

## **BYLAWS**

These bylaws are adopted to focus all of our ministry on carrying out our Lord's Great Commission and to ensure that the oversight of our ministry is done in a fitting and orderly way in line with Holy Scripture and the provisions of our constitution.

### **ARTICLE 1 VOTERS' MEETINGS**

#### **Section 1 Fiscal Year**

The congregation shall operate on a fiscal year from October 1 to September 30.

#### **Section 2 Voters' Meetings**

The Church Council shall set a date for an annual voters' meeting prior to the beginning of each fiscal year. At the annual meeting, the voters will hear and approve reports from the four Boards of Ministry, approve a budget for the next fiscal year, and elect officers and board members. The Boards of Ministry shall consist of a Board of Elders, a Board of Outreach, a Board of Education, and a Board of Operations.

Special meetings of the voters may be called at any time by the Church Council or upon the written request of five voting members. Special voters' meetings may consider only that business for which the meeting was called and announced.

The date and place of each voters' meeting must be published two weeks in advance of the meeting. Polling and open forums may be conducted before voters' meetings to receive input from all congregation members.

#### **Section 3 Parliamentary Order**

a. The voting membership shall be limited to male communicant members age 18 and older. Only voting members present at the meeting shall have the right to vote. The voting members present at a properly called meeting shall constitute a quorum.

b. Roberts Rules of Order shall be followed at all voters' and council meetings except as provided in the constitution and bylaws.

c. After the call to order and opening devotion, the chairman shall present an agenda for voters' and council meetings.

d. All meetings shall be conducted in a fitting and orderly way (1 Corinthians 14:40). No complaint or charge against any member or called worker (1 Timothy 5:19) shall be heard at a meeting of the voters' or council unless private admonition has been first carried out according to Matthew 18:15-20 and the matter then referred to the Board of Elders for recommendation.

### **ARTICLE 2 THE CHURCH COUNCIL**

#### **Section 1 Officers of the Congregation**

The voters shall elect a president, a vice-president, and a treasurer for two-year terms. Each officer may succeed himself once. The vice president will be elected to a one-year term the first year these bylaws go into effect and then the following year the vice-president will be elected to a full two-year term.

The president shall prepare agendas for and chair all voters' and council meetings. The president may attend all board meetings as an adviser. The president will prepare a quarterly report that will detail the actions of the church council and will be reported to the congregation.

The vice president shall serve as chairman in the absence of or at the request of the president, and when requested by the president shall serve as chairman of the ad hoc committees that are appointed by the Council.

The treasurer shall manage all the fiscal affairs of the congregation and cosign deeds, mortgages, notes, and liens. He shall be a member of Board for Operations and an advisory member of the church council. He shall provide a monthly financial report for the Church Council and an annual financial report for the voters.

At its first meeting following the annual voters' meeting, the Church Council shall appoint a recording secretary either from among or outside of its elected members. The recording secretary shall be responsible for recording the minutes of both the council and voters' meetings.

## Section 2 Council Membership

The Church Council shall consist of the president, vice president, the chairman of the Boards of Education, Outreach, and Operations, and two members of the Board of Elders. The pastor(s), treasurer and the LES principal shall be advisory members.

## Section 3 Council Authority

The Church Council shall have authority to carry out all the ministry and business affairs of the congregation on behalf of the voters' assembly between annual and special voters' meetings. The council shall oversee, coordinate, and ratify the ministry of its four boards and report their activity to the voters.

## Section 4 Committees

The Church Council shall appoint committees for stewardship, nominating, building, auditing, CCCW (Care Committee for Called Workers), and budgeting as needed.

# ARTICLE 3 THE BOARD OF ELDERS

## Section 1 Membership

The Board of Elders shall have four men elected to two year terms at the annual voters' meetings, two men shall be elected in odd numbered years and two men elected in even numbered years, with the exception of the first year these bylaws are implemented. The first year two men will be elected to two year terms and two men to a one year term. There is no term limitation for elders. The Church Council may appoint men to fill vacancies between annual voters' meetings. The Board of Elders shall elect its chairman following each annual voters' meeting. Pastor(s) will serve as non-voting members on the Board of Elders. The Board of Elders may appoint men and women to assist them with their work. The Board of Elders will elect two of its members (one being the elected chairman) to serve on the Church Council following the annual voters' meeting.

## Section 2 Duties

The Board of Elders shall oversee the spiritual welfare of the congregation, including all aspects of worship, worship decorum, music, ushers, and greeters. Elders shall also visit straying and erring members, and carry out church discipline and address membership changes. They shall arrange for member visitation, sick and shut-in care, and conduct an annual pastoral review.

The Board of Elders shall schedule monthly meetings to review pastors' reports, schedule member visits, hear complaints, approve membership changes submitted by the pastor(s), and review worship and Bible study schedules, etc. The Board of Elders shall report monthly to the Church Council and prepare an annual report for the voters. Disciplinary recommendations and member changes must be approved by the Church Council before being presented to the voters.

The Board of Elders will prepare a detailed plan of short and long term goals with the steps to implement them before each fiscal year. Included in the plan will be any items that need to be included in the budget. When the plan is completed it will be presented to the council for approval for the upcoming fiscal year.

### **ARTICLE 4 THE BOARD OF OUTREACH**

#### Section 1 Membership

The Board of Outreach shall consist of four men elected annually by the voters. Members of the Board of Outreach are elected for a term of two years and may succeed themselves once. Two men shall be elected in odd number years and two men in even numbered years. At least one pastor shall be an advisory member of the Board of Outreach. The Church Council shall appoint men to fill vacancies between annual voters' meetings. The Board of Outreach shall elect its chairman following the election of board members at each annual voters' meeting. The Chairman will serve as a member of the Church Council. The Board of Outreach may appoint men and women to assist them with record keeping, publicity, and visitation.

#### Section 2 Duties

The Board of Outreach shall be responsible for scheduling regular canvasses, keeping records of all prospects, including visitors updated on a weekly basis. They shall also be responsible for the weekly visitation of prospects, including follow-up and referral. They shall be responsible for all forms of communication and the assimilation of new members.

The Board of Outreach shall schedule monthly meetings to assign prospect visits, plan communications, assign shepherds for new member assimilation and maintain a triage protocol for its prospect list. The Board chairman shall prepare a monthly report for the Church Council.

The Board of Outreach shall annually prepare a plan that will include both short and long term goals for implementation during the upcoming year. Included in this plan will be any items that need to be included in the budget. When the plan is complete, it will be given to the Church Council for approval.

### **ARTICLE 5 THE BOARD OF EDUCATION**

#### Section 1 Membership

The Board of Education shall have four men elected annually for two-year terms at the annual voters' meeting. They may succeed themselves once. Two men shall be elected in odd number years and two shall be elected in even numbered years. The Church Council shall appoint men to fill vacancies that occur between annual voters' meetings. The Board of Education shall elect its chairman following each annual voters' meeting. The chairman shall be a member of the Church Council. One pastor and the Lutheran Elementary School (LES) principal shall serve as advisory members of the Board of Education. The board may appoint men and women as advisers to represent the various areas of youth ministry.

## Section 2 Duties

The Board of Education shall supervise, coordinate, and promote all areas of youth ministry from the newly baptized to college graduates. They shall promote the transition from Cradle Roll to enrollment in preschool, from preschool to LES kindergarten enrollment, from LES graduates to Synod affiliated high schools and teen ministry, and shall maintain rolls of college students and military personnel and every six months refer them to the synod's campus ministries and military chaplaincy programs.

The Board of Education shall schedule monthly meetings to hear reports from Cradle Roll, the Preschool Director, the LES principal, the teen ministry leader, and the college referral coordinator.

Two of the members of the Board of Education along with the pastor(s), the LES principal and the president of the congregation shall meet apart from the Board of Education as the School Board. The resolutions of the School Board shall be approved by the Board of Education and presented to the Church Council for ratification. The School Board shall make recommendations for LES staff sizing and assignments to the Board of Education. They shall conduct annual reviews of all called teaching staff. The School Board may appoint advisory members to represent the interests of students who are not Redeemer members. The School Board will schedule monthly meetings.

The Board of Education shall direct all of its youth education policies and programs toward the goal of making every baptized child a lifelong, active member of the Evangelical Lutheran Church.

The Board of Education shall annually prepare an operational plan that will include items that need to be included in the budget, short and long term goals, and steps to implement these goals during the upcoming fiscal year. When completed, the operational plan will be given to the Church Council for approval.

## **ARTICLE 6 THE BOARD FOR OPERATIONS**

### Section 1 Membership

The Board of Operations shall have four men elected annually by the voters to two-year terms. Elected members may succeed themselves once. Two men shall be elected in odd numbered years and two in even numbered years. The congregation's treasurer shall also be a voting member of this board. The Church Council shall appoint men to fill vacancies that occur on this board between annual voters' meetings. The Board of Operations shall elect its

chairman following the annual voter's meeting. Its chairman will be a member of the Church Council.

## Section 2 Duties

The Board of Operations shall schedule monthly meetings to consider all aspects of Redeemer's fiscal affairs and physical property. Its chairman shall report the board's business to the Church Council. The Board for Operations shall submit all non-budgetary expenditures over five thousand dollars to the Council and voters for prior approval.

The Board for Operations shall also appoint a financial secretary to oversee the counting and recording of all offerings and receipts. The financial secretary will report offerings and receipts to the church treasurer. The Board for Operations will hear monthly reports from the treasurer. Where needed the Board of Operations will seek member support and assistance.

The Board of Operations shall appoint one of their elected members to serve as the manager of property and grounds and receive monthly reports from him. The chairman of the Board for Operations and the Treasurer shall be members of the annual ad hoc budget committee appointed by the Church Council to provide a proposed budget to the annual voters' meeting.

The Board of Operations will annually prepare a detailed plan that will include short and long term goals, items that needed to be included in the budget, and the steps necessary to carry out the stated goals during the upcoming fiscal year. When completed, the plan will be given to the council for approval.

## ARTICLE 7 PROCEDURES

### Section 1 Election Process

The Church Council shall appoint a nominating committee at least two months before the annual voters meeting. This committee shall be chaired by the vice president of the congregation and shall include one pastor and one member from each of the four ministry boards.

The nominating committee shall nominate at least one man for each elective position. Men may be nominated for more than one position. Candidates shall be informed of and will accept their nomination at least one month before the annual voters' meeting.

The nominating committee shall prepare ballots for election to the voters at the annual meeting and shall serve as the election, balloting and counting committee at that meeting. The chairman shall allow additional nominations from the floor for any position.

### Section 2 Authority of Ministry Boards

Ministry boards must forward all their resolutions to the Church Council for approval before presenting them to the voters at the annual voters meeting.

With the exception of the Board for Operations, all Boards will submit any unbudgeted funding requests to the Council for approval. The Board for Operations may in cases of emergency spend up to \$5,000 beyond their budgeted allocations without council approval. All requests for unbudgeted funding above \$5000 must be submitted to the voters for approval at a special voters' meeting.

Baptized members are those who have received the Sacrament of Holy Baptism at Redeemer and baptized dependents of those received as communicant members. Baptized membership shall be terminated for those who neglect or refuse confirmation instruction.

Communicant members are those who have been prepared by instruction to receive the Sacrament of Holy Communion and have been confirmed, including those who are received into communicant membership by transfer or confession of faith from other congregations.

Voting members are male communicant members who have reached the age of 18 and have signed the constitution.

#### Section 4      Membership Termination

Communicant membership is terminated by transfer, release, excommunication, or death.

Membership transfers will be granted to those who seek to become members of an Evangelical Lutheran Church within our Synodical doctrinal fellowship.

Membership releases shall be granted to those who seek to become members of a Christian church not in our doctrinal fellowship. A release will be granted to those members for whom we are no longer able to obtain contact information, as they are beyond our spiritual care.

The voting assembly shall acknowledge excommunication for those who join a non-Christian church and for those who show themselves to be stubbornly impenitent. Excommunication requires the unanimous vote of the voters' assembly. Those who abstain or vote against excommunication thereby agree to accompany the elders to visit personally the person recommended for excommunication.

Those whose membership is terminated lose all rights to membership, including all claims on property. The number of baptized and communicant members shall be published annually in the January church newsletter, along with comparison numbers for the previous year and a listing of the number of members gained or lost during the previous year.

#### Section 5      Budget Process

The Church Council shall appoint a budget committee at least three months before each annual meeting. The vice president of the congregation shall chair this committee, and the treasurer and the chairman of the Board for Operations shall be members of the budget committee. Also, the council shall appoint one member each from the Boards of Elders, Outreach, and Education. One pastor, the business manager, and others may be appointed as advisers to the budget committee.

The budget committee shall prepare a proposed budget and present it to the Church Council before the annual voters meeting. The council shall amend and approve the proposed budget and publish it along with the announcement for the date and time of the annual meeting. The vice president shall present the proposed budget at the annual meeting.

#### Section 6      Auditing

At the end of each fiscal year, the President shall direct the vice president to secure an independent audit of all the congregation's finances and property. The results of this audit shall be published on the website and in the monthly newsletter.

#### Section 7      Calling Procedure

Extending divine calls to professionally trained workers shall be entrusted solely to the voters' assembly.

Procedures for calling shall follow the recommendations of the district president and the circuit pastor.

Members may nominate candidates for vacancies by submitting names to the district president through the pastor before the call meeting.

#### Section 8      Organizational Charters

All volunteer groups, clubs, and organizations meeting at or utilizing the Redeemer church/school campus shall provide to the Church Council a charter stating their purpose and describing how their activities will serve to further the spiritual purpose of this congregation to carry out the Savior's Great Commission.

All organizations operating in church/school facilities OR on school/church property shall annually provide to the church treasurer a financial report detailing income and expenditures.

#### Section 9      Ministry Planning

The president shall annually appoint a ministry planning committee. This committee shall be chaired by the president and have at least one member from each of the boards and at least one pastor acting in an advisory role.

The ministry planning committee shall annually review the compliance of the council and boards to the bylaws and to the congregation's goal of carrying out our Savior's Great Commission, make recommendations for changes to the by-law and procedures, and semiannually involve the whole congregation in long range ministry review and planning. The board members of the ministry planning committee shall annually forward the ministry plan for their respective boards to the budget committee to accompany each board's budget request.

#### Section 8      Amending bylaws

Any and all bylaws may be amended or repealed by a majority vote of the voting members present at any properly called meeting as long as the proposed Amendments to the bylaws has been presented to the church council for review and recommendation before the meeting at which they are considered.

