

# BY-LAWS

## OUR SAVIOR'S LUTHERAN CHURCH OF SIOUX FALLS

### ARTICLE I - MEMBERSHIP

#### 1.1 Membership.

Members of this congregation shall be as provided in the Constitution.

#### 1.2 Classes of Members.

There shall be those classes of members as provided in the Constitution.

#### 1.3 Application for Membership.

All applications for confirmed membership shall be submitted to and shall require the approval of the Congregation Council.

#### 1.4 Responsibilities of Membership.

It shall be the privilege and duty of members of this congregation to:

- (1) Make regular use of the Means of Grace, both Word and Sacraments;
- (2) Live a Christian life in accordance with the Word of God and the teachings of the Lutheran church;
- (3) Support the work of this congregation, synod, and the church wide organization of the Evangelical Lutheran Church in America through contributions of time, abilities and financial support as biblical stewards.

#### 1.5 Covenant of Conduct

In order for the congregation and the Congregation Council to deal effectively with the issues affecting the congregation, each member is expected to conduct his or her business with the congregation and express his or her opinions openly and honestly with a spirit of grace and in accordance with a Code of Conduct adopted by the Congregation Council and approved by the Congregation.

#### 1.6 Census of Members.

The Board of Deacons shall maintain the membership records of the congregation and shall conduct a periodic census of the membership.

#### 1.7 Membership Procedures.

- (1) The Board of Deacons shall prepare and, from time to time, revise a membership policy manual for establishing, revising and classifying the membership of the congregation. Upon adoption by the Congregation Council, the membership policy manual shall govern all matters concerning membership and membership status in the congregation. A copy of the membership policy manual shall be available to the members of the congregation.
- (2) The provisions of the membership policy manual shall relate to the procedures for establishing, maintaining, transferring and discontinuing membership, to the discipline of members and such other matters as the Board of Deacons may determine to be necessary, appropriate and helpful. The membership policy manual shall be consistent with the Constitution. Any provision to terminate the membership of a member of the congregation shall require a two thirds vote of the Congregation Council.

1.8 Revisions to Membership Procedures.

Amendments and additions to the membership policy manual may be made from time to time by the Board of Deacons and adopted by the Congregation Council. All such changes or additions shall be effective upon the date of approval by the Congregation Council and shall apply to all existing and future members from the date of adoption forward.

1.9 Interpretation.

Any and all questions concerning admission, responsibilities, continuance transfer and discontinuance of membership, or the interpretation of the provision of the membership policy manual, shall be determined by the Board of Deacons. Any decisions or action by the Board of Deacons regarding membership may be appealed to and affirmed, changed, modified, or amended by action of the Congregation Council. Any decision or action by the Congregation Council regarding membership may be appealed to and affirmed, changed, modified or amended by action of the congregation at any duly called and held meeting.

1.10 Discipline of Members.

Discipline of members shall follow the procedures established in the membership policy manual, which shall be in accord with the Constitution.

## **ARTICLE II - CONGREGATIONAL MEETINGS**

2.1 Place of Meeting.

Unless otherwise specifically designated by the Congregation Council or by the congregation, all meetings of the congregation shall be held on the premises of the congregation.

2.2 Notice of Meeting.

Notice of the time and place of the annual meeting or any special meeting of the congregation shall be made not less than ten days nor more than fifty days prior to the date of such meeting. Notice of such meetings shall be made by public announcement at the regularly scheduled worship services of the congregation on the two Sundays immediately preceding the meeting, if such services are held, and either in such publications as the congregation may periodically issue or by written notice to the voting members of the congregation, addressed to the members at their addresses, which appear on the record books of the congregation, and mailed in the United States mail.

2.3 Special Meetings.

Special meetings of the congregation shall be held upon the call of the Congregation Council or upon the petition of not less than 75 voting members of the congregation presented to the President or Vice President of the congregation or in their absence any other officer of the congregation. The call for each special meeting shall specify the purpose(s) for which it is to be held and no other business shall be transacted.

2.4 Record Books--Voting Lists.

The secretary of the congregation, or an appointed representative, shall make, prior to each annual meeting or special meeting of the congregation, a complete list of the members entitled to vote at such meeting. Failure to comply with the requirements of this section shall not affect the validity of any action taken at such meeting.

2.5 Quorum.

A quorum for any regular or special meeting of the congregation shall consist of seventy-five (75) voting members. If less than a quorum of voting members is present at a duly called meeting, a majority of those members present may adjourn the meeting and call for a special meeting at such time and place as they

select. The members present at a duly organized meeting may continue to transact business until adjournment, notwithstanding the withdrawal of enough members or leave less than a quorum. A majority of the members present may act to recess any meeting to reconvene at a designated place, date and time.

2.6 Manner of Acting.

The act of the majority of the members present at a meeting at which a quorum is present shall be the act of the congregation unless a greater number is required by law, by the Articles of Incorporation, or by these By-Laws. Votes shall be cast only by an individual member in person.

2.7 Order of Business.

Except as otherwise may be approved by a majority vote of the members present, the order of business at the annual meeting of the congregation shall be as set forth below. The order of business at any special meeting of the congregation shall be as specified in the notice of such meeting.

- (1) Opening devotion
- (2) Approval of minutes
- (3) Reports of the pastors, the Congregation Council, the Church officers, and the official boards
- (4) Approval of budget
- (5) Election of new officers and board members of new officers and board members
- (6) Unfinished business
- (7) New business
- (8) Closing prayer

2.8 Manner of Voting.

The vote upon all issues shall be in such manner as the president of the congregation shall direct, except that, in the following cases, vote shall be by written ballot:

- (1) To adopt or amend the Articles of Incorporation, Constitution or By-Laws of the congregation.
- (2) To call a senior pastor or to request the resignation of any pastor.
- (3) To excommunicate a member from the congregation or remove a member from office in the congregation.
- (4) To sever membership in The Evangelical Lutheran Church in America or its successor.
- (5) To dispose of, encumber or purchase real property.
- (6) Any other instance when requested by fifteen or more voting members of the congregation.

2.9 Elections.

Except as provided in paragraph 2.10 below, no member shall be elected to any office unless he or she shall have received a majority of the votes cast in the election ballot. In any election in which more than a single ballot is required, the second ballot shall be limited to those three candidates receiving the highest number of votes. If a third ballot shall be required, it shall be limited to the two candidates receiving the highest number of votes in the second ballot.

2.10 Election of Congregation Council Members At Large.

Members of the Congregation Council to be elected at large as referred to in paragraph 7.1(1)(c) of these By-Laws shall be elected from a single slate of all nominees. Each voting member of the congregation shall be entitled to cast four votes among the slate of nominees, but not more than one vote for a single nominee. The four nominees receiving the highest number of votes shall be elected.

2.11 Other Rules.

In all matters not specifically provided for herein, procedure shall be in accord with *Robert's Rules of Order*.

### **ARTICLE III - NOMINATING COMMITTEE**

#### 3.1 Size.

The Nominating Committee shall consist of a chair and eight members of the congregation. The senior pastor shall be an ex officio member of the committee but without vote.

#### 3.2 Election of members.

The congregation at its annual meeting shall elect members for a term of three years. A Committee member may not succeed himself or herself upon the committee for more than two successive terms.

#### 3.3 Chair.

The Committee shall elect its own chair for a one year term, but no member can serve more than three successive terms as chair.

#### 3.4 Duties.

The Nominating Committee shall nominate not less than one candidate for each office of the congregation to be filled. No person shall be nominated by the Committee for any office without giving his or her consent to serve if elected. The Nominating Committee shall actively solicit and receive recommendations for nominations from the congregation, the Church staff, the Congregation Council, and from the official boards. All nominations will be approved by a quorum of the Committee as a whole. Upon the request of the Congregation Council, the Nominating Committee shall nominate one or more person for election to any office which becomes vacant between annual meetings of the congregation.

#### 3.5 Nominations to Congregation Council.

Nominees to serve on the Congregation Council and also to serve on an official board shall normally be individuals who currently serve on a board and have served on such board for at least one year. When nominating persons to be elected at large to serve on the Congregation Council, the Nominating Committee shall seek to diversify the membership of the Congregation Council.

#### 3.6 Nominations From Floor.

Nomination for any office may be made by any member of the congregation from the floor at the annual meeting, providing that the nominee has agreed to serve if elected.

#### 3.7 Organization.

The Nominating Committee may adopt such procedures for the conduct of its business as it may determine, including the right to meet in executive session with only voting members. The decisions of the Nominating Committee shall not be subject to review except as its nominations are considered for election to office. The Nominating Committee shall not establish a quorum of less than a majority of its members nor permit vote by proxy.

### **ARTICLE IV - PASTORAL STAFF**

#### 4.1 Pastoral Staff.

The pastoral staff shall consist of the senior pastor and such other pastors as are from time to time called by the congregation to serve in the ministry of Our Savior's Lutheran church.

4.2 Letter of Call.

The Congregation Council, after the congregation has voted to call a pastor, shall transmit a letter of call to the pastor elect which shall bear the signatures of the president and the secretary of the congregation. Letters of call shall specify salary, benefits, terms of payment, the mutual duties and responsibilities of the pastor and the congregation and matters of governance as defined in the job description.

4.3 Senior Pastor as Head of Staff.

The senior pastor shall be the administrative head of the Church staff. The senior pastor shall be a voting member of the Executive Committee and an ex officio (without vote) member of the Congregation Council and other boards and committees of the congregation and its auxiliary organizations. The senior pastor is expected to furnish the congregation with guidance for long-range goals, policies, and objectives and shall make recommendations with respect to the makeup of the staff.

4.4 Term of Call.

The call shall be for an indefinite time, except as specified by its own terms; and in event of resignation, death, or retirement of the senior pastor, all associate or assistant pastors may or may not be asked to resign by the Congregation Council. Mutually satisfactory arrangements shall be sought for terminating the services of such associate or assistant pastors so asked to resign.

4.5 Receipt of New Call.

Since the pastor ministers to the congregation primarily in the public preaching of the Word and in the administration of the Sacraments, and since both pastor and congregation are parties to the call, no pastor shall announce a decision on any subsequent call without first having consulted with the Congregation Council. An associate pastor or assistant pastor shall consult with the Congregation Council and the senior pastor. Should the pastor resign to accept another call, resignation shall be presented to the Congregation Council and mutually satisfactory arrangements sought for terminating the services of the pastor.

4.6 Change in Pastorate.

A desire for a change in pastorate, either by congregation or pastor, shall be brought to the attention of the bishop of the South Dakota Synod, who shall advise in the matter according to this Constitution.

4.7 Loyalty to Church.

Every pastor serving this congregation shall have an undivided loyalty to the faith and purpose of the Church, according to Article II and Article IV of this constitution. Any question concerning such loyalty shall be adjudicated according to the recommended procedure, with the approval of the Congregation Council and the bishop of the South Dakota Synod.

## **ARTICLE V - STAFF**

5.1 Staff Size.

It shall be the duty of the Executive Committee to determine the number and positions of the non-pastoral staff of the congregation.

5.2 Personnel Manual.

The Executive Committee shall prepare and, from time to time, revise a personnel policy manual for the Congregation. Upon adoption by the Congregation Council, the personnel policy manual shall govern all matters concerning the terms and conditions of employment of non-pastoral staff, including but not limited to matters of hiring, employment and termination. The personnel policy manual adopted by the Congregation Council shall govern all matters concerning terms and conditions of employment for

ordained pastors serving the congregation, except in cases where the Constitution or Bylaws, or provisions in an approved Letter of Call to a pastor, may conflict with the personnel policy manual.

5.3 Revisions to Personnel Manual.

Amendments to the personnel policy manual may be made from time to time by the Executive Committee and adopted by the Congregation Council. All such changes shall be effective upon the date of approval by the Congregation Council and shall apply to all non-pastoral staff from the date of adoption forward.

5.4 Job Descriptions.

Job descriptions shall be available for all non-pastoral staff and may be revised by the Executive Committee from time to time, in any manner, as appropriate, desirable or necessary and shall be effective upon notice to the employee.

## **ARTICLE VI - OFFICERS**

6.1 Election of Officers.

The Congregation shall elect its officers at the annual meeting. The officers shall serve for a one year term. The President and Vice-President may succeed themselves once and serve a second one year term. The Secretary and Treasurer may succeed themselves twice and serve a total of three one year terms.

6.2 Duties of Officers

- (1) The president shall preside over meetings of the Congregation Council and of the congregation.
- (2) The vice-president shall preside in the absence of the president.
- (3) The secretary shall keep the minutes of the Council and of the congregation and shall preserve its archives.
- (4) The treasurer, who also shall serve as the chair of the Board of Finance, shall be custodian of all funds of the congregation, local and synodical, and shall oversee disbursement of all funds in accordance with the budget and other decisions of the congregation or the Board of Finance. The treasurer shall present a report to the annual congregational meeting which has been approved by the Financial Review Committee and such other reports to the Congregation Council as may be required.
  - (a) The treasurer shall be bonded.
  - (b) A treasurer who proves not to be bonded shall be ineligible for office and shall be replaced by action of the Congregation Council.
- (5) The Congregation Council shall be responsible for an annual review of the financial records of the congregation. Such review shall, at the election of the Congregation Council, be either:
  - (a) An audit of the financial records of the congregation conducted by an independent certified public accounting firm regularly employed by the congregation using generally accepted accounting principles consistently applied; or
  - (b) A review and examination of the financial records of the congregation conducted by a Financial Review Committee consisting of at least three voting members of the congregation (none of whom are officers of the congregation or members of the Congregation Council) elected by the Congregation Council, and who shall have access to all financial and related records of the congregation.

The results of such audit or review shall be reported to the members of the congregation and a copy of such audit or review shall be available to the members of the congregation.

## **ARTICLE VII - THE CONGREGATION COUNCIL**

### **7.1 Membership.**

- (1) The members of the Congregation Council shall be:
  - (a) The officers of the congregation.
  - (b) One member of each official board who shall be elected by the congregation to serve on the Congregation Council.
  - (c) Four persons who shall be elected at large by the congregation to serve on the Congregation Council none of whom shall serve as an officer of the congregation or as a member of any of the official boards.
  - (d) The senior pastor shall be an ex-officio, but non-voting, member of the Congregation Council.
- (2) In addition, the president, or the president's designee, of the women's and men's organizations of the congregation (Our Savior's Women of the ELCA and Lutheran Men in Mission, or their successors), may represent their respective organizations, with voice but no vote, at meetings of the Congregation Council.
- (3) A member's place on the Congregation Council shall be declared vacant if the member (a) ceases to be a voting member of this congregation or (b) is absent from two successive regular meetings of the Congregation Council without cause.
- (4) Should a position on the Congregation Council be declared vacant, the Congregation Council shall elect, by majority vote, a successor until the next Annual Meeting of the congregation. If the vacating member of the Congregation Council shall be a member of an official board, the successor shall also be a member of that same board. If the vacating member of the Congregation Council shall have been elected at large, the successor shall also be elected from the general membership of the congregation.
- (5) Should an officer of the congregation's place on the Congregation Council be declared vacant, the Congregation Council shall elect, upon recommendation of the Nominating Committee, by majority vote, a successor until the next Annual Meeting.
- (6) The members of the Congregation Council shall serve a term of one (1) year. A member of the Congregation Council may not serve for more than three (3) successive terms on the Congregation Council in a single capacity.

### **7.2 Duties of the Congregation Council.**

- (1) The Congregation Council shall be the representative body of the congregation with responsibility for its spiritual welfare and proper handling of its program, its physical assets, and its financial affairs. The Council shall conduct its duties and exercise its responsibilities in accordance with the directives of the Constitution, the revealed Word of God, the Lutheran Confessions, and polices of The Evangelical Lutheran Congregation in America.
- (2) The Congregation Council shall, by a two-thirds majority vote of the voting members, have the authority to borrow sums up to one-third of the amount of the current annual budget or financial requirements authorized in the budget for that year.
- (3) The Congregation Council shall be responsible for overseeing all actions of the official boards, including the Executive Committee, and may review, amend, or reverse any actions thereof, shall

be responsible for initiating and overseeing long range planning and shall refer issues or make assignments to official boards or to the Executive Committee.

- (4) A quorum at Council meetings shall be a majority of the voting members. Only duly elected board members are eligible to vote.
- (5) The Congregation Council shall prepare, and from time to time revise, a code of conduct for the members of the Congregation Council, officers, members of the boards, Church staff and members of the congregation relating to the conduct of discussion and debate regarding issues involving the congregation and its policies. Such code of conduct, and any amendments thereto, shall be consistent with the provisions of the Constitution and these By-Laws and shall be submitted to the congregation for adoption.

### 7.3 Meetings.

- (1) The Council shall meet monthly at a date, time and place designated by the officers.
- (2) Council meetings are open to members of the congregation and members of the professional staff, except that the Council may, upon its resolution, meet in executive session. A request to make a presentation must be submitted to the president or secretary at least five (5) days before the monthly Council meeting.

### 7.4 Executive Committee.

- (1) The Executive Committee of the Congregation Council and the congregation shall be composed of the president, vice-president, the members of the Congregation Council also serving on the Board of Finance and the Board of Deacons, and two additional members elected by and from the Council for a term of one year. At the request of the President, the secretary of the congregation may attend meetings of the Executive Committee as a recording secretary. The senior pastor shall be a member of the committee for all purposes except for matters involving the senior pastor.
- (2) The Executive Committee shall be responsible, on behalf of the congregation and the Congregation Council, for direct relationship with the Church staff. It shall outline personnel responsibilities, designate lines of authority among staff members, provide for an annual evaluation of all staff members and recommend a salary schedule. Boards of the Church may make recommendations to the committee relative to work responsibility and compensation for staff members with whom they work.
- (3) The Executive Committee is authorized to act on behalf of the Congregation Council in matters of urgency between monthly meetings of the Council. Such decisions must be within the general limits of policy and authorizations of the Congregation Council. In cases where authorization or approval of action is uncertain, the Executive Committee shall call a special meeting of the Congregation Council.
- (4) The Executive committee shall cooperate with the president in preparing the agenda for the monthly meeting of the Congregation Council, for the annual meeting, and for special meetings of the congregation.

## **ARTICLE VIII - BOARDS**

### 8.1 Number of Boards.

- (1) There shall be the following official boards, with the number of members as indicated:
  - (a) Board of Deacons: chair and 8 members;
  - (b) Board of Finance: chair and 8 members;
  - (c) Board of Stewardship and Benevolence: chair and 8 members;



- (d) Board of Property: chair and 8 members;
- (e) Board of Education: chair and 8 members;
- (f) Board of Senior Ministries: chair and 8 members;
- (g) Board for the Youth: chair and 8 members;
- (h) Board of Church in Society: chair and 8 members;
- (i) Board of Worship and the Arts: chair and 8 members;
- (j) Board of Parish Life: chair and 8 members;
- (k) Board of Caring Ministries: chair and 8 members;
- (l) Board of Outreach, chair and 8 members.

- (2) Staff members and pastors assigned to work with the various boards will be ex officio members of said boards, without vote.

## 8.2 Election of Board Members.

The congregation at its annual meeting shall elect to the respective boards the number of members set forth above, who shall serve for a term of three years. A board member may not succeed himself or herself upon such board for more than two successive terms.

## 8.3 Election of Chairperson.

Each board, except for the Finance Board, the chair of which shall be the Treasurer of the congregation, at its first meeting following the annual meeting of the congregation, shall elect a chairperson who shall serve for a term of one year. Nominees for the office of board chairperson shall consist only of persons who have served as a member of such board for a period of not less than one year and are currently a member of the board. A chairperson may not serve for more than three successive terms as chairperson. Nomination and election of the board chairperson shall be conducted by each board using such procedures, consistent with these By-Laws, as the board may determine.

## 8.4 Initial Term of Office.

At the first annual meeting of the congregation following the meeting at which these By-Laws are amended, or effective at the annual meeting of the congregation at which these By-Laws are amended if at an annual meeting, the terms of the members of the boards then in office shall end and the congregation shall elect members of the boards for specific terms as follows: one-third of the total members for a three year term, one-third of the total members for a two year term, and one-third of the total members for a one year term.

In nominating candidates to terms of one, two or three years, the Nominating Committee shall use its best judgment to continue the pattern of service of existing board members to the extent it is consistent with this paragraph. In the event that more than one third of the existing board members have terms which expire in the same year and all of whom wish to continue service on such board, the Nominating Committee shall nominate such board members to new terms by lot. Service as a member of a board for three years or less prior to the date of adoption of these By-Laws shall not be counted in determining qualification for election or reelection.

Thereafter, at each annual meeting of the congregation one-third of the board membership will be elected for a three-year term.

## 8.5 Vacancies.

A vacancy shall occur when a member of a board resigns or is removed, as provided in paragraph 8.6, prior to the completion of his or her term. When a vacancy occurs, the Congregation Council shall fill such vacancy until the next annual meeting of the congregation. The congregation shall at its next annual meeting fill the vacancy of all such members as presented by the Nominating Committee and as presented from the floor. A person elected to fill a vacancy shall fill the remaining unexpired portion of the term of

the person who resigned or was removed. The individual elected to fill a vacancy may serve one additional full term in office.

8.6 Resignation and Removal.

A chairperson or member may resign at any time by submission of a written resignation to the particular board and to the Congregation Council. Any chairperson or member may be removed upon the affirmative vote of not less than two-thirds of the members of the Congregation Council. If any board member is absent from two successive regular meetings without cause, the member's place shall be declared vacant.

8.7 Board Organization.

Each board may adopt such rules and procedures for the conduct of its business as such board may determine, except that any board shall not establish quorum of less than a majority of its member, nor shall any board permit vote by proxy. Authority to adopt such rules and procedures for the conduct of its business shall include, but not be limited to, provisions for: notice of meeting, place and time of meetings, officers (other than chairperson), and such subcommittees having such authority as said board may determine. The boards shall normally meet monthly.

8.8 Board Authority and Accountability.

Each board shall have authority for the designated area of its responsibility and shall be accountable only to the congregation and Congregation Council. Each board shall provide a report of its activities to the annual meeting of the congregation, to each regular meeting of the Congregation Council, and such other information as the Council may from time to time request.

8.9 Definitions of Responsibility.

(1) Board of Deacons

The responsibility of this board is to support and be responsible, with the pastoral staff, for the spiritual growth and welfare of the members of the Congregation. It shall:

1. Provide, with the assistance of the pastoral staff, Christian spiritual growth opportunities for members of the congregation.
2. Provide devotional materials to members of the congregation for their faith and spiritual growth.
3. Assist pastoral staff in worship including the proper administration of the Sacraments.
4. Prepare, with the assistance of the pastoral staff, candidates for Baptism and first Communion.
5. Seek out, encourage and support qualified persons to prepare for the ministry of the Gospel.
6. Maintain the membership records of the congregation, including conducting a periodic census of the membership.
7. Contact and encourage members whose activity in the congregation has decreased.
8. Develop procedures for people transferring out of the congregation or being placed in another membership category.
9. Provide an annual Deacon's budget to the Board of Finance.
10. Develop plans and organize committees and task forces necessary to carry out its responsibilities.
11. Undertake such other tasks, projects and responsibilities as may be assigned to the Board by the congregation or the Congregation Council

(2) Board of Finance

The responsibility of this Board is to oversee and coordinate all budgeting, financial planning, expenditures and legal affairs of the congregation. It shall:

1. Review all receipts and expenditures of the congregation on a monthly or more frequent basis.
2. Oversee and coordinate all financial expenditures and commitments of the congregation.
3. Make recommendations to the Congregation Council on all matters involving financial affairs.
4. Procure and maintain insurance coverage to protect the interest of the congregation. The Board shall consult with the Board of Property with respect to adequate comprehensive insurance coverage.
5. Consult regularly with the Board of Stewardship and Benevolence with respect to the financial support sought from and available to the congregation.
6. Receive regular reports from the Our Savior's Lutheran Foundation with respect to the financial support distributed by the Foundation.
7. Review all legal documents and commitments to be adopted by the congregation and to make recommendations to the Congregation Council regarding such matters.
8. Prepare and submit a proposed annual budget for the congregation to the Congregation Council.
9. Develop plans and organize committees and task forces necessary to carry out its responsibilities.
10. Undertake such other tasks, projects and responsibilities as may be assigned to the Board by the congregation or the Congregation Council.

(3) Board of Stewardship and Benevolence

The responsibility of this Board is to oversee and coordinate all financial support sought from the congregation and all financial and benevolence provided by this congregation. It shall:

1. Plan and conduct an annual stewardship support program.
2. Approve, coordinate and oversee all appeals for financial support, subject to policies adopted by the congregation or Congregation Council.
3. Develop, review and recommend to the Congregation Council, policies governing the solicitation of financial support.
4. Make recommendations to the Congregation Council regarding all requests for financial support to or for programs not conducted by the congregation.
5. Supervise allocation and disbursement of all benevolence funds.
6. Develop an ongoing program of stewardship education.
7. Provide information to the congregation concerning local, synod, national, and worldwide programs and activities of The Evangelical Lutheran Church in America and other organizations and programs to which the congregation provides financial and other support.
8. Consult regularly with the Board of Finance with respect to the financial support sought from and available to the congregation.
9. Coordinate, with the Our Savior's Lutheran Foundation, the financial contributions solicited from the Congregation by the Foundation.
10. Provide an annual Stewardship and Benevolence budget to the Board of Finance.
11. Develop plans and organize committees and task forces necessary to carry out its responsibilities.
12. Undertake such other tasks, projects and responsibilities as may be assigned to the Board by the congregation or the Congregation Council.

(4) Board of Property

The responsibility of this Board is to keep all church property in good repair, safe and aesthetically pleasing to the public. It shall:

1. Supervise the maintenance and use of all church property.

2. Maintain an ongoing preventative maintenance program for all property, with accompanying records.
3. Undertake long-range planning for church property.
4. Ensure the maintenance and repair of all rental property and review all lease agreements.
5. Make regular inspections of all church property and arrange for necessary repairs, replacements, additions and improvements within limits set by the annual budget.
6. Consult with the facility manager in all maintenance matters.
7. Maintain safe grounds and parking facilities.
8. Purchase and maintain all office equipment and procure all office supplies.
9. Provide an annual property and management budget to the Board of Finance.
10. Make recommendations to the Board of Finance for adequate comprehensive insurance coverage.
11. Develop plans and organize committees and task forces necessary to carry out its responsibilities.
12. Undertake such other tasks, projects and responsibilities as may be assigned to the Board by the congregation and the Congregation Council.

(5) Board of Education

The responsibility of the Board is to oversee the educational activities of the congregation. It shall:

1. Establish policies for carrying on the educational activities of the congregation, including Sunday School, Vacation Bible School, Confirmation instruction and all other classes for youth through adults.
2. Appoint all coordinators for the various programs.
3. Assist the Director of Children and Family Ministry and the Pastor of Intergenerational Ministries and actively participate in recruiting teachers and leaders and arranging training and enrichment opportunities for them.
4. Review and approve all curriculum materials for the various classes.
5. Provide an annual education budget to the Board of Finance.
6. Develop plans and organize committees and task forces necessary to carry out its responsibilities.
7. Undertake such other tasks, projects and responsibilities as may be assigned to the Board by the congregation or the Congregation Council.

(6) Board for Senior Ministries

The responsibility of this Board is to provide for the welfare of senior members of the congregation. It shall:

1. Plan, develop and implement programs of ministry for senior members.
2. Inform the congregation of the needs of the senior members.
3. Work to involve senior members in the mission of the congregation.
4. Cooperate with other Boards, when appropriate, to meet the needs of senior members.
5. Provide an annual Senior Ministries budget to the Board of Finance.
6. Develop plans and organize committees and task forces necessary to carry out its responsibilities.
7. Undertake such other tasks, projects and responsibilities as may be assigned to the Board by the congregation of the Congregation Council.

(7) Board for the Youth

The responsibility of this Board is to provide for the spiritual growth and Christian fellowship for the youth of the congregation. It shall:

1. Provide for the continuing spiritual growth of the youth through Bible study, prayer and Christian service.
2. Promote attendance and involvement of the youth at all youth activities.
3. Plan and execute a year-round program for the youth of the congregation.
4. Develop an intergenerational program that will involve both youth and adults of the congregation.
5. Engage and actively participate in the selection and training of leaders for the youth.
6. Provide for public recognition of various youth achievements and accomplishments.
7. Work cooperatively with other churches in providing youth programs.
8. Cooperate with other Boards, when appropriate, to meet the needs of the youth.
9. Provide an annual Youth budget to the Board of Finance.
10. Develop plans and organize committees and task forces necessary to carry out its responsibilities.
11. Undertake such other tasks, projects and responsibilities as may be assigned to the Board by the congregation or the Congregation Council.

(8) Board for Church in Society

The responsibility of this Board is to aid the congregation and individual members in serving the human needs existing in the local and the wider community. It shall:

1. Identify, study and prioritize both local and distant human needs and inform the congregation of these needs.
2. Enlist the resources of the congregation in meeting these human needs through education, budget support, special offerings, and the recruitment and support of volunteers.
3. Determine appropriate congregational involvement in existing community programs organized to meet human needs.
4. Identify and give encouragement to members of the congregation involved in community programs.
5. Encourage congregational support of ELCA Global Missions and Hunger programs, and the development of programs in Support of the ELCA's vision of racial and cultural inclusivity.
6. Provide an annual Church in Society budget to the Board of Finance.
7. Develop plans and organize committees and task forces necessary to carry out its responsibilities.
8. Undertake such other tasks, projects and responsibilities as may be assigned to the Board by the congregation or the Congregation Council.

(9) Board of Worship and the Arts

The responsibility of this Board is to promote and support God-centered worship for all members of the congregation. It shall:

1. Assist and serve as resources to the Director of Music Ministry and the pastoral staff for the planning and scheduling of all services of worship.
2. Be an advocate for the total music program of the congregation.
3. Assist the Director of Music Ministry and the pastoral staff in determining policies for music, weddings, funerals and for other similar requests.
4. Promote and coordinate the use of the arts as a means of praise and worship in the congregation.
5. Recruit ushers, greeters, lectors, communion servers and acolytes and provide for their training.
6. Coordinate decoration, symbolism and other seasonal appointments.
7. Oversee the maintenance of the organ, pianos and other instruments and equipment.
8. Promote the study and understanding of all liturgical matters.
9. Assist the Altar Guild in maintaining liturgical space and artifacts.

10. Seek solutions to problems brought forth from other Boards in the area of Worship & Arts.
11. Provide an annual worship budget to the Board of Finance.
12. Develop plans and organize committees and task forces necessary to carry out its responsibilities.
13. Undertake such other tasks, projects and responsibilities as may be assigned to the Board by the congregation or the Congregation Council.

(10) Board of Parish Life

The responsibility of this Board is to foster congregational fellowship and promote the utilization of members' gifts and talents for the ministry of the congregation. It shall:

1. Plan, implement and supervise fellowship events which promote unity among members of the congregation.
2. Maintain contact with other Boards to determine which individuals or groups are to be recognized for faithful ministry.
3. Provide for the integration of new members and their families into the congregation.
4. Keep the congregation informed of social, educational and political events within the community and develop means for members to become better servants to the community.
5. Maintain and oversee appropriate displays on all bulletin boards as they speak to the mission of the congregation.
6. Establish a method of fostering the discovery, training and utilization of members' God-given gifts and talents for service to God and others.
7. Provide an annual Parish Life budget to the Board of Finance.
8. Develop plans and organize committees and task forces necessary to carry out its responsibilities.
9. Undertake such other tasks, projects and responsibilities as may be assigned to the Board by the congregation or the Congregation Council.

(11) Board of Caring Ministries

The responsibility of this Board is to initiate and maintain a ministry of wholistic health and well being for the congregation. It shall:

1. Maintain and support the Parish Nurse Ministry and provide body, mind, and spirit (wholistic health) education and program opportunities for the congregation and community.
2. Establish and maintain support groups in response to the congregational needs.
3. Organize and conduct health events and health screenings.
4. Visit church members with special needs in their homes or hospital and other facilities to provide spiritual support and to assist them in making wholistic health decisions, and to recommend health care intervention or refer members to health care providers.
5. Maintain and utilize a Community Resource/Referral database available to staff and others
6. Maintain and support the Our Savior's Lutheran Church Stephen Ministry program.
7. Collaborate with related volunteer programs and Boards within the Church for parishioner's physical, mental and spiritual health.
8. Provide an annual Caring Ministries budget to the Board of Finance.
9. Develop plans and organize committees and task forces necessary to carry out its responsibilities.
10. Undertake such other tasks, projects and responsibilities as may be assigned to the Board by the congregation or the Congregation Council.

(12) Board of Outreach

The responsibility of this board is to be responsible, with the pastoral staff, for the evangelism and outreach of the congregation. It shall:

1. Promote and publicize the activities and ministries of the congregation.
2. Supervise the broadcast, print and electronic media of the congregation.
3. Invite and encourage people to attend and participate in the worship services and activities of the congregation.
4. Invite and encourage people to join Our Savior's Lutheran Church.
5. Educate and encourage members of the congregation and other boards to be involved in outreach.
6. Develop and promote programs to extend ministry and reach out to those without a church home.
7. Provide an annual outreach budget to the Board of Finance.
8. Develop plans and organize committees and task forces necessary to carry out its responsibilities.
9. Undertake such other tasks, projects and responsibilities as may be assigned to the Board by the congregation or the Congregation Council.

### **ARTICLE IX - MISCELLANEOUS**

#### 9.1 Legal Ownership.

Legal ownership of all real and personal property and all funds acquired by the congregation, its organizations or individuals for use by the congregation, excepting only Our Savior's Lutheran Church Foundation, shall be in the congregation as a corporation. Legal title to any real or personal property or funds may be maintained in such name as the Congregation Council may direct.

#### 9.2 Congregational Division.

In the event that the congregation, for any reason, be divided, all property shall pass in accordance with the provisions of the Constitution. In the event that the provisions of the Constitution do not apply to the circumstances of the division, then all property shall belong to that portion of the congregation which remains faithful to the Constitution. In the event none of the divided portions of the congregation can be shown to be unfaithful to the Constitution, all property shall belong to the majority.

#### 9.3 Real Estate Transactions.

Real property shall not be acquired, transferred, or encumbered in any manner, except by resolution adopted by the affirmative vote, by written ballot, of not less than two-thirds of the members present and voting at a duly called and held meeting of the congregation.

#### 9.4 Use of the Church.

- (1) The property of the congregation shall be for the use of the congregation in accordance with its stated purpose and shall not be used for any purpose not in harmony with such purposes as determined by the congregation.
- (2) Any questions concerning use of the facilities of the congregation shall be determined by the Congregation Council, who will from time to time provide such rules and regulations regarding use of the Church facilities as it determines to be necessary and appropriate. Any and all rules and regulations regarding use of the Church facilities shall be available to the congregation. Any decision or action by the Congregation Council regarding use of the Church facilities may be changed, modified, or amended by action of the congregation at any duly called and held meeting.

#### 9.5 Ministerial Records.

Each pastor shall be responsible for maintaining accurate records of his or her ministerial acts on such forms as are provided by the congregation, and which shall be and remain the property of the congregation.

**ARTICLE X - AMENDMENT**

10.1 Amendment.

Any amendment to these Bylaws may be adopted by the majority vote of those members present and voting at any annual or special meeting of the congregation, provided that notice of such amendment is given in the same manner as notice of the annual meeting.

10.2 Effective Date.

Any amendment to these Bylaws shall become effective, unless otherwise specified by its own terms, upon its adoption.