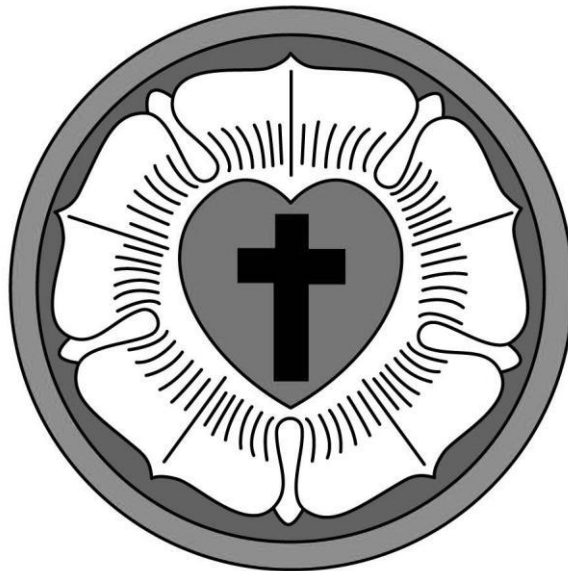

LUTHERAN CHURCH OF OUR SAVIOUR



BYLAWS

EFFECTIVE
JANUARY 1, 2014

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No action taken.

ARTICLE 8 MEMBERSHIP

- B8.01. 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.
- B8.02. 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.
- B8.03. 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.
- B8.04. A member who has not received communion and has not made a contribution of record for two consecutive calendar years may be classified as inactive by the Congregation Council. An inactive member is ineligible to vote, and may be removed from the roll of membership by the Congregation Council. An inactive member will remain a person for whom the church has a continuing pastoral concern.
- B8.05. 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.

ARTICLE 9 THE PASTOR

- B9.01. The pastor is the spiritual leader of the congregation, and a voting member of the Council.
- B9.02. Pastoral acts shall be recorded in the official parish register, which is and shall remain the property of the congregation.
- B9.03. The pastor shall be responsible to see that the membership roll of the congregation is kept, reporting thereon periodically to the Congregation Council.
- B9.04. The pastor shall be responsible for issuing letters of transfer and other certificates of ministerial acts.
- B9.05. The pastor of this congregation shall be provided adequate compensation, paid in semi-monthly or monthly installments. Travel expense of the pastor incident to church business shall be defrayed by the congregation.

B9.06. 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

*B9.07.

- a. To ensure efficient and effective operation of the church office, the pastor shall maintain general oversight of staff;
- b. The pastor shall work with the Congregation Council and appropriate committee and ministry team representatives to prepare job descriptions, recommend personnel action, perform annual personnel reviews, and recommend salary adjustments 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 required.

B10.02. Minutes of congregational meetings shall be reviewed and approved by the Congregation Council, and published to the congregation.

ARTICLE 11 OFFICERS

B11.01. The officers of the Congregation Council are president, vice president, secretary, and treasurer. The president, vice president, and secretary are selected from and elected by the Council. The treasurer is elected by the Council, and may or may not be a member of that body. These officers shall perform the duties proscribed by these Bylaws and by the parliamentary authority adopted by the congregation.

B11.02. The **president** shall:

- a. preside at meetings of the congregation and the Congregation Council;
- b. prepare and publish, prior to each meeting, the proposed agenda and supporting documents, if any; and
- c. provide to the treasurer, in writing, any funding reallocations approved by the Council.

B11.03. 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.

B11.04. The **secretary** shall assure that:

- a. minutes of all congregation and Congregation Council meetings are recorded and published to the congregation;

- b. records and official documents are filed, protected, indexed, and kept current, accessible and permanently preserved;
- c. the annual report to the congregation is prepared and distributed; and,
- d. duties are performed as specified in paragraph C9.14 of the Constitution.

B.1105 The **treasurer**, with the assistance of the Finance and Audit committees, shall:

- a. account for all funds and disburse them in accordance with the approved budget and upon approval of the Congregation Council;
- b. present all unbudgeted requirements and requests for funding priorities due to funding shortfalls to the Council president for resolution;
- c. document and retain such changes and decisions in the treasurer's file for the audit at year end;
- d. oversee the books of the congregation, and see that such records are maintained and accurately reflect the financial affairs of the congregation; and,
- e. provide a 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.

ARTICLE 12

CONGREGATION COUNCIL

B12.01. All actions of committees and ministry teams shall be reported to the Congregation Council each month for review, approval, and follow-up actions as required.

B12.02. The Congregation Council shall:

- a. schedule and conduct monthly Council meetings, annual congregation meetings and additional meetings as required, the day and time of which shall be determined by the Council and published to the congregation;
- b. assign duties to committees and ministry teams, along with such instructions as in its judgment are in the best interest of the congregation;
- c. appoint individuals to provide liaison between the Council and each ministry team;
- d. provide written instructions to the Audit Committee, as stipulated in article B13.03; and,
- e. review the congregational membership roster during the first quarter of each calendar year.

B12.03. The Congregation Council shall be responsible for the appointment and supervision of the staff of this congregation. General oversight of routine administrative functions shall be delegated to the pastor.

- B12.04. The Congregation Council shall, in concert with the pastor and appropriate committee and ministry team representatives, prepare job descriptions, make personnel changes, perform annual personnel reviews, and recommend salary action for the succeeding budget year.
- B12.05. 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

- B13.01 **General**
- a. Committees serve administrative functions, and ministry teams exist to advance the mission and vision of the congregation. Constitutionally required committees are described in this paragraph; other committees and ministry teams are detailed in a separate document.
 - b. In January of each year, committee and ministry team chairpersons shall submit a list of their chairpersons and members to the Congregation Executive Committee for review and to the Congregation Council for approval.
 - c. Ministry team chairpersons should serve no more than two consecutive years unless granted an exception by the Congregation Council.
- B13.02. The **Executive Committee** shall:
- a. make recommendations to the Congregation Council regarding the general administration and organization of the congregation;
 - b. assist the Pastor with personnel issues;
 - c. recommend changes to the Pastor's compensation package to the Finance Team; and,
 - d. in February of each year, recommend the chairpersons and members of ministry teams set forth in this section and other such ministry teams as local and wider concerns of the community shall require.
- B.13.03 The **Nominating Committee** shall prepare and present slates of candidates for all positions elected by the congregation, including the Congregation Council, and Nominating and Call Committees.
- B.13.04 The **Audit Committee** shall follow written instructions from 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.
- B13.05.** 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.

ARTICLES 14–16

No action taken.

ARTICLE 17 AMMENDMENTS

- 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 Bylaws and previous proposal reviewed by R. Magnuson, J. Webber, R. Foster, J. Foster.
LCOS files for incorporation per new Virginia legal code.
Completed changes to constitution and Bylaws sent to congregation Sept 2006.
Approved by congregational vote September 17, 2006.
- 2013 Reviewed by D. Harmon and J. Webber.