

**BYLAWS
FOR
LUTHERAN CHURCH
of the
RESURRECTION**

Prepared by the Structure Taskforce

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Chapter 1 VISION STATEMENT

B1.01 We are a diverse community of disciples continually deepening our relationships with Jesus Christ by knowing, growing, and going.

Knowing that we are loved by God through the life, death, and resurrection of Jesus Christ, we: Celebrate the real presence of Christ in our lives.

Make Christ's presence known through engaging liturgies, uplifting music and powerful sermons.

Acknowledge the grace of God and the power of the Holy Spirit.

Growing in our personal relationships with Jesus Christ, we:

Offer an intentional ministry that integrates Worship, Discipleship and Outreach.

Equip our members to use their spiritual gifts and become servant leaders.

Give generously of our time, financial resources and abilities to build God's Kingdom.

Going out into the world in the name of Jesus Christ and intentionally developing relationships with others, we:

Serve people in need in our community and around the world as our neighbors.

Pray that the people we serve will grow in their relationship with God.

Tell the people we serve that God loves them and invite them to grow in their relationship with God and Jesus Christ.

Chapter 2 FISCAL YEAR

B2.01 The **Fiscal Year** of this congregation shall begin January 1 of each calendar year and end December 31.

Chapter 3 PROGRAM YEAR

B3.01 The **Program Year** of this congregation shall begin June 1 of each calendar year and end May 31 of the following year.

Chapter 4 CONGREGATION MEETING

B4.01 The Congregation Meeting as required in **C10.01** of the constitution shall be held to elect officers, Council members, Nominating Team members and Synod Assembly Representatives, to approve Annual Reports including the annual audit, to approve the year end Treasurer's Report, to adopt the annual budget for the following fiscal year, and to address any other matters of business as needed. This meeting shall be held in January each year. The roster of voting members shall be available at this meeting.

Chapter 5 ANNUAL REPORT

B5.01 All Core Teams shall submit a brief written report to the Congregation Council, for inclusion in the Annual Report of the Congregation Council to be presented for approval by this congregation at the Congregation Meeting as required in **C12.09** of the constitution.

Chapter 6 NOMINATIONS AND ELECTIONS

- B6.01** The Nominating Team shall nominate one candidate for each office and Congregation Council position to be filled. Nominations will be submitted to the Congregation Council at least two months prior to the Congregation Meeting and submitted in writing to the congregation at least two weeks prior to said Congregation Meeting.
- B6.02** The president, secretary, and at least one half of the members-at-large shall be elected in the odd numbered years. The vice president, treasurer and at least one half of the members-at-large shall be elected in the even numbered years.
- B6.03** The Nominating Team shall nominate one candidate for each Synod Assembly Representative as required in **C5.04** of the constitution. Nominations will be submitted to the Congregation Council at least two months prior to the Congregation Meeting and submitted in writing to the congregation at least two weeks prior to said Congregation Meeting.
- B6.04** The Congregation Council shall nominate one candidate for each Nominating Team position to be filled, including the Team Leader when needed. Nominations will be submitted in writing to the congregation at least two weeks prior to the Congregation Meeting. Should a pre-term vacancy occur on the Nominating Team, the congregation council shall elect, by a majority vote, a successor to complete the vacant term.
- B6.05** Additional nominations for positions listed in **B6.01- B6.04**, may be made by any member of this congregation prior to the meeting or from the floor providing the nominee is a voting member of this congregation and has agreed to serve if elected. In the event of a nomination from the floor, voting members present will add such nominees to their ballot.
- B6.06** Core Team Leaders are recommended by the Nominating Team and approved and appointed by Congregation Council for a two year term, except in the case where a Core Staff member will be the Team Leader, in accordance with **B19.01b** of these bylaws.
- B6.07** The Nominating Team shall recommend one candidate for each Audit Team member position as required in **C13.03** of the constitution. Recommendations will be submitted to the Congregation Council prior to the end of each Council term for election and appointment by the council.
- B6.08** Members of the Finance, Long Range Planning, Mutual Ministry, Physical Assets Administration and Staff Human Resources Teams are recommended by the Nominating Team and approved and appointed by Congregation Council.

Chapter 7 ORGANIZATIONAL STRUCTURE

- B7.01** To assure all aspects and purposes of this congregation included in the constitution are accomplished and in specific accordance with **C4.04** of the constitution, all functions, ministries and activities of this congregation will be within the following organizational structure:

Led by the one true Triune God, driven by our vision, and serving this congregation, the Congregation Council and Senior Pastor, working together, will have general oversight of all functions, ministries and activities of this congregation. The Congregation Council will specifically oversee all business of the church and the Senior Pastor, with the assistance of the Core Staff, will specifically oversee all ministries of the church. To further accomplish this goal of assurance, there will be six Core Support Teams, eight Core Ministry Teams and a Leadership Roundtable. Each Team will have a Team Leader. The Core Support Teams are Finance, Long Range Planning, Mutual Ministry, Nominating, Physical Assets Administration and Staff Human Resources. The Core Ministry Teams are Adult, Evangelism, Facilities, Fellowship, Outreach, Stewardship, Worship & Music, and Youth & Family. The Leadership Roundtable includes the officers and members of the Congregation Council, pastor(s), Core

Organizational Structure cont.

Staff and Core Team Leaders. All functions, ministries and activities of this congregation will support and/or further the vision.

(See Exhibit A –Parts 1 and 2 Visual diagrams of Organizational Structure)

Chapter 8 LEADERSHIP ROUNDTABLE

- B8.01** The Leadership Roundtable is made up of the pastor(s), Core Ministry Team Leaders, Congregation Council members including the youth member, Core Support Team Leaders, and Core Staff. They will meet at least semi-annually or more often as deemed appropriate by the attendees, for the purpose of:
- Fall meeting to prepare and review the church's activities to develop the annual budget. May also review and adjust the calendar.
 - Spring meeting to identify the church's programs and initiatives, and develop the calendar for the upcoming program year.
 - Providing a forum to coordinate activities that further this congregation's vision, sharing goals and efforts, supporting each other, and encouraging leadership growth.
- B8.02** Executive Team calls the meeting, sets the agenda and notifies all attendees of meeting time and date.
- B8.03** President of the Congregation Council presides and secretary of the Congregation Council takes notes to be distributed to all attendees.

Chapter 9 DUTIES AND RESPONSIBILITIES OF THE CONGREGATION COUNCIL

- B9.01** In addition to the responsibilities listed in **Chapter 12** of the constitution and to fulfill the assurance of the organizational structure, the Congregation Council will:
- Partner with the Senior Pastor and staff in the business and operations of the Church to further the vision of this congregation with specific responsibility for the Core Support Teams.
 - Be comprised of the Executive Team, a youth member and four to eight at-large members. Each member will have voice and vote; however if the youth member, is under the age of 18, he or she will not vote on financial matters in accordance with Georgia law.
 - Annually may delegate to the Senior Pastor, by continuing resolution, specific responsibility for the Ministry Teams.
 - Appoint special Teams and Task Forces as needed for specific purposes, in compliance with **Chapter 13** of the constitution, specifically **C13.06** and **C13.07**. All such appointed groups report directly to the Congregation Council.
 - Nominate candidates for election to the Nominating Team in accordance with **C13.02** of the constitution and **B6.04** of the bylaws.
 - Be responsible for approval of church policies, fiscal policies and personnel practices, in the form of continuing resolutions as described in Roberts Rules of Order.
 - Be responsible for maintaining and promoting the vision and long range plan.
 - Be responsible for preparing a budget for congregation approval.
 - Ensure annual evaluation of the Senior Pastor.

Duties and Responsibilities the Congregation Council cont.

- j. Ensure that each Core Team has a Leader, in accordance with **B6.06** of the bylaws.
- k. Direct the maintenance of congregational records.
- l. Provide bonding for those with access to funds.
- m. Communicate with the congregation as needed.
- n. Prepare and publish an Annual Report to be presented to congregation for approval.
- o. Ensure an annual audit.
- p. Ensure new continuing resolutions are received by all Core Team Leaders, in written form, no more than two weeks after the resolution is passed.

Chapter 10 DUTIES AND RESPONSIBILITIES OF THE CONGREGATION COUNCIL POSITIONS

B10.01 The president will:

- a. Preside at all Congregation Council, Executive Team, Leadership Roundtable and Congregation meetings including the Council retreat.
- b. Be responsible for enforcement of the constitution and bylaws of this congregation and to carry out the expressed will of this congregation and Congregation Council as embodied in the continuing resolutions.
- c. Ensure that Robert's Rules of Order, latest edition, is used to govern parliamentary procedure at all Congregation Council and Congregation Meetings.
- e. Call meetings of the Executive Team.
- f. Not serve as a Team Leader but may serve on a Core Team.
- g. Conduct all official correspondence of the congregation as directed by the Congregation Council or congregation.
- h. Be authorized as a signer, in the absence of the treasurer, of all checks for payment of bills, salaries or other financial commitments of the congregation, in accordance with the Financial Operating Procedures.

B10.02 The vice president will:

- a. Perform the duties of the president in his/her absence, during his/her disability, or at his/her request.
- b. Succeed to the presidency at the resignation, dismissal or death of the president until the next election.
- c. Not serve as a Team Leader but may serve on a Core Team.
- d. Attend all Congregation Council meetings including the retreat and Leadership Roundtables.
- e. Be a member of the Executive Team.
- f. Be responsible for confirming that all Congregation Council and Executive Team actions are in compliance with the constitution and bylaws.
- g. Be authorized as a signer, in the absence of the treasurer, of all checks for payment of bills, salaries or other financial commitments of the congregation, in accordance with the Financial Operating Procedures.

B10.03 The secretary will:

- a. Be responsible for the recording of minutes of all Congregation Council, Executive Team, Congregation and Leadership Roundtable meetings, and enter said minutes into a permanent record book over his/her signature.
- b. Provide Congregation Council meeting minutes to each Council member prior to/at the next meeting.
- c. Distribute copies of the Congregation Council meeting minutes to all Council members following approval by the Congregation Council. Copies may be distributed electronically; hard copies shall be available at the church for any member of the congregation.
- d. Be responsible for notifying the congregation of all communications approved by the Congregation Council including meeting notices.
- e. Record all amendments, bylaws, and continuing resolutions on the master copy of the constitution.
- f. Conduct correspondence authorized by the president, Congregation Council or congregation.
- g. Appoint a substitute in the event he/she cannot personally take the minutes. If no substitute has been secured, the presiding officer will appoint an attending Council member to take minutes.
- h. Be responsible for the maintenance of the archives of this congregation.
- i. Not serve as a Team Leader but may serve on a Core Team.
- j. Attend all Congregation Council meetings including the retreat and Leadership Roundtables.
- k. Be a member of the Executive Team.
- l. Be authorized as a signer, in absence of the treasurer, of all checks for payment of bills, salaries or other financial commitments of congregation, in accordance with the Financial Operating Procedures.

B10.04 The treasurer will:

- a. Be responsible for the accurate recording of congregation receipts, disbursements, and budgeted and actual expenditures according to proper accounting procedures and suggest improved methods to the Congregation Council for consideration.
- b. Be responsible for training and working with a bookkeeper.
- c. Present a written financial report annually to this congregation.
- d. Provide a monthly financial report to the Congregation Council including year-to-date income, expenses, budget amounts and fund balances.
- e. Notify the Congregation Council when the general operating account falls below the designated minimum amount (equal to the average monthly expenditures, based on a 12 month average) and request an immediate recommendation or plan of action.
- f. Be responsible for monthly remission of offerings to missions and church agencies and for prompt payment of salaries and bills authorized by the Core Team Leaders, the Congregation Council, Core Staff member, or the pastor(s) including reimbursement of members of the congregation for documented expenses approved by the appropriate position, all in accordance with the Financial Operating Procedure.
- g. Be authorized as the primary and preferred signer of all checks for payment of bills, salaries or other financial commitments of the congregation, in accordance with the Financial Operating Procedures.
- h. Be authorized to work with any person paid by this congregation and provide a breakdown of salary, benefits, and withholdings as the worker requests and as provided by law.
- i. Provide any records requested by the Congregation Council, Core Team Leaders or Audit Team to assist in the execution of their respective responsibilities related to budget and other financial matters.

Treasurer cont.

- j. Monitor the cash position of the bank accounts and investments and act upon the recommendations of the Finance Team with the approval of the Congregation Council.
- k. Be a member of the Finance Team, but not the Team Leader.
- l. Attend all Congregation Council meetings including the retreat and Leadership Roundtables.
- m. Be a member of the Executive Team.

B10.05 The members-at-large will:

- a. Serve as an active member of a Core Support Team or Task Force, but not as a Core Support Team Leader.
- b. Not serve as a Core Ministry Team Leader, but may serve on a Core Ministry Team.
- c. Attend all Congregation Council meetings including the retreat and Leadership Roundtables.

B10.06 The youth member will:

- a. Represent the youth of this congregation with voice and vote except does not vote, if under age 18, on financial matters in accordance with Georgia law.
- b. Not be required to be a member of a Core Support Team.
- c. Attend all Congregation Council meetings including the retreat and Leadership Roundtables.

Chapter 11 CONGREGATION COUNCIL MEETINGS

B11.01 Regular Congregation Council meetings shall be held without notice on a day and time certain and place certain each month, to provide for general oversight of the life and activity of this congregation in compliance with the constitution, bylaws and continuing resolutions. A calendar of regular meetings will be published and maintained.

B11.02 Special meetings of the Congregation Council may be called at any time by the pastor(s), the president, the vice president or by a majority of the Congregation Council, to be held at a time and place stated in the notice of the meeting.

B11.03 Notice of all special meetings of the Congregation Council shall be given to each Congregation Council member at least 24 hours prior to such meeting orally or electronically, provided a return receipt notice is attached.

B11.04 The voting at all meetings requires a quorum as stated in **C12.12** of the constitution. Voting may be via voice, but any qualified voter may demand a secret vote whereupon such vote shall be taken by ballot. At any meeting every person having the right to vote shall be entitled to vote in person only, not by proxy. Each person shall have one vote.

Chapter 12 DUTIES AND RESPONSIBILITIES OF THE SENIOR PASTOR

B12.01 In addition to the responsibilities listed in **Chapter 9** of the constitution and in the Senior Pastor Ministry Description provided by the Staff Human Resources Team and to fulfill the assurance of the organizational structure, **the Senior Pastor will:**

Duties and Responsibilities of the Senior Pastor cont.

- a. Partner with Congregation Council and Core Staff in the business and operations of the Church to further the vision of this congregation with specific responsibility for the Core Ministry Teams and Core Staff as delegated by the Congregation Council.
- b. Provide vision and leadership to Core Staff and congregation and support this congregation's vision and goals.
- c. Manage Core Staff on a day-to-day basis including providing ministry descriptions and development plans with performance evaluations at least annually.
- d. Ensure that Core Staff members are aligned with Core Ministry Team Leaders to conduct the day-to-day ministries of this congregation.
- e. Ensure regular staff meetings are held and lead as appropriate.
- f. Elevate issues to the Congregation Council as needed.
- g. Serve as a voting member of both the Congregation Council and the Executive Team. Attend all meetings of both groups including the Council retreat.
- h. Comply with responsibilities as outlined in constitution, bylaws and continuing resolutions.
- i. Chair Core Ministry Team Leader meetings, setting the agenda with Core Staff.
- j. Attend all Leadership Roundtables.

Chapter 13 DUTIES AND RESPONSIBILITIES OF THE CONGREGATION TEAMS

B13.01 The Executive Team will:

- a. Consist of the Senior Pastor, president, vice president, secretary and treasurer in accordance with **C13.01** of the constitution.
- b. Meet regularly to organize Congregation Council and Congregation Meetings.
- c. Solicit input from the Congregation Council, Core Staff and Core Team Leaders and set each Congregation Council and Congregation Meeting agenda.
- d. Ensure that all Core Team Leaders are carrying out their respective duties in accordance with the constitution and bylaws.
- e. Obtain legal information necessary for the wise consideration of contracts, deeds, etc. by the Congregation Council/congregation.
- f. Designate the officers to sign official documents and contracts that have been negotiated and approved by the Congregation Council/congregation.
- g. Communicate with this congregation and others outside this congregation as needed.
- h. Conduct annual evaluation of the Senior Pastor.
- i. Act on behalf of the Congregation Council on issues specifically delegated by the Congregation Council/congregation.
- j. Plan and call the Leadership Roundtable at least semi-annually.

B13.02 The Audit Team will:

- a. Consist of three members elected in accordance with **C13.03** of the constitution.
- b. Provide for an annual audit of all financial procedures, accounts and records of this congregation to be reported annually to this congregation.
- c. Report to the Congregation Council.

B13.03 The Call Team will:

- a. Consist of six members appointed in accordance with **C13.06** of the constitution.
- b. Seek the guidance and recommendations of the Bishop of the Southeastern Synod for candidates to consider and procedures to follow in the call process.
- c. Recommend a candidate to the Congregation Council for consideration.

B13.04 The Mutual Ministry, Nominating and Staff Human Resources Teams, in addition to being Congregation Teams, are also Core Support Teams. Duties and responsibilities are listed in **Chapter 16** of these bylaws.

Chapter 14 CORE SUPPORT TEAMS

B14.01 The Core Support Teams will handle the business and strategic work of the church, enabling the Ministry Teams to further this congregation's vision. The six teams are: Finance, Long Range Planning, Mutual Ministry, Nominating, Physical Assets Administration and Staff Human Resources.

B14.02 All other support teams will function under one of the Core Support Teams.

B14.03 Core Support Teams will:

- a. Meet as needed to carry out the business of this congregation, by fulfilling duties and responsibilities as listed in the bylaws.
- b. Be responsible to and report to the Congregation Council through the Team Leader.

B14.04 In addition to the Duties and Responsibilities outlined in these bylaws for individual Core Support Teams, additional assignments may be made as needed by the Congregation Council.

Chapter 15 DUTIES AND RESPONSIBILITIES OF THE CORE SUPPORT TEAM LEADER

B15.01 The Core Support Team Leader will:

- a. Lead the Team in setting goals and priorities to fulfill the duties and responsibilities of the Core Support Team.
- b. Coordinate all calendar events with Core Ministry Teams.
- c. Attend all Leadership Roundtables or send a representative.
- d. Schedule and lead Team meetings as needed.
- e. Follow the check request procedures as listed in the Financial Operating Procedure.
- f. Prepare a proposed budget at the time and in the form requested by the Congregation Council.
- g. Report to the Congregation Council in person when requested or when Congregation Council approval is needed on a special request.

Chapter 16 DUTIES AND RESPONSIBILITIES OF THE CORE SUPPORT TEAMS

B16.01 The Finance Team will:

- a. Consist of five to seven members with one being a Congregation Council member and one being the Team Leader. Term of office will be two years and will be staggered so that the terms of approximately one half of such members shall expire each year. The treasurer and financial secretary will be members, but neither will be the Team Leader. Members shall be eligible to serve no more than two full terms consecutively or a maximum of five years.
- b. Meet as needed, but a minimum of quarterly, to fulfill the duties and responsibilities as outlined herein.
- c. Be responsible for maintaining, updating and securing congregation council approval for the Financial Operating Procedures for this congregation.
- d. Be concerned, together with the treasurer and financial secretary, for safe deposit and recording of all funds, monthly remissions of offerings for missions, and the prompt payment of salaries and bills as authorized by this congregation and appropriate teams.
- e. Annually review the budgeting procedures of this congregation and recommend to the Congregation Council any necessary improvements or revisions.
- f. Prepare and submit an annual budget, in the form and at the time requested by the Congregation Council.
- g. Ensure appropriate record keeping and onsite storage, maintain an inventory of financial documents and provide for their safekeeping, and regularly purge outdated records.
- h. Stay up to date on information and the laws governing nonprofit organizations.
- i. Regularly explore resources available from the Synod and national church bodies concerning financial matters for congregations (e.g. treasurer resources, audit guides, etc).
- j. Negotiate and assure adequate insurance coverage for all congregational needs, working with the Physical Assets Administration Team, the Staff Human Resources Team, and any other pertinent people.
- k. Manage financial aspects of Endowment Funds e.g., type of institution and account where Fund is held.

B16.02 The Long Range Planning Team will:

- a. Consist of a minimum of five members with one being a Congregation Council member and one being the Team Leader. Term of office will be two years and will be staggered so that the terms of approximately one half of such members shall expire each year. Members shall be eligible to serve no more than two full terms consecutively or a maximum of five years.
- b. Meet as needed, but a minimum of quarterly, to fulfill the duties and responsibilities as outlined here.
- c. Establish a process for annually measuring and reviewing the vision.
- d. Assess current programs and facilities to support the vision.
- e. Develop a long range plan to achieve and support the vision.
- f. Review and update the long range plan consistent with the vision.
- g. Obtain approval from the Congregation Council of plans and other recommendations of this Team.

B16.03 The Mutual Ministry Team will:

- a. Consist of five members appointed in accordance with **C13.04** of the constitution.
- b. Meet as needed, but a minimum of quarterly, to fulfill the duties and responsibilities as outlined here. Members of staff will attend if requested.

Mutual Ministry Team cont.

- c. Affirm and strengthen the vision of this congregation and the ministry of the staff by listening and clarifying, sharing and communicating, reviewing and reflecting.
- d. Actively survey and listen to this congregation for performance against the vision.
- e. Understand feedback, review new ideas, and raise issues to the Congregation Council as appropriate.
- f. Be a confidential place for this congregation and for the staff to express affirmations and concerns of the progress toward the vision.
- g. Help this congregation and its staff become more effective in accomplishing the vision.
- h. The membership of this Team and the Team's role shall be well known within this congregation.

B16.04 The Nominating Team will:

- a. Consist of six members elected in accordance with **C13.02** of the constitution.
- b. Meet as needed to fulfill the duties and responsibilities as outlined here.
- c. Be responsible for selecting candidates to fill open positions of Congregation Officers, Council members, and Synod Assembly Representatives.
- d. Solicit names from this congregation of possible candidates to serve in all elected positions, including providing a printed form for any congregation member to submit names.
- e. Specifically solicit names from pastor(s), Core Staff and persons presently in leadership positions.
- f. Nominate one candidate for each office or position to be filled, taking care to see that:
 - they are active confirmed members,
 - their spiritual gifts and passions are appropriate for the position,
 - they have received a written description of responsibilities,
 - they fully understand the responsibilities of the position to which they are being nominated,
 - they would be willing to serve if elected.
- g. Submit nominations to the Congregation Council as specified in **Chapter 4** of these bylaws.
- h. Be responsible for recommending one candidate for appointment to each Core Team Leader position whenever an opening occurs. Solicit names of possible candidates from team members, other Team Leaders, pastor(s), Core Staff and other persons presently in leadership positions. Recommend one candidate for each office or position to be filled following the guidelines listed in **B16.04f** of the bylaws. Submit recommendations to the Congregation Council for approval and appointment.
- i. Recommend to the Congregation Council for approval and appointment, members of the Finance, Long Range Planning, Mutual Ministry, Physical Assets Administration and Staff Human Resources Teams, following the guidelines listed in **B16.04.h**.
- j. Recommend one candidate for each Audit Team member position as required in **C13.03** of the constitution. Recommendations will be submitted to the Congregation Council prior to the end of each Council term for election and appointment.
- k. Assist the Congregation Council and/or congregation in the selection of members of Congregation Teams or Task Forces, when called for in the constitution or when requested by the Congregation Council and/or congregation. Follow the same guidelines listed in **B16.04.h**.

B16.05 The Physical Assets Administration Team will:

- a. Consist of three to seven members with one being a Congregation Council member and one being the Team Leader. Term of office will be two years and will be staggered so that the terms of approximately one half of such members shall expire each year. Members shall be eligible to serve no more than two full terms consecutively or a maximum of five years.
- b. Meet as needed, but a minimum of quarterly, to fulfill the duties and responsibilities as outlined here.
- c. Be responsible for the legal aspects and major repair, replacement and improvement of this congregation's land, buildings and equipment.
- d. Consult with the Long Range Planning Team about future needs.
- e. Assess space availability and future needs, including input from the Facilities Ministry Team.
- f. Maintain and update annually an inventory of all this congregation's properties and equipment.
- g. Be responsible for, with the assistance of the Facilities Ministry Team, making an annual inspection of church properties and equipment for needed repairs, improvements, and/or replacements for the purpose of both safety and budget preparation.
- h. Take all recommendations for major repair, replacement and improvement, along with competitive bids to the Congregation Council for approval.
- i. Turn over approved bids and signed contract to the Facilities Ministry Team to make arrangements and supervise any major repair, replacement or improvement.
- j. Annually review the insurance needs for church property and equipment and make recommendations to the Finance Team.
- k. Obtain legal information necessary for the wise consideration of property-related contracts, deeds, etc. by the Congregation Council/congregation.
- l. Obtain competitive bids per the Financial Operating Procedures and negotiate all contracts, including those covering office equipment.
- m. Annually review and update the Facilities Use Policy, which will include regulations for use of all church property and equipment, plus fees and lending policy, submitting any changes to the Congregation Council for approval.
- n. Annually review and update this congregation's disaster plan.
- o. Annually assess the security system.
- p. Annually meet with the Facilities Ministry Team for the purpose of preparing the property budget.

B16.06 The Staff Human Resources Team will:

- a. Consist of three members appointed in compliance with **C13.05** of the constitution.
- b. Meet as needed, but a minimum of quarterly, to fulfill the duties and responsibilities as outlined here.
- c. Keep and protect confidences.
- d. Maintain a trusting relationship with the staff.
- e. Annually review the ministry descriptions of all staff members to ensure that they are up to date and the roles and responsibilities are clearly defined.
- f. Ensure that the staff and pastor(s) are evaluated a minimum of two times per year for the first year of employment and once per year thereafter.
- g. Review compensation, benefits, housing, etc on a yearly basis for each staff member.
- h. Protect staff through the development of policies and procedures to ensure a safe and secure working environment.

Staff Human Resources cont.

- i. Provide a staff grievance process.
- j. Ensure that the Personnel and Benefits Policy is current and relevant.
- k. Perform exit interviews.

Chapter 17 CORE MINISTRY TEAMS

B17.01 Eight teams to be known as Core Ministry Teams will handle the tactical and ministry work of the church to carry out this congregation's vision. The eight teams will be Adult, Evangelism, Facilities, Fellowship, Outreach, Stewardship, Worship & Music and Youth & Family.

B17.02 All other ministry teams will be under one of the Core Ministry Teams.

B17.03 Core Ministry Teams will:

- a. Have members that are recruited as needed.
- b. Have a Team Leader who is appointed in accordance with **B6.06** of these bylaws, except in the case where a Core Staff Member will be the Team Leader, in accordance with **B19.01b** of these bylaws.
- c. Have a Core Staff person assigned for the purpose listed in **B19.01a** of these bylaws.
- d. Have members who will each be a Team Leader of a sub-team of that Core Ministry. Core Ministry Team Leaders have the option to have additional members-at-large.
- e. Meet as needed to fulfill the duties and responsibilities as listed in **Chapter 20** of the bylaws and to fulfill the goals set by their team.
- f. Each be responsible for materials and supplies for all functions they sponsor.
- g. Each be responsible for communicating pertinent information concerning its ministry by submitting articles for publication in the Weekly, monthly newsletter and the like, in a timely way.
- h. Each be responsible to the Congregation Council via their Core Ministry Team Leader through assigned Core Staff member.

Chapter 18 DUTIES AND RESPONSIBILITIES OF THE CORE MINISTRY TEAM LEADER

B18.01 The Core Ministry Team Leader will:

- a. Lead the Team in setting the goals and priorities of the Ministry Team and implementing activities in accordance with this congregation's vision.
- b. Be recommended by Nominating Team and approved by the Congregation Council for a two-year term, except in the case where a Core Staff member will be the Team Leader in accordance with **B19.01b** of these bylaws.
- c. Attend the Core Ministry Team Leader meetings or send a representative.
- d. Coordinate all calendar events with other Core Ministry Teams at the Ministry Team Leader Meeting.
- e. Attend all Leadership Roundtables or send a representative.
- f. Schedule and lead Core Ministry Team meetings as needed.

Core Ministry Team Leader cont.

- g. Follow the check request procedures listed in the Financial Operating Procedure.
- h. Prepare a proposed budget at the time and in the form requested by the Congregation Council.
- i. Report to the Congregation Council through assigned Core Staff member, or in person when requested or when Congregation Council approval is needed on a special request.

Chapter 19 CORE MINISTRY STAFF

B19.01 Core Ministry Staff

To fulfill the assurance of the organizational structure the Core Ministry Staff will:

- a. Be assigned, by the Senior Pastor, to one or more Ministry Teams as a support and resource person and as the primary communication person to and from the ministry and the pastor and congregation council.
- b. Be the Ministry Team Leader of the ministry, if they have been employed by this congregation as the Director of the major portion or the whole of that ministry.
- c. Be the person primarily responsible for duties and responsibilities that are listed both under a specific ministry in these bylaws and in their ministry/job description and for communicating these areas to the Ministry Team members.

Chapter 20 CORE MINISTRY TEAM LEADER MEETINGS

B20.01 Will be held at a minimum of bi-monthly at a set time and place to communicate, share ideas, plan, and coordinate calendars, assuring the Core Ministry Teams work together in furthering this congregation's vision. Core Ministry Team Leaders meeting will:

- a. Include all Core Ministry Team Leaders, Core Staff, and Senior Pastor.
- b. Be led by the Senior Pastor or designee if needed.
- c. Have an agenda set by the Senior Pastor and Core Staff.
- d. Appoint a recording secretary who will distribute meeting minutes to all members of this group and to the Congregation Council.

Chapter 21 DUTIES AND RESPONSIBILITIES OF THE CORE MINISTRY TEAMS

B21.01 The Adult Team will:

- a. Consist of a Team Leader and a minimum of four recruited volunteer members of this congregation.
- b. Have a special concern for the spiritual, emotional and physical well being of all individual adult members of this congregation. Adult members are defined as those 21 years of age or older.
- c. Be responsible for the Christian education of all adults in this congregation by establishing objectives, setting policies, approving curriculum and providing supervision of such education.
- d. Provide for the adults in this congregation, multiple and varied opportunities for growth spiritually, emotionally and in physical well being.

Adult Team cont.

- e. Continually review and seek improvement in the adult education program by researching new curriculum and teaching methodologies and recommending revisions and additions as deemed advisable.
- f. Provide Bible and/or Bible based studies at various times and days throughout the week, including being responsible for the Wednesday night adult program.
- g. Encourage active participation of every adult in Bible study, daily devotions, small groups and worship.
- h. Organize and supervise a prayer ministry.
- i. Be responsible for adult small groups within the congregation for the purpose of building community through prayer, study, fellowship and service.
- j. Work with the Stewardship Team, in the integration of all new adult members into active participation in the life and ministry of this congregation.
- k. Together with the Stewardship Team, provide opportunities for the development of talents and spiritual gifts of all adults.
- l. Together with the Fellowship Team, be responsible for strengthening and building mutual cooperation, trust and general enjoyment among adult members of this congregation through Christian fellowship opportunities.
- m. Together with the Youth & Family Team develop activities and programs for young adults, which are defined as those persons 21 to 30 something.
- n. Be responsible for the organization, recruitment, training and overseeing of a ministry for caring for those in the congregation who are sick, hospitalized, aged, shut-in or in any kind of need, such as but not limited to, meals, transportation, visits, mail, etc.
- o. Encourage participation in Lutheran spiritual growth opportunities offered in our area, e.g., Wild Women's Weekend, Via de Cristo, etc.
- p. Be responsible for the maintenance and supervision of the church library.

B21.02 The Evangelism Team will:

- a. Consist of a Team Leader and a minimum of four recruited volunteer members of this congregation.
- b. Promote and evoke evangelism in the daily life of members.
- c. Encourage prayer in church and homes for evangelistic concerns, both inside and outside the church.
- d. Provide training to equip members to witness to the good news of Jesus Christ in daily living, including spontaneously sharing Christ with one another and those in our daily lives.
- e. Encourage evangelism/witness programs through other ministries, including suggesting projects or programs they may use.
- f. Establish and maintain a Sunday morning Greeters program, including recruiting, training and scheduling.
- g. Establish and maintain a visitor follow-up system.
- h. Be conscious of the atmosphere of friendliness in this congregation toward visitors and suggest methods to improve.
- i. Be conscious of how the facilities and worship services are "visitor friendly" and make suggestions for improvement.
- j. Be responsible for new members reception and orientation.
- k. Encourage all Ministry Teams to welcome and help integrate new and diverse families or individuals into this congregation.

Evangelism Team cont.

- l. Be responsible for the corporate witness of this congregation, e.g. signage, communication pieces including the newsletters, website, advertising and bulletin boards.

B21.03 The Facilities Team will:

- a. Consist of a Team Leader and minimum of two recruited volunteer members of this congregation.
- b. Be responsible for providing the ongoing maintenance and repair of this congregation's property and facilities.
- c. Arrange for immediate urgent repairs, normal repairs and alterations that are budgeted.
- d. Promote and recruit work crews for special repairs, improvement, cleaning, painting, decorating, landscaping and other projects.
- e. Supervise all contractors including but not limited to landscaping service, custodian, pest control, carpet cleaning, plumber, etc.
- f. Supervise Site Manager
- g. Provide for the safety and security of and within all buildings of this congregation.
- h. Check entire property twice a year for fire and safety hazards
- i. Issue keys for church property and keep a current list of the keys issued.
- j. Arrange for changing locks and re-issuing keys when necessary.
- k. Make a minimum of four safety inspections of the playground per year, specifically in early spring and before this congregation's VBS, and be responsible for repairs being completed.
- l. Maintain security system for the safety and protection of this congregation's staff and for when the buildings are empty.
- m. Provide assistance, when requested, in recruiting crew for set up and tear down of events sponsored by other ministries, e.g. Christmas Program, VBS, etc.
- n. Supervise and recommend adequate storage facilities for all church property, equipment and supplies.
- o. Respond to needs/repairs requested by Ministry Team Leaders by correcting it or recommending to council possible solutions.
- p. Follow and enforce the Facilities Use Policy
- q. Assess space availability and future needs and report this to the Physical Assets Administration Team.
- r. Assist the Physical Assets Administration Team in making an annual inspection of church properties and equipment for needed repairs, improvements, and/or replacements for the purpose of both safety and budget preparation.
- s. Make arrangements and supervise any major repair, replacement or improvement, once competitive bids and congregation council approval is obtained by the Physical Assets Administration Team.
- t. Maintain Skills Database
- u. Take all un-budgeted needs for ongoing maintenance and repair to council for approval.
- v. Take all un-budgeted major repair, replacement and improvements to Physical Assets Administration Team.
- w. Provide for the scheduling and use of all church facilities by approved groups.
- x. Annually meet with the Physical Assets Administration Team for the purpose of preparing the property budget.

B21.04 The Fellowship Team will:

- a. Consist of a Team Leader and a minimum of four recruited volunteer members of this congregation.
- b. Strive to strengthen and build mutual cooperation, trust and relationships among all members of the congregation by offering varied fellowship opportunities throughout the year, including but not limited to full congregation events and small group events.
- c. Plan and coordinate all congregation fellowship events that are not sponsored by other ministries, including special events and celebrations, ensuring they are consistent with the overall fellowship goals of the congregation and avoiding scheduling conflicts with other ministry activities and events.
- d. Co-sponsor events with other Ministry teams, as appropriate and in the spirit of combining events.
- e. Provide all supplies and materials needed for activities sponsored by this ministry, including paper products, as well as rental items and facilities, etc. and provide assistance, when requested, for the procurement of like supplies and materials needed for fellowship activities sponsored by other ministries.
- f. Provide assistance, when requested, with the planning of meals or refreshments needed for functions sponsored by other ministries.
- g. Be responsible for planning and coordinating a regular Sunday morning fellowship time.
- h. Be responsible for the planning and overseeing of the food and fellowship portion of the regular mid-week activities.
- i. Encourage the development and ongoing activities of special interest groups within the congregation, e.g., sports teams, crafters, Secret Sisters, etc. Oversee and provide organization assistance to such groups.
- j. Maintain and supervise adequate fellowship facilities (kitchen and gathering room) and personnel.
- k. Set policy for the use of the kitchen and its equipment to be included in the Facilities Use Policy.

B21.05 The Outreach Team will:

- a. Consist of a Team Leader and a minimum of four recruited volunteer members of this congregation.
- b. Encourage this congregation to extend Christian compassion and provide service to the community of this church, our local area, our nation and the world in the name of Jesus Christ.
- c. Approve all outreach programs in which this congregation participates by annually evaluating and selecting a list of charities, social agencies, etc. this ministry and this congregation will support, taking special consideration for Lutheran social ministry agencies and encourage other ministries to participate in these selected outreach programs.
- d. Train outreach participants in ways to share God's grace with those they serve.
- e. Look for opportunities where relationships can be built while we serve.
- f. Be responsible for the organizing, coordinating, recruiting, and publicizing of Outreach programs for all ages.
- g. Foster support for missions and charities through an ongoing program of information and education through films, articles, speakers, appearance of missionaries, etc.
- h. Screen all outside appeals for funds and make appropriate recommendations to the Council or initiate the necessary action appropriate to such an appeal.
- i. Encourage congregation to pray for all those we serve.

B21.06 The Stewardship Team will:

- a. Consist of a Team Leader and minimum of four recruited volunteer members of this congregation.
- b. Promote to all ages of this congregation, at various times of the year and in a variety of ways, the Biblical principles of total stewardship, evoking and promoting the expression of Christian faith in daily living through teaching the Christian use of, time, talents/spiritual gifts, treasures and being caretakers of God's creation.
- c. Be responsible for adopting and maintaining a program to discover and enlist the talents and spiritual gifts of all members of this congregation, including the upkeep of a permanent file and providing this information to other ministries as needed.
- d. Contact and encourage new members for service in this congregation using their talents and spiritual gifts.
- e. Provide opportunities for every member to make a commitment of his/her time and talents/spiritual gifts to God for service through this church.
- f. Be responsible for the annual pledge drive, encouraging members to higher levels of first fruits proportionate giving, in response to what He has first given us.
- g. Have an Endowment Team that will encourage the remembrances of the church in wills, endowments, bequests, etc. and will make policy recommendations to the Congregational Council concerning their use, in accordance with the Endowment Fund Procedure Guide.
- h. Be responsible for setting policies and procedures for accepting, declining, and utilizing special gifts and memorials to this congregation, which may include establishing a Gifts and Memorials Team.

B21.07 The Worship & Music Team will:

- a. Consist of a Team Leader and minimum of four recruited volunteer members of this congregation.
- b. Plan and coordinate all congregational worship events.
- c. Recruit, train, schedule and supervise all worship assistants including but not limited to, ushers, lay readers, prayer leaders, communion assistants, acolytes, crucifers, assisting ministers, children's homilists and altar preparers.
- d. Be responsible for all worship arts, including but not limited to, drama, storytelling, puppetry, dance, visual arts, and all sanctuary decorations.
- e. Set guidelines for the approval of all forms of worship, including liturgies and music, seeing that all styles are within Lutheran theology.
- f. Provide proper care, use and maintenance of the communion ware, the altar and its furnishings, and the vestments.
- g. Provide an adequate supply of expendable worship items, including but not limited to, communion wine and bread, baptismal napkins, candles, etc.
- h. Be responsible for the procurement of altar flowers.
- i. Be responsible for the supervision, care and upkeep of all musical instruments, sound and visual equipment.
- j. Make recommendations to the Facilities Team or the Physical Assets Administration Team concerning upkeep, repairs, and replacements needed within the worship area.
- k. Set policies for use of sanctuary, sound system, musical instruments, communion ware, etc. for weddings, funerals and any other activities not within normal use, including outside groups, to be included in the Facilities Use Policy.
- l. Work with other Ministry Teams in sponsoring/co-sponsoring special events to further the vision of this congregation.
- m. Maintain a music library.

Worship & Music cont.

- n. Be responsible for the needs of choirs, Praise Team, etc.

B21.08 The Youth & Family Team will:

- a. Consist of a Team Leader and minimum of four recruited volunteer members of this congregation, with at least one volunteer being a confirmed youth.
- b. Have as its special concern the spiritual welfare of all youth of this congregation, from birth through college years, both individually and corporately, focusing on deepening their relationship with Jesus Christ. Youth are defined as persons from birth through the age of 21.
- c. Be responsible for the Christian education of all youth including but not limited to, Cradle Roll, Sunday School, First Communion classes, Confirmation classes and Bible studies and together with the Senior Pastor, develop policies for First Communion and Confirmation.
- d. Establish objectives, review curriculum, recruit and train leaders and teachers for all Youth & Family programs and activities.
- e. Promote full participation of youth in the total life and ministries of this congregation.
- f. Work with the Worship & Music Team to provide opportunities for youth to be incorporated into worship, including a congregational youth worship service to be held at least once per year.
- g. Work with the Evangelism Team to promote and teach youth, that sharing their faith is discipleship.
- h. Work with the Outreach Team to provide opportunities for youth to serve to others.
- i. Work with the Stewardship Team to provide youth with opportunities to discover their spiritual gifts, and use those gifts as good stewards.
- j. Be responsible for mid-week programming for various age levels of youth, as needed.
- k. Together with the Worship & Music and Fellowship Teams, be responsible for the Christmas Pageant, Rally Day and any other congregation productions that involve youth and children.
- l. Develop programs for the social fellowship of all youth and families.
- m. Work with the Stewardship Team in the integration of all newly confirmed youth into active participation in the life and ministries of this congregation.
- n. Plan and supervise all multi-generational Sunday School Programs.
- o. Together with the Adult Team, develop activities and programs for the young adults, which are defined as persons the age of 21 to 30 something.
- p. Encourage participation and provide coordination for youth activities sponsored by Southeastern Synod and the church wide ELCA.
- q. Seek out and encourage youth to explore a call to public ministry in the church, including but not limited to, rostered ministry and fulltime lay ministry.
- r. Encourage and support families in their responsibility as the primary source of Christian education, including providing programs and materials to assist them.
- s. Develop and maintain a public recognition program of the stepping stone path for youth within this congregation, such as, two year old blessing for starting Sunday School, third grade Bibles, First Communion, Confirmation and graduation.
- t. Provide communication with youth and families through a variety of media, including but not limited to, Newsletter, Website and Facebook.
- u. Ensure that LCR is safe, inclusive, welcoming and nurturing for a diversity of youth and families by developing and monitoring compliance with a Child Safety Policy.
- v. Consider provisions for all youth with special needs and addressing them with the appropriate Team.

Youth & Family cont.

- w. Maintain and supervise adequate nursery facilities and personnel.
- x. Maintain and supervise adequate childcare options for a nursery for ages 0-4 years old during regular and special worship services, and other times as needed and a place for children up to 12 year olds as deemed necessary during congregation functions, such as Congregation Meetings.
- y. Be responsible for the maintenance of a permanent file of all youth of this congregation by age and grade level, insuring it is continually up to date.

Chapter 22 SALARIED LAY WORKERS

- B22.01 Core Staff** are persons, paid or unpaid, that are enlisted by this congregation for an indeterminate time, as a director or manager of a ministry that directly moves this congregation toward its vision. These may include but are not limited to, Worship & Music; Lay Ministry; Christian Education; Youth and Family; AIMS.
- B22.02 Supplement Staff** are persons employed by this congregation whose role is to provide a specific support service, including, but not limited to, Facilities Maintenance Supervisor; musicians, technicians.
- B22.03 Contract Employees** are sub-contractors hired by this congregation for a specific purpose, including but not limited to, caterers; cleaning service.

Chapter 23 INACTIVE MEMBER

- B23.01 An inactive member** is a confirmed member who does not, for the period of one year, partake of Holy Communion, support this congregation with a financial gift of record, does not appear to desire to participate in the life and worship of this congregation and does not respond to a call or visit from the pastor and/or a letter or visit from the Evangelism Team. This member will then be placed on the **Inactive Roll**.
- B23.02 An inactive baptized child**, neither of whose parents or guardian is a member of this congregation, is child who was baptized into this congregation and who does not, for a period of two years following the baptism, participate in the life and worship of this congregation and whose parents or guardian have not responded to a call or visit from the pastor and/or a letter or visit from the Evangelism Team, may be removed from the roster of baptized members, and placed on the **Inactive Roll**.

Chapter 24 CONSTITUTION AND BYLAWS REVIEW

- B24.01** The Constitution and these Bylaws will be reviewed for ELCA updates and other needed changes a minimum of every two years by a **Constitution and Bylaws Review Task Force**.
- B24.02 The Constitution and Bylaws Review Task Force** will consist of three to five members, one being a Council member and one being a member of the most recent Constitution and Bylaws Task Force. Members will be recommended by the Nominating Team to the Congregation Council for approval and appointment.

B24.03 This Task Force will follow the guidelines for Constitutional & Bylaw changes as stipulated in **Chapters 16 and 17** of the Constitution.

Chapter 25 CONTINUING RESOLUTIONS REVIEW

B25.01 All Continuing Resolutions, which are long detailed motions, such as Policies and Procedures, are to be annually reviewed and revised as needed by the appropriate Team (see exhibit B) and if revised, presented to the council for approval, in accordance with **B9.01f of these bylaws**.

Chapter 26 CHURCH OFFICE

B26.01 **The registered office of the corporation shall be located at:**

4814 Paper Mill Road
Marietta, Georgia 30067

B26.02 **The principal office of the corporation shall be located at:**

4814 Paper Mill Road
Marietta, Georgia 30067

Chapter 27 ARCHIVES

B27.01 **Congregation Archives** shall be maintained of and by this congregation. To properly care for same, an archivist shall be appointed by the Congregation Council, and in accordance with **B10.03h** will be overseen by the Council Secretary, to maintain an accurate and orderly history of this congregation in its many and varied facets. Provisions shall be made for funding for supplies necessary to carry out this project. The archives shall, whenever possible, be kept on the property of the church building.

Chapter 28 CONFLICTS

B28.01 In the event of conflicts among provisions of the constitution and these bylaws, the provisions in the constitution shall prevail.