

**OUR SAVIOR'S LUTHERAN CHURCH
BYLAWS
Roy, Utah**

**Effective March 1, 2011
Amended December 22, 2013**

CHAPTER 1 - MISSION STATEMENT

- B1.01 Our Savior's Lutheran Church (OSLC) is a scripture based, welcoming fellowship of believers who proclaim the Gospel of our Lord Jesus Christ, and who, through our support of and connecting with each other, the local community, and children of God everywhere, strive *to love Christ and all others*.

CHAPTER 2 - COMMUNION PARTICIPATION

- B2.01 This Congregation invites all people who believe and trust in Jesus Christ as Lord and Savior to receive the sacrament and to participate regularly in Holy Communion.
- B2.02 Individuals will be responsible to make a decision regarding their own readiness to receive communion. In the case of children, it shall be the responsibility of their parents or guardian to make that determination.
- B2.03 Instruction in Scriptural teaching and sacramental theology regarding Holy Communion will be given as needed by the Pastoral Office. Those completing this instruction will be invited to be recognized in a special communion held during a regular worship service, generally held on Ash Wednesday.

CHAPTER 3 - BAPTISM

- B3.01 Children who are presented by a parent or legal guardian shall be baptized and be received as Baptized Members of this congregation. Prior to the Baptism, the parents or guardian will be consulted with by the Pastor to ensure that they have an understanding of the Lutheran faith and their responsibilities as Christian parents or guardian of the baptized child.
- B3.02 Adults and children 14 years of age or older who request to be baptized shall receive instruction in the Lutheran faith as determined to be necessary by the Pastor. These Baptized Members shall become Voting Members of the congregation contingent upon approval by the Congregational Council, whose approval may be granted either before or after their Baptism.
- B3.03 Believing in the power of the Holy Spirit, this congregation will receive members from time to time as called upon by the Holy Spirit. Those who accept an open call to Baptism will be received as Baptized Members; and after consultation with the Pastor and his recommendation to the Congregational Council, and with the Council's approval, shall become Voting Members of this congregation.

CHAPTER 4 - MEETINGS OF THE CONGREGATION

- B4.01 Congregational Meetings
- a. At least two Congregational Meetings shall be held each year: the Regular Meeting of the Congregation and the Annual Meeting of the Congregation. The Congregational Council shall give notice of the Regular Meeting, the Annual Meeting, and any properly called Special Meeting in accordance with the provisions of Chapter 9 of the Constitution and these Bylaws.
 - b. All Members in the Congregation may attend Congregational Meetings and participate in a discussion of any given item of business before the Congregation.

- c. The current roster of Voting Members (as defined in Section C7.02(c) of the Constitution) shall be available at each Congregational Meeting.

B4.02 Regular Meeting of the Congregation

- a. The Regular Meeting of the Congregation shall be held in December of each year. Election of the Congregational Council and approving of the annual budget, as well as any other business or items scheduled by the Congregational Council, will take place at this meeting.

B4.03 Annual Meeting of the Congregation

- a. The Annual Meeting of the Congregation shall be held during the month of January. This meeting shall include annual reports from the Pastor, the Council President, the Council Vice-President, the Council Treasurer, and the Council Financial Secretary. Annual Reports from all Committees should also be presented at this meeting. Other scheduled business may also take place at this meeting, and the floor should be opened to allow members of the congregation to have discussion on any desired church related topics.

B4.04 Special Meetings

- a. Special Meetings of the Congregation shall be held when properly requested, called, and noticed in accordance with Chapter 9 of the Constitution. Only business related to the issue for which the Special Meeting was called shall be transacted. This may include, but not be limited to, minutes of previous meetings if appropriate, special reports, discussion, and a ballot on the special issue at hand.

CHAPTER 5 - DUTIES OF OFFICERS

B5.01 President

- a. Shall preside over the meetings of the Congregation and the Congregational Council.
- b. Shall direct the business of the Congregation.
- c. Shall enforce the rules of decorum and discipline. The President can recommend and put to a vote to the Congregational Council, removal of a Congregational Council Member according to the provisions set forth in the Constitution.
- d. The President is subject to censure by a majority vote or removal from office by a 2/3 vote of the members of the Congregational Council if these basic duties are not exercised.
- e. Shall oversee the enforcement of discipline for the Congregational Members (as defined in Section B12 of the Bylaws).

B5.02 Vice-President

- a. Shall assume the office of President in the event of the death, resignation, or inability of the President to discharge the powers and duties of that office.
- b. Shall serve as acting President in the absence of the President. As such the Vice-President shall become familiar with the duties of the President.
- c. The Vice President shall coordinate all communications between the Team chairpersons and the Congregational Council.

CHAPTER 6 - DUTIES OF APPOINTED MEMBERS OF CONGREGATIONAL COUNCIL

B6.01 Secretary

- a. Shall have a voice but not a vote on the Congregational Council.
- b. Shall record the minutes of the Congregation and Congregational Council meetings.
- c. Shall be an active and voting member of the Congregation.
- d. Shall update the Articles of Incorporation at least yearly after a new council is elected, so that the current President, Vice-President, and anyone else deemed necessary are on the Articles of Incorporation.

B6.02 Treasurer

- a. Shall have a voice but not vote on the Congregational Council.

- b. Shall be the custodian of all funds not otherwise allocated.
- c. Shall present a financial report at each meeting, including the Thrivent Enhancement Team account. Technically this is called a “report”. Such statements are given purely for the information of the members at meetings and need not be put to a vote to be accepted or adopted because this would be certifying to their accuracy and completeness without a proper audit.
- d. Shall disburse funds as authorized.
- e. Shall submit financial records for audit.
- f. Shall ensure that financial accounts are updated, including the Thrivent Enhancement Team account at least yearly after a new council is elected, so that the current President, Vice-President, Treasurer, Lay Minister and anyone else deemed necessary are on the accounts.
- g. Shall be an active and voting member of the Congregation.

B6.03 Financial Secretary

- a. Shall have voice but not vote on the Congregational Council.
- b. Shall be an active and voting member of the Congregation.
- c. Shall recruit, train, and supervise all counters, who are active, legal age and confirmed members of the Congregation.
- d. Shall submit the names of all potential counters to the Congregational Council for approval prior to training.
- e. Shall re-submit the names of all previously approved counters to the Congregational Council to ensure a current listing.
- f. Shall ensure the availability of two trained counters after the last service each Sunday to count all contributions to the Church, prepare a weekly counter's report, prepare the offerings for deposit and deposit the collections as soon as possible in the bank's after-hours depository. Mid-week offerings may be held until Sunday or deposited on the day of the offering.
- g. Shall refrain from serving as a counter except in emergency situations, in keeping with good accounting practices.
- h. Shall record all contributions of members and non-members on a weekly basis.
- i. Shall record all other sources and amounts of monies on a weekly basis.
- j. Shall prepare monthly and quarterly reports for Congregational Council.
- k. Shall prepare quarterly reports for each church giver of record showing a complete record of all contributions and status of pledges.
- l. Shall prepare annual report for the semi-annual congregation meeting in January.
- m. Shall prepare for audits.

CHAPTER 7 - DUTIES OF LAY MINISTRY LEADER

B7.01 To understand the position of the Lay Minister read Ephesians 4: 12, “to prepare God’s people for works of service, so that the body of Christ may be built up.”

- a. The Director of Lay Ministry will lead a small team that will intentionally engage the people of Our Savior’s in broadening the base of ministry through the use of their God-given gifts in service to each other, to the church, and to the community.
- b. The Lay Minister meets weekly with the pastor, the church staff and council president if available to pray and discuss upcoming events, challenges, solutions and praises for all the ministries of the church.
- c. The Lay Minister attends the Congregational Council meetings to keep the council informed of any plans that are being worked on in the area of new small group ministries and or changes in the current small group ministries of the church.
- d. He/she will act as liaison between all small group ministries and the Pastor.
- e. He/she will research, survey and evaluate the church and community to determine what outreach ministries are most needed and if existing ministries are effective. And will help develop new ministries as needed.

- f. The Lay Minister works closely between new people interested in membership and the pastor to assure as a church we are reaching out with the Love of Christ to all people in our community.
- g. The Lay Minister is responsible for the development of the master calendar of events of the church.
- h. This position is a paid part time, average twenty hours per week job.

CHAPTER 8 – ADMINISTRATION AND STAFF

- B8.01 The Congregational Council, as set out in these Bylaws, will aid in the communication and coordination of the administration and Staff of the Congregation.
- B8.02 The Staff shall report ultimately to the Senior Pastor and may consist of:
- a. Director of Youth Ministries
 - b. Lay Minister
 - c. Christian Education Director
 - d. Custodian
 - e. Intern(s)
 - f. Secretary(s)
 - g. Administrator
- B8.03 The Staff requirements may change from time to time depending on the needs of the Congregation, programs and budget constraints. However, each person on the Staff shall be compensated fairly and in accordance with applicable laws and regulations governing employment. Staff positions may be full or part time.
- B8.04 Members of the Congregation, the Senior Pastor, and other Staff leaders may suggest additions to Staff to the Congregational Council for its consideration. All Staff additions must be considered and approved in writing by the Congregational Council prior to any prospective candidate receiving an offer of employment. The Congregational Council shall use available market analyses to determine fair and reasonable compensation for the position and shall consult with the Senior Pastor as to compensation, reporting lines and duties.
- B8.05 The hiring, employment and review of Staff members shall be carried out under acceptable business practices.
- B8.06 The Congregational Council, in conjunction with the Senior Pastor and the Lay Minister (as appropriate) shall ensure performance reviews, compensation and fringe benefits (as appropriate for Staff and budget) are administered properly.

CHAPTER 9 – STAFF DISCIPLINE AND REMOVAL PROCEDURES

- B9.01 The Pastors and other Staff leaders shall exercise and administer careful, loving and consistent leadership of all employees and ministry leaders. The attention of the leadership of the Church shall be directed toward successful performance of each employee, which starts with a clear description of expectations and acceptance by each employee of those expectations.
- B9.02 From time to time an employee may not meet expectations, and in such cases formal steps for identifying and managing areas of improvement shall be instituted together with, if necessary, progressive discipline. Such mentoring and discipline shall be consistent with scriptural teachings and conducted in a spirit of love. The final resolution for the Church and the employee is termination. Termination of any paid employee shall require approval of the Congregational Council, upon the recommendation of the Senior Pastor.

CHAPTER 10 - CONGREGATION COMMITTEES

B10.01 Our Lutheran understanding of the Church sees ministry as being shared by all baptized people of God. At no time can we assume that only the Pastors are responsible for ministry. The whole people of God have a ministry with and to one another, and it is for these reasons the various committees exist.

B10.01 Call Committee:

- a. The Congregational Council is responsible for establishing a Call Committee.
- b. The Call Committee will consist of 6 to 8 members, of which 2 will come from the Congregational Council. The remaining members will come from any voting member of the congregation.
- c. Nominations to the Call Committee may come from any voting member of the congregation. The Congregational Council will approve the final committee.
- d. When the Call Committee is complete, they will meet and a chairperson will be chosen.
- e. OSLC may issue a Call to whomever they choose. OSLC will choose a nominee only after that nominee states he or she will abide by OSLC's constitution, Bylaws and Continuing Resolutions.
- f. A Call Packet is available from the offices of LCMC to guide congregations through the call process.
- g. Background research on any nominee is the responsibility of the Call Committee and the Congregational Council.
- h. The Call Committee may entertain bringing any or all nominees in for a formal evaluation/interview at OSLC's expense. At the completion of the formal evaluations/interview, the Call Committee will recommend to the Congregational Council that person selected by the majority of the Call committee.
- i. The Congregational Council will follow Section C8.01 of the Constitution to approve the Call.

B10.04 Memorial Committee

- a. Shall consist of one or more voting members of this church and these individuals shall be appointed annually by the Congregational Council.
- b. All monies destined for the memorial fund shall be directed to the individual currently in charge of the fund. This individual shall be required to have this fund audited annually and shall give a financial report at the semi-annual congregational meeting held in January.
- c. Monthly reports may be requested by the Congregational Council.

B10.05 Other congregational committees may be formed as the need arises, by decision of the Congregational Council and in accordance with this Constitution, the Bylaws and Continuing Resolutions.

CHAPTER 11 - CONGREGATIONAL RECORDS AND GROWTH MEASUREMENTS

B11.01 The records of this Congregation shall be properly stored and be available to the Congregation for review upon request.

B11.02 The Pastoral Office shall assure the regular maintenance of the Congregational Records. Upon the termination of the service of the Senior Pastor to the Congregation, he/she shall assure that the Congregational Records are current prior to his/her departure.

B11.03 The records of the Congregation shall consist of:

- a. The roster of Baptized, Confirmed, and Voting Members and include:
 - (1) General family name
 - (2) Street address, phone number, fax number, cell number, e-mail address
 - (3) Individual dates of birth
 - (4) Emergency contact
 - (5) Interests, talents and/or trade
 - (6) Member status, i.e. active or non-active
 - (7) Financial contribution

- b. The date, time, and location of ministerial acts performed by the Pastoral Office including:
 - (1) Baptisms
 - (2) Confirmations
 - (3) Funerals or Memorial Services
 - (4) Marriages or Renewal of Vows
 - (5) Visitations (hospital, hospice or home)
- c. The minutes of the meetings of the Congregation and the Congregational Council, for which the Secretary of the Congregation shall be responsible.
- d. The financial records of the Congregation, for which the Treasurer and Financial Secretary of the Congregation shall be responsible.

B11.04 The Senior Pastor shall annually report to the Congregation a summary of ministerial acts.

B11.05 Should the Congregation be dissolved, the official records of the Congregation shall be deposited with the national office of the organization of Lutheran Churches to which the Congregation is then affiliated.

B11.06 Measurements of Growth:

- a. The growth of the Church will be measured and evaluated by the Congregational Council, the Senior Pastor and the Pastoral Office according to many kinds of measurements, both objective and subjective. The definable measurements of growth may include:
 - (1) Membership including existing Members, new Members, transferring Members, baptisms, confirmations and exiting Members
 - (2) Attendance of Members and others
 - (3) Amount contributed from Members and others
 - (4) Number of new Members
 - (5) Positive Results from a Satisfaction Survey
 - (6) Number and types of Ministries the Church participates in
- b. Other measurements of growth may be adopted by the Congregational Council, in conjunction with the Senior Pastor, from time to time.

B11.07 The Congregational Council and Senior Pastor will report their findings with respect to these measurements to the Congregation at the Annual Meeting.

CHAPTER 12 – DISCIPLINE OF MEMBERS

B12.01 Members of this congregation shall be accountable for their behaviour and the affect of their actions on other members of this congregation and as an overall reflection of this church. Denial of the Lutheran faith as described in the constitution, conduct unbecoming a member of the Church of Christ, or persistent troublemaking in this congregation are sufficient cause to discipline a member.

B12.02 Either the Senior Pastor or the President of the Congregational Council may recommend discipline of a member.

- a. Upon recommendation of discipline, the Senior Pastor, in the presence of the Congregational Council President or some other member of Council, shall counsel the member who has been recommended for discipline.
- b. If this counselling proves to be ineffective, as determined by the Senior Pastor or President of the Congregational Council, then an explanation of the allegations against the member shall be presented to the Congregational Council at a regular or special called Council Meeting. Should these allegations be sustained by a two-thirds majority vote of the voting members of the Congregational Council, the Council shall impose one of the following:
 - (1) Censure before the council
 - (2) Suspension of voting privileges

- (3) Exclusion from membership in this congregation. This action will normally not be exercised unless there is a perceived threat to another member or the character of this church is in some way being undermined.
- (4) Disciplinary actions (1) and (2) shall be delivered to the member in writing.

B12.03 Disciplinary actions may be reconsidered and revoked by the Congregational Council. To revoke a disciplinary action requires a two-thirds majority vote of the voting members of the Congregational Council.

CHAPTER 13 – MEMBERSHIP

B13.01 The Congregational Council will clear the inactive rolls of those persons who have moved, persons who have left no forwarding address, or persons for whom there is no record of financial contribution or of communion for one year. Exceptions will be made for students away at school, members of the military or other reasons as determined by the Congregational Council.

CHAPTER 14 – AMENDMENT OF THESE BYLAWS

B14.01 This Congregation is a dynamic community and strives to achieve sufficient flexibility to meet the needs of its Members and its mission goals in the Kingdom of God. These Bylaws are intended to reflect current ministry practice and administration of the Congregation's business.

B14.02 These Bylaws may be amended as follows:

- a. Amendments may be proposed by at least ten percent (10%) of voting Members in signed petition or by the Congregational Council. Proposals must be filed in writing with the Congregational Council 60 days before formal consideration by this Congregation at its Annual Meeting, Regular Meeting, or a Special Meeting called for that purpose. The Congregational Council shall notify the Members of the proposal with their recommendations at least 30 days in advance of the meeting.
- b. A proposed amendment to these Bylaws shall be passed by a simple majority vote of those present and voting.
- c. Amendments to these Bylaws approved by this Congregation shall take effect immediately.