

# LORD OF LIFE LUTHERAN CHURCH

## WEST CHESTER, OHIO

### BYLAWS 2011

- B1.01.01.** The mission of Lord of Life Lutheran Church is:  
**to live, share and celebrate with all people, God's love in Jesus Christ.**
- B8.02.01.** For the purpose of determining Voting member status, a donation reported by the Financial Secretary during a calendar year shall be a "Contribution of Record" and the "Records of Communion" will be maintained by the congregation's office staff and shall qualify all household members who are confirmed and have communed as Voting members of the Congregation.
- B8.02.02.** Individuals, after reaching the age of eighteen, who have not been confirmed, may affirm their baptism in the Lutheran Faith during a formal worship service after first meeting with the Pastor to discuss their desire to be confirmed.
- B8.02.03** Upon reaching the age of twenty-five and individual will be listed separately in the membership roles from their parent(s) unless a written request is received in the church office from a parent requesting otherwise. The membership roles for the family will be maintained in the manner until the church is notified by the parent to remove the adult child.
- B8.05.01.** Members shall be removed from the rolls due to inactivity by the Congregation Council if the member fails to:
- make a financial contribution of record for a period of 24 months, and
  - receive the Sacrament of Holy Communion for a period of 24 months. (cf C8.05.e)
- B10.01.01.** An annual meeting of this Congregation shall be held on the Sunday in November occurring between November 11 and 17, at which meeting Congregational elections for Congregation Council will occur during each of the Worship Services by written ballot.
- B10.01.02** An open forum shall be held in the fall for the purpose of Congregational input on the budget for the upcoming year.
- B10.01.03.** At the annual meeting (B10.01.01) the Congregation shall adopt the budget by written ballot at each of the morning Worship Services.
- B10.01.04.** Except as stated in B10.01.05, any Voting member of Lord of Life Lutheran Church may attend any Congregation Council meeting.
- B10.01.05.** Congregation Council may identify subject matter to be addressed in camera, including but not limited to Staff compensation or discipline of members, and excuse all persons who are not voting members of Congregation Council from meetings or portions of meetings addressing such matters. Minutes of matters conducted in camera shall be retained by the Secretary.
- B10.01.06.** A Voting member of Lord of Life Lutheran Church may address any Congregation Council meeting concerning a topic under the jurisdiction of the Congregation Council, upon providing notice to the President at least one week prior to the meeting, and subject to approval by the President, which approval may be withheld due to time constraints, privacy concerns, need for background preparation, or other considerations.
- B10.02.01** A Special Congregation meeting may be held at any time with notice as specified in C10.02.
- B11.01.01.** The duties of the Congregation's officers shall be the following:
- The President shall preside at meetings of the Congregation and the Congregation Council.

The president shall serve as an ex-officio non-voting member of all committees and task forces of the Congregation.

- b. The Vice-President shall preside at meetings of the Congregation and the Congregation Council during any temporary absence of the President and shall assume the duties of the President in the event of the President's resignation from office.
- c. The Secretary shall keep minutes constituting an exact record of all transactions and resolutions of the Congregation, Executive Committee and the Congregation Council in both regular and special meetings of each; enter such minutes into a book provided by and remaining the property of Lord of Life Lutheran Church; and, submit the minutes of each for approval at the next regular meeting of the Congregation Council. In the event that the Secretary is unable to attend any annual or special Congregation, Executive Committee or Congregation Council meeting, the Secretary or the President shall appoint a temporary secretary for that meeting who shall record and report minutes to the Secretary. The Secretary shall also conduct the correspondence of Lord of Life Lutheran Church when not otherwise provided for; and keep an accurate list of all Voting Members and shall also be custodian of such records and documents retained in a central specified location. A list of all records and documents and their location shall be maintained by the Secretary, which list shall be stored in a secure container at Lord of Life Lutheran Church.
- d. The Treasurer shall keep the books of account of the Congregation; and shall receive all funds and disburse them on proper orders, making monthly remittance of benevolence receipts to the treasurer of the synod. The Treasurer shall make written report of all financial transactions to the Congregation Council each month, and to the Congregation, together with a satisfactory audit, at its spring semi-annual meeting. All financial officers shall give corporate surety, in amounts determined by the Congregation Council, for which the premium shall be paid by the Congregation. Fidelity coverage provided by the Evangelical Lutheran Church in America shall be deemed a fulfillment of this requirement.
- e. The Financial Secretary shall be appointed by the Congregation Council and shall receive and keep record of all income from contributing members and other sources. The Financial Secretary shall make written report of all income received to the Treasurer and the Congregation Council each month, and to the Congregation at its spring semi-annual meeting.

**B12.02.01.** Any Voting member of the Congregation, who has served at least one year as a Voting member of Congregation Council within the prior 5 years, and subject to the limitations of service stated in B12.02.05, below, may stand for election to the office of President.

**B12.02.02.** Any Voting member of the Congregation may stand for election to the office of Vice-President, Secretary or Treasurer, subject to the limitations of service stated in B12.02.05, below.

**B12.02.03.** Any Voting member of the Congregation may stand for election to a position of an At Large member, subject to the limitation of service stated in paragraph B12.02.05, below.

**B12.02.04.** A Voting member may be a nominee for only one office at any election, but may simultaneously be a nominee to a position of an At Large member of the Congregation Council. If such nominee is elected as an Officer, that nominee shall become ineligible for election as an At Large member at that election.

**B12.02.05.** A Voting member who has served four consecutive years as a Voting member of the Congregation Council, whether in any Office, combination of Offices, or as an At Large member, shall be ineligible for one year to stand for election as an Officer or At Large member or to be appointed to fill a vacancy under B12.04.01.

**B12.04.01.** Officer's term of office shall begin February 1st following election and end January 31st two years following election. Officers' terms are to be staggered. The President and the Secretary will be elected in the odd numbered years and take office on February 1st of the even number years. The Vice President and the Treasurer will be elected in the even numbered years and take office on February 1st of the odd numbered years.

- B12.05.01.** At Large member's term of office shall begin February 1st following election and end January 31st two years following election. At Large members' terms are to be staggered. Two At Large members will be elected in the odd numbered years and take office on February 1st of the even number years. Three At Large members will be elected in the even numbered years and take office on February 1st of the odd numbered years.
- B12.07.01.** Should a Voting member's place on the Congregation Council be declared vacant, the Congregation Council shall select a successor by majority vote to serve until the next Congregation Council election.
- B12.07.02.** If an At Large membership is declared vacant during the first year of the member's term and filled by a successor selected by Congregation Council, the Nominating Committee shall designate a nominee to be elected at the next Congregation Council election to serve the second year of the At Large term.
- B12.08.01** The Congregation Council shall:
- a. appoint leaders and members to each Ministry Area, committee, task force, or other organization group within Lord of Life Lutheran Church,
  - b. authorize and empower, via continuing resolutions of the Congregation Council, each Ministry Area, committee, task force, or other organization group to carry out specific functions and objectives, and
  - c. annually review the actions of each Ministry Area, committee, task force, or other organization group.
  - d. shall submit a comprehensive report to voting members of Lord of Life Lutheran Church on an annual bases as specified in Bylaw B10.01.02.
- B12.08.02** A Voting member of the Congregation Council shall be appointed by the President to serve as Liaison to a respective **MAC**.  
Each Liaison shall:
- a. coordinate with the respective **MAC** to see that plans and functions of the ministry area are carried out.
  - b. report to the Congregation Council monthly concerning actions undertaken and concerns encountered within a respective ministry area.
  - c. see that an annual ministry area report is submitted to the Congregation in a timely manner.
  - d. see that communication is provided to the Congregation regarding ministry activities and needs.
  - e. assist the respective **MAC** in coordination with other ministry areas, task forces, special interest groups and organizations of Lord of Life Lutheran Church.
- B13.01.01.** The President of the Congregation shall be the presiding officer of the Executive Committee. (cf C13.01)
- a. The President shall call meetings of the Executive Committee when needed.
  - b. The President shall call at least one meeting of the Executive Committee near the beginning of the term of office of the committee. The purpose of this meeting shall be to evaluate, plan, provide direction and any other business deemed necessary.
  - c. During its term of office the Executive Committee will review and/or revise, when necessary, its plans and direction.
  - d. The Executive Committee shall be responsible for handling communication to the members of the Congregation, for all matters not otherwise provided for.
  - e. The Executive Committee shall be responsible for all public relations matters of Lord of Life Lutheran Church.

**B13.02.01.** The organization structure of Lord of Life Lutheran Church (C4.04) shall include the following Ministry Areas, each led by one or more Ministry Area Coordinator(s) (MAC). The MAC(s) shall be appointed by a Pastor and approved by the Congregation Council to a one year renewable term.

- a. The **Worship MAC(s)** shall, under the direction of the Congregation Council, be responsible for planning and implementing the worship ministry of Lord of Life Lutheran Church.
- b. The **Youth Activities MAC** shall, under the direction of the Congregation Council, be responsible for planning and implementing the youth ministry of Lord of Life Lutheran Church.
- c. The **Evangelism MAC(s)** shall, under the direction of the Congregation Council, be responsible for planning and implementing the evangelism ministry of Lord of Life Lutheran Church.
- d. The **Fellowship MAC** shall, under the direction of the Congregation Council, be responsible for planning and implementing the fellowship ministry of Lord of Life Lutheran Church.
- e. The **Stewardship MAC** shall, under the direction of the Congregation Council, be responsible for planning and implementing the stewardship ministry of Lord of Life Lutheran Church.
- f. The **Property MAC** shall, under the direction of the Congregation Council, be responsible for planning and implementing the ministry of care and maintenance of the property of Lord of Life Lutheran Church.
- g. The **Adult Activities MAC** shall, under the direction of the Congregation Council, be responsible for planning and implementing the adult activities ministry of Lord of Life Lutheran Church.
- h. The **Outreach MAC** shall, under the direction of the Congregation Council, be responsible for planning and implementing the outreach ministry of Lord of Life Lutheran Church.
- i. The **Preschool MAC(s)** shall, under the direction of the Congregation Council, be responsible for planning and implementing the ministry of the Lord of Life Preschool.
- j. The **Care MAC(s)** shall, under the direction of the Congregation Council, be responsible for planning and implementing the care of congregation members ministry of Lord of Life Lutheran church.

**B 13.02.02** Each **MAC** shall be authorized to spend funds allocated in the annual budget for the activities undertaken to carry out the purpose of the respective ministry area, subject to confirmation by the Financial Manager or Treasurer of availability of funds.

**B13.02.03** Each **MAC** shall:

1. **identify MAC team members and** schedule activities to fulfill its mission,
2. report to the Congregation Council monthly concerning actions undertaken and concerns encountered within a respective ministry area,
3. prepare an annual ministry area report for presentation to the Congregation in conjunction
  - a. with the council annual report.
4. coordinate with other ministry areas and other organizations within Lord of Life Lutheran Church.

**B13.03.01. A.** Upon appointment, a **Nominating Committee** shall meet as soon as practicable to select a chairman and establish its schedule.

**B.** The committee shall:

1. inform Congregation Voting members of Congregation Council vacancies to be filled, and the schedule for nominations and election,
2. solicit nominations from Congregation members,
3. confirm Voting Member status, availability and willingness of nominees to serve,
4. in the event that two members of one household are nominated to any Congregation Council position, request withdrawal of all but one household member,

5. in the event that a Voting member is nominated to more than one Office of Congregation Council position, request that the nominee select a single Office for which the nominee will stand for election,
6. prepare a ballot, which includes all eligible and willing nominees,
7. count ballots, and
8. report the election results and Congregation Council membership to the Congregation and Congregation Council as soon as practicable.

**B13.04.01.** The **Audit Committee** shall meet annually to perform an audit of all church related financial records, to be presented at the first Congregational meeting following the completion of the audit. In addition, the Audit Committee shall conduct an audit upon vacancy of the office of Council Treasurer, at the resignation of a Financial Manager or upon special request by the Congregation Council.

**B13.05.01.** A **Staff Support Committee** shall establish procedures for providing guidance, support, feedback and annual performance reviews to the paid staff of the Congregation

**B13.06.01.** In the event that a Call Committee is to be constituted, a **Special Nominating Committee** of six Voting Members of Lord of Life Lutheran Church, two of whom shall be members of the Congregation Council, shall be appointed by the Congregation Council.

**B13.06.02.** The **Special Nominating Committee** members shall be installed at Sunday services as soon as practicable after appointment, and shall serve until a Call Committee is installed.

**B13.06.03.** The **Special Nominating Committee** shall:

- a. solicit Call Committee nominations from Congregation members,
- b. confirm Voting Member status, availability and willingness of nominees to serve, and in the event that two members of one household are nominated, request withdrawal of all but one household member,
- c. prepare a ballot, which includes all willing nominees, which may group nominees according to the following criteria:
  1. age,
  2. service attended,
  3. participation in the activities of Lord of Life Lutheran Church,
  4. other shared characteristics of affiliation with Lord of Life Lutheran Church, or
  5. other appropriate criteria
- d. schedule a Congregation vote for membership on the Call Committee
- e. name voting membership of the Call Committee by vote count
- f. select alternate members of the Call Committee, taking into account the vote count and the criteria identified in item 3, above, to provide diverse representation on the Call Committee, and
- g. report the election results and Call Committee membership to Congregation Council for announcement to the Congregation as soon as practicable.

**B13.07.01.** Membership of a **Call Committee** shall be determined by a Special Nominating Committee in accordance with B13.06.03. In the event that a Call Committee voting member resigns or is unable to continue participation for any reason, the Congregation Council shall select one alternate member to assume voting member status and appoint a new alternate member from among the nominees, after confirming availability and willingness to serve. If no nominees are available to serve, the Congregation Council may appoint another Voting Member as an alternate member on the Call Committee.

**B13.07.02.** The **Call Committee** shall:

1. Follow a Congregation Council Charge to provide pastoral leadership to the Congregation.
2. Consult representatives of the Southern Ohio Synod for guidance in its tasks.
3. Develop procedures to carry out its purpose.
4. Report periodically to the Congregation and Congregation Council concerning its activities.
5. Interview candidates to fill a pastoral vacancy.
6. Select a candidate to fill a pastoral vacancy.
7. In consultation with representatives of the Southern Ohio Synod, prepare and recommend a compensation package for a candidate to fill a pastoral vacancy.
8. Recommend a candidate and compensation package for a pastoral call to the Congregation.