

# **BYLAWS of Christ the Good Shepherd Lutheran Church**

**(Last Updated 2008-11-16)**

## **BYLAWS**

**C2.07.01** This congregation is a Reconciled in Christ Congregation. Reconciled in Christ is a program of Lutherans Concerned, North America, which seeks to identify Lutheran Congregations inclusive of Lesbian and Gay people.

**C4.01.01** This congregation as part of the Church shall proclaim and practice the love, the peace, the justice, the healing, the diversity and the celebration of life inspired by Christ through his Gospel which we acknowledge as universal, relevant and alive. We are committed to live Christ's message by being a continually reforming, involved and supportive Lutheran community.

**C8.05.01** For purposes of membership roll maintenance, any member who during the current calendar year and the two previous calendar years has made no contribution of record, nor has been recorded as communing or attending a worship service, shall be considered inactive.

**C10.01.01** The annual meeting of this congregation shall be held on either the third or fourth Sunday of January.

**C11.01.01** Duties of the officers of this congregation shall be as follows:

a. The President shall preside at all council and congregation meetings, facilitate the Council agenda, call and preside at one Executive Committee each month, meet with the Pastor(s) and staff for conversation at least once a month, provide quarterly reports to

the Congregation and maintain oversight of Congregation Committees.

b. The Vice president shall assume the President's position when s/he is absent, and shall attend the monthly Executive Committee meetings. In all other respects, s/he shall act the same as a council member.

c. The Secretary shall keep and publish Council, Congregational and Executive Committee meeting minutes and accumulate and publish committee reports which are presented at Church Council meetings. The Secretary shall also have oversight for all members for specially called meetings, notices and other Church Council and Executive Committee correspondence. This includes notification of the meetings to the attendees involved.

d. The Treasurer shall have oversight of all reports pertaining to the fiscal policy, the budget and the financial strategy of the Church Council, shall be a regular member of the Finance Committee and shall pay all bills, salaries, benefits, taxes and, as directed by the Church Council, other expenses associated with efficient operation of the church.

**C13.04.01** The primary purpose of the Mutual Ministry Committee is to affirm and strengthen the mission of this congregation through

- Listening and clarifying
- Sharing and communication and
- Reviewing and reflecting.

The Mutual Ministry Committee reports regularly to the council but is not empowered to consider grievances, set policy, salary, etc. Instead, recommendations are developed and forwarded to the council (or other committees) for final approval.

**C13.05.01** The Personnel Practices and Procedures Committee is responsible for recommending personnel policy and facilitating the annual review of the Church employees. The Committee may advise the pastor(s) and help facilitate the process of reviewing staff positions and disciplinary matters. The Committee shall conduct a

salary and benefit survey annually, assess and make recommendations on staffing requirements and monitor the recruitment and interviewing of candidates.

**C13.07.01** The Conflict Resolution Committee shall be the lead organization in the event of concerns within the membership of the congregation. The committee shall be composed of three members appointed for a three-year term. The Committee members shall be instructed in the Synodical requirements of a pastor and the expectations of the council and congregation in calling a pastor. The Committee shall meet only when a Conflict Resolution Form has been submitted to the Committee. The mission of the Committee is to consider, evaluate and disposition such concerns. The Committee does not resolve conflicts but rather determines if the concern can or should be adjudicated at the local level (such as through council action), elevated to Synod awareness or referred to civil law enforcement (in cases such as harassment, physical abuse or sexual misconduct.)

**C13.07.02** In order to carry out the Mission of this congregation, Ministries shall be staffed as specified in the Continuing Resolutions. Unless otherwise specified, the membership of a Ministry shall consist of all members volunteering to participate in that Ministry. Unless otherwise specified, any administrative roles in these Ministries, such as committee chairs, secretaries, and so on, shall be chosen by the members of that committee, for a term of one year. The Congregation Council shall appoint at least one member of the council to serve as a liaison to each ministry.

**C13.07.03** Duties and Mission of these ministries shall be specified in the continuing resolutions.

**C13.07.04** Other Ministries may be formed by the Congregation Council as the need arises. Such Ministries and their duties and mission shall be listed in the continuing resolutions.