as delegates in the number permitted. Expenses incurred by such delegates in connection with their attendance shall be paid by the congregation, except for expenses which are paid by the synod.

ARTICLE 13
CONGREGATIONAL COMMITTEES and MINISTRY TEAMS

In general, committees serve administrative functions and ministry teams exist to advance the mission and vision of the congregation.

B13.01. The ***Executive Committee*** shall make recommendations to the Congregation Council regarding the general administration and organization of the congregation. This committee shall be available to assist the Pastor with personnel issues. The Executive Committee shall recommend changes to the Senior Pastor's compensation package to the Finance Team.

B13.02. The ***Nominating Committee*** is responsible for preparing and presenting slates of candidates for all positions elected by the congregation, including the Congregation Council, and Nominating and Call Committees.

B13.03. The ***Audit Committee*** shall be given written instructions by the Congregation Council outlining the work to be done, date of completion, and what the completed audit report shall contain in the way of financial reports to the Congregation Council.

B13.04. The ***Mutual Ministry Committee*** is a conferring and consulting team whose primary function is to aid the pastor(s) in effective congregational ministry. This team shall:

- a. be available to the pastor(s) for counsel;
- b. keep the pastor(s) advised of conditions in the congregation which affect relations between the pastor(s) and the members;
- c. clarify the ministries of the pastor(s) to the congregation and the life of the congregation to the pastor(s);
- d. assist the pastor(s) in developing and maintaining a healthy working relationship with each other;
- e. meet at least quarterly and only with the presence or knowledge of the pastor(s); and,
- f. make general reports and any specific recommendations directly to the Congregation Council.

B13.05. In May, the Executive Committee shall approve the chairmen and members of the ministry teams set forth in this section, and such other ministry teams as the local and wider concerns of the congregation shall require. Each such ministry team shall be composed of one or more members of the Congregation Council and other voting members of the congregation. These ministry teams shall be recognized as representative of the interests of, and performing essential services for, the congregational as a whole.

Except as stipulated in the following subsections, the duties of all committees and ministry teams specifically recorded herein shall be assigned by the Congregation Council, along with such instructions as in its judgment are in the best interest of the congregation. All actions of committees and ministry teams shall be subject to review by the council.

B13.06. A ***Worship and Music Ministry Team*** shall work with the pastor(s) in the planning, supervision and support of the congregation's worship, to the end that the Word of God be proclaimed and the sacraments administered in accordance with the Confession of Faith (see *LCOS Constitution*, Chapter 2.) The Worship and Music Ministry Team shall:

- a. arrange for regular Sunday Services and for special services;
- b. authorize all liturgies and orders of worship to be used by the congregation, and support the normal use of those worship orders and material approved by the ELCA;
- c. recommend to the Congregation Council guidelines for weddings, funerals and other occasional services;
- d. supervise and support the choirs of the congregation in conjunction with the choir director;
- e. furnish appropriate music supplies upon the recommendation of the choir director or accompanist;
- f. provide for broad and inclusive participation by congregational members in worship;
- g. recruit and train competent ushers, crucifers, acolytes, lay assistants and lectors;
- h. arrange for the care of the congregation's books of worship, altar and worship furnishings, sacred vessels, paraments, vestments and musical instruments; and,
- i. arrange for the reception of suggestions from the congregation regarding its worship life.

The accompanist(s) and music director shall be *ex-officio* members of this ministry team.

B13.07 A ***Christian Education Ministry Team*** shall provide for the nurture of congregational members in the Word of God, so that they may grow in faith, hope and love, and may see daily life as the primary exercise of the Christian calling. The Christian Education Ministry Team shall:

- a. conduct and promote the Sunday and Vacation Church Schools and adult education opportunities;
- b. offer and support any special Christian educational opportunities for the congregation, such as, retreats and Bible studies;
- c. recruit and train competent teachers of the faith;
- d. promote the use of the educational materials published or authorized by the ELCA;
- e. introduce ELCA periodicals and devotional publications into the homes of the congregation;
- f. encourage qualified persons to consider the call to the ordained ministry or to other full-time church vocations;
- g. authorize with the pastor(s) and procure all educational materials used by the congregation; and,
- h. conduct and promote with the pastor(s) catechetical instruction.

The Sunday School director shall be *ex-officio* a member of this ministry team.

B13.08. A **Property Ministry Team** shall arrange for the proper maintenance, renovation, and replacement of all physical congregational property. This ministry team shall:

- a. make recommendations to the Congregation Council for the use of congregational facilities;
- b. organize work days and encourage member participation;
- c. seek competitive bids when possible and verify references of any contractors or services;
- d. contract for repair, construction and maintenance up to an amount determined by Congregation Council resolution;
- e. plan for major expenditures and recommend actions to the Congregation Council.

B13.09. A **Stewardship Ministry Team** shall challenge and support all members in carrying out their Christian calling in daily life and as a congregation. This ministry team shall:

- a. provide guidance on how Christians as stewards of God's creation might better manage their means, talents and time;
- b. promote members' monetary support of the ministries of this congregation, the Virginia Synod and the church-wide ELCA;
- c. promote and encourage the participation of all members in the ministries of this congregation through their giving of time and talent; and,
- d. encourage tithing as a good Christian discipline.

B13.10. An **Evangelism Ministry Team** shall encourage the congregation to proclaim the Gospel in word and deed. This ministry team shall:

- a. motivate members to witness to their faith at every opportunity in daily life;
- b. encourage congregational fellowship in the wider Christian community;
- c. recruit, equip and support congregational members in efforts to restore those who have lapsed from voting membership, and to bring new members into the fellowship of the church;
- d. invite all interested persons to participate in the life and witness of the congregation; and,
- e. promote the integration of new members into the life and ministries of the congregation.

B13.11. A **Finance Committee**, of which the treasurer is *ex-officio* a member, shall advise the Congregation Council regarding the financial affairs of the congregation so that they may be conducted efficiently. Particular attention shall be given to the prompt payment of all obligations and to the regular forwarding of benevolence monies to the synodical treasurer. This committee shall:

- a. prepare a recommendation to the Congregation Council during the first quarter of the year regarding insurance and investments. The

recommendations shall be in writing and shall include at least the following:

- (1.) a review and recommendation of insurance coverage of all assets and exposures of the congregation, together with costs of present and future estimated insurance to cover the risk; and,
 - (2.) a review and recommendation of all investments of the congregation and a program to include normal changes for the next twelve months.
- b. prepare a draft budget for the succeeding year, based upon detailed information presented to it by committee chairmen and others. It shall submit such draft budget to the Congregation Council as an important aid to the council in its responsibility to present proposed budget to the congregation
 - c. support the financial secretary. The Financial Secretary will be approved by Congregation Council and the person serving in that position shall not serve more than 6 consecutive years. The financial secretary shall keep records of all income from contributing members and other sources. The financial secretary shall make a monthly report of income to the Congregation Council. This report may be included in the treasurer's monthly report. The financial secretary shall prepare and make available quarterly statements of individual member contributions. The financial secretary shall be responsible for the recording of all pledges.

B13.12. An *Outreach Ministry Team* shall respond to human need, work for justice and peace, and care for the sick and suffering. This ministry team shall:

- a. study social conditions, particularly but not exclusively those in the local community;
- b. make recommendations as to how the congregation might most effectively minister to those in need;
- c. enlist the efforts of congregation members in support of the social ministry programs of the congregation;
- d. maintain contacts with appropriate community social service organizations;
- e. periodically report to the congregation on the volunteer needs of the community; and,
- f. offer opportunities for thoughtful Christian discussion of important social issues.

B13.13. A *Fellowship Ministry Team* shall:

- a. offer wholesome opportunities for the congregation to gather, so that members may grow in the knowledge, understanding and support of one another;
- b. foster the inclusion of all congregational members in the fellowship program;
- c. consider and make arrangements for the special needs of the young, infirm or aged in fellowship events; and,
- d. periodically inventory the utensils, furnishings and supplies needed for fellowship events.

B13.14. A *Memorials Ministry Team* shall:

- a. acknowledge all memorial gifts and keep records of all memorial gifts;
- b. notify families of gifts given in memory of loved ones;
- c. approve memorial gifts given to establish a fund for a specific purpose;
- c. approve all special memorial gifts non-monetary in nature;
- d. approve the use of non-designated memorial funds up to an amount determined by Congregation Council resolution;
- e. prepare contracts for use of Memorial Garden;
- f. handle arrangements for adding brass ribbons to memorial marker; and,
- g. provide general oversight of the Memorial Garden.

Financial disbursements in excess of an amount determined by Congregation Council will be subject to Council approval.

B13.15. A *Health Ministry Team* shall:

- a. support the ministry of the Parish Nurse;
- b. involve the congregation in a ministry that connects faith and health; and
- c. involve volunteers who are committed to a healing ministry.

B13.16. An *Information Technology Ministry Team* shall:

- a. provide services that support the congregation and ministries of LCOS, the Virginia Synod and the ELCA at large;
- b. maintain computers, printers and other infrastructure to enable the committees, ministry teams and staff;
- c. maintain a web site that provides information to the community about location, programs and activities available at LCOS; and,
- d. provide support and consulting to the ministry teams for the use or purchase of IT related services and products.

B13.17. A *Youth Ministry Team* shall:

- a. encourage participation by the youth in the life of the congregation and in synodical youth programs;
- b. develop and provide leadership of youth programs that show Christian principles in action and provide opportunities for fellowship.

Articles 14 – 16 No Action Taken.

Article 17
AMENDMENTS

- B17.01** Amendments shall be made as per Chapter 17 of the LCOS Constitution.
- B17.02** Bylaws are to be reviewed for changes required at least once every five years. The date of last review shall be noted in the Bylaws.
- B17.03** The effective date of any approved and adopted revisions in the Bylaws shall be noted in the Bylaws.

HISTORY TABLE

2004 –2005

Reviewed by: R. Magnuson, S. Rhodes, M. Armes, J. Webber,
Changes throughout document per ELCA 2005 model constitution
Changes not voted on by congregation

2006

Reviewed by R. Magnuson, J. Webber, R. Foster, J. Foster
Reviewed previous proposal
LCOS files for incorporation per new VA legal code
Completed changes to constitution and bylaws and sent to congregation Sep '06
Approved by congregational vote Sept 17, 2006