

Bylaws
of
Living Savior Lutheran Church

Approved – December 20, 1998

Revision A – May, 2000

Revision B – November, 2002

Revision C – November, 2005

Revision D – May 16, 2007

Revision E – Approved at Living Savior's Voters
Assembly on May 31, 2009, and approved
by the Minnesota North District Board of
Directors on October 4-5, 2009

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Revisions

- A Added Section 7.13 “Church Properties Team” items 1 thru 14.
Approved by Annual Voters Meeting May 21, 2000.

- B Revised Section 9 on meetings as follows: Delete “The voters assembly shall meet at least annually.” and replace with “The voters assembly shall meet at semi-annually in the spring and fall.” Add: “Election of officers shall take place at the spring meeting and the budget shall be approved at the fall meeting.” Add the following sentence to the last paragraph on Special Voters Meetings: “The request must be in writing signed by the group calling the meeting.”
Approved at the Fall 2002 Voters Meeting.

- C Add paragraph 1.1.4 and subparagraphs following on associate membership.
Approved at the Fall 2005 Voters Meeting.

- D Revised paragraphs 1.1.4, 1.2, 1.4.2, 2.2, 3.6, 4.1, 4.2, 5.2, 6.1, 6.5, 7.1, 7.12, and 13. Added paragraphs 6.3 and 6.6 per the proposed bylaw changes presented and approved at the May 16, 2007 Voters Meeting.

- E Removed section 10 and renumbered subsequent sections.
Added section 13.
Removed paragraphs 3.3, 7.1 and renumbered subsequent paragraphs.
Added paragraphs 2.4, 9.5, 9.6, 12.2.
Revised paragraphs 3.2, 4.1, 5.2, 7, 7.6, 7.11, 8.1.
Changes were presented and approved at the May 31, 2009 Voters Meeting.

Bylaws
of
Living Savior Lutheran Church of
Lakeshore, MN

Section 1: Membership

1.1 Membership and Associate memberships

The membership of this congregation includes the following:

- 1.1.1 Baptized members are all who have been baptized in the name of the Triune God and who are under the spiritual care of the Pastor of this congregation, including the children who have not yet been confirmed.
- 1.1.2 Communicant members are those baptized members who have been confirmed in the Lutheran faith, accept the confessional standard of the Articles of Incorporation, are familiar with the contents of Luther's Small Catechism, and are not members of organizations whose principles and conduct conflict with the Word of God.
- 1.1.3 Voting members are communicant members who have reached the age of eighteen (18) years, have been received by the voters assembly, and have signed the bylaws of the congregation.
- 1.1.4 Associate memberships may be given to those who vacation or live for extended periods of time in the Living Savior area and who worship regularly at Living Savior. Associate memberships will be granted upon request by the pastor in conjunction with the spiritual life team.
 - 1.1.4.1 Associate members shall worship on a regular basis, lead a Christian and godly life, and support the work of this congregation with their prayers, time, talent, and treasure.
 - 1.1.4.2 Associate members shall be entitled to receive pastoral care, to receive offering envelopes (if requested) and to participate on teams. They shall be entitled to speak at voters assemblies but shall not be allowed to vote.

1.2 Reception

Baptized and communicant members are received through the Sacrament of Holy Baptism, through the consent of one or both parents in the case of children who

have been baptized in another congregation, through the rite of confirmation, through transfer from a sister congregation and through profession of faith or reaffirmation of faith. The reception shall be approved by the pastor in conjunction with the spiritual life team (elders) and entered as a matter of record at the next available voters assembly. Eligible communicant members may be received as voting members upon application for such privilege and upon signing the bylaws.

1.3 Duties

Members of the congregation shall seek to conform their lives to the rule of God's Word, and to that end make diligent use of the means of grace, exercise faithful stewardship of God's many gifts and talents, impart and accept fraternal admonition as the need of such admonition becomes apparent, and be readily available for service in the kingdom of Christ within and beyond the congregation.

1.4 Termination

1.4.1 Membership shall be terminated by transfer to a sister congregation, by death, by joining a congregation outside the fellowship of this congregation, by excommunication, or by self-exclusion.

1.4.2 Communicant members who conduct themselves in an un-Christian manner shall be admonished according to Matthew 18:15-20. If they remain impenitent after proper admonition, they shall be excommunicated. Each case shall be presented individually to the voters assembly for a decision. Since excommunication is a serious matter, a two-thirds (2/3) vote shall be required by the voters assembly. Individuals who have been excommunicated and who have repented will be welcomed back into the fellowship of this congregation.

Section 2: Authority of the Congregation

2.1 The voters assembly shall be the governing body of this congregation and shall be empowered to administer and manage all its affairs. The establishment and conduct of all organizations and societies within the congregation or related directly to it shall be subject to the approval and supervision of the voters assembly.

2.2 All matters before the voters assembly shall be decided by a majority vote unless otherwise specified by this constitution or bylaws. Matters of doctrine and conscience shall be decided only on the basis of the Word of God.

2.3 The right of calling a pastor shall be vested in the voters assembly and shall not be delegated otherwise.

2.4 This congregation may receive, acquire, hold title to, and manage such real estate and other property in order to accomplish its purpose. It may also sell or

dispose of such real estate and other property or any part thereof, remodel existing facilities, or build new facilities in order to accomplish its purpose. A two-thirds majority vote of the voters assembly is required for such actions.

Section 3: Pastors

- 3.1 This congregation shall establish the pastoral office, which shall be conferred only on such a pastor or candidate who professes and adheres to the confessional standard set forth in Article IV of the Articles of Incorporation, who is qualified for his work, who has been endorsed by the Synod, and who is a member of the Synod.
- 3.2 Any pastor, or officer may be removed from office by the voters assembly by a two-thirds majority ballot vote, in Christian and lawful order, for one of the following reasons: persistent adherence to false doctrine, scandalous life, willful neglect, or inability to perform the duties of the office. Team members may be removed from teams by a two-thirds vote of the church council for these same reasons.
- 3.3 When a pastor is to be called, every member of the congregation shall have the privilege of making one or more nominations. The congregation shall also ask the President of the synodical District for recommendations. In the case of a pastoral call, the church council shall serve as the screening committee.
- 3.4 In the screening process, the church council shall submit all names to the respective District President for information and evaluation. After receiving information and recommendations from the District President, the church council shall present them to the congregation, by means of a public announcement, together with a biographical sketch of each.
- 3.5 At the voters meeting called for the purpose of electing a new pastor, the preferred list may be amended to delete names for whatever reason by means of a majority vote of those present. Names should not be added at this time due to the background check requirements. Balloting shall proceed by means of a written ballot vote. A majority is needed in order to determine the disposition of the call.
- 3.6 The Pastoral Office

The Pastoral Office is the authority conferred upon pastors by God, through a call of the congregation (the holder of the priesthood and of all congregational authority) to exercise in public office the common rights of spiritual priesthood in behalf of all members. The Pastoral Office is the primary office in the congregation from which all other offices of the congregation issue. However, the congregation may establish as many auxiliary offices as its needs require and determine what work is to be assigned to such offices.

Upon being installed the pastor is authorized and obligated to proclaim to the congregation the Word of God in its full truth and purity as contained in the canonical writings of the Old and New Testaments and professed in the Book of Concord of the year 1580.

He is further:

To administer the sacraments in accordance with their divine institution;

To discharge toward all members of the congregation the functions of a minister and curate of their souls in an evangelical manner, in particular to visit the sick and the dying and admonish indifferent and erring members;

To spiritually guard the welfare of the younger members of the congregation and adults during their preparation for acceptance of Holy Communion;

To guide the congregation in applying the divinely ordained discipline of the church;

To provide spiritual leadership and oversight in the educational agencies and the various adult and youth organizations within the congregation;

To serve as an example by Christian conduct and to do all that is possible for the up building of the congregation and for the advancement of the Kingdom of Christ. By reason of his position the pastor is not only a servant and steward of God, but also of the congregation. Members of the congregation are obligated to accord the pastor(s) honor, love, and obedience in his ministry of God's Word, and to support his ministrations with diligence and faithful prayers; to help him in the discharge of his duties by cordial one mindedness, by willing readiness, by peaceable conduct, and in every other way possible; and to provide for his maintenance according to the ability of the congregation.

In calling a pastor to preach the Word of God and to administer the sacraments on their behalf, the members of the congregation exercise their royal priesthood and by no means relinquish it. This is the privilege and responsibility of all members of the Church.

Section 4: Church Council (Board of Directors)

4.1 Membership

The church council shall be the Board of Directors and shall consist of elected officers of the congregation and the chairperson or designee of each team (Section 7). The church council shall recommend a president, vice president, secretary, treasurer and financial secretary, who shall be submitted to the voters assembly for election. The pastor shall be an advisory member of the church

council. The president, vice-president, treasurer and secretary of the congregation shall serve as the president, vice-president, treasurer, and secretary of the church council.

4.2 Meetings

The church council shall meet in regular sessions at least quarterly. Special meetings may be called by the president, pastor, or any three members of the church council by sending a notice which shall be delivered to the residence of each member at least twenty-four (24) hours in advance. A majority of the voting members of the church council shall constitute a quorum.

4.3 Duties

It shall be the principal duty of the church council to coordinate the programs and activities of the various departments of the congregation. It shall have power to act on behalf of the congregation between meetings of the voters assembly.

Section 5: Nominations and Elections

5.1 All officers shall be elected by a majority ballot vote of the voting assembly, and voting shall continue until a majority has been established after candidates receiving the lowest number of votes have been eliminated in each succeeding ballot.

5.2 The officers and spiritual life team (elders) are elected for a term of two (2) years and may serve up to two (2) consecutive terms.

5.3 Officers and board members shall be inducted into office in a public service of the congregation.

5.4 In case of a vacancy in an elective office, the church council shall elect a successor to fill the unexpired term.

Section 6: Officers

6.1 Officers

The officers of the congregation shall consist of a president, vice-president, secretary, treasurer and financial secretary.

6.2 President

The president shall:

- 6.2.1 Preside at meetings of the Board of Directors (church council) and of the members (voters assembly).
 - 6.2.2 See that the orders and resolutions of the teams are carried into effect.
 - 6.2.3 Maintain records of and, when necessary, certify proceedings of the teams and members.
 - 6.2.4 Sign and deliver in the name of the corporation deeds, mortgages, bonds, contracts, or other instruments pertaining to the business of the church council corporation, except in cases in which the authority to sign and deliver is required by law to be exercised by another person or is expressly delegated by the Articles of Incorporation or Bylaws or by the church council to another officer or agent of the corporation.
 - 6.2.5 Perform other duties prescribed by the Board of Directors or voters assembly and meet any synodical requirements for holding this office.
- 6.3 Vice-president
- 6.3.1 The duties of the vice-president shall include carrying out the duties of the president in his absence.
 - 6.3.2 Coordinate the efforts of the annual budget preparation, nominations for election of officers and spiritual life team and appointments to other teams.
 - 6.3.3 Perform other duties as may be prescribed by the Board of Directors or voters assembly.
- 6.4 Secretary
- The duties of the secretary shall include keeping the minutes of the Board of Directors and the voters assemblies. Said records are to be maintained in a permanent record book. The secretary shall perform such other duties as may be prescribed by the Board of Directors or voters assembly.
- 6.5 Treasurer
- 6.5.1 Disperse funds of the congregation in accordance with its resolutions, approved budgets, and as directed by the church council.
 - 6.5.2 File all of the tax forms (federal, state and county) by the appropriate due dates.
 - 6.5.3 Invest all funds as directed by the congregation or church council.

- 6.5.4 Monitor the cash flow of the operating budget and make prudent decisions in dispersing funds in periods of low receipts.
 - 6.5.5 Maintain the cash journals, general ledger, and all subsidiary ledgers.
 - 6.5.6 Give complete financial reports at each church council or voters assembly.
 - 6.5.7 Provide other financial information as requested by the church body.
 - 6.5.8 Keep informed as changes occur in requirements for reporting of tax and financial information.
 - 6.5.9 Maintain the treasurer's manual with updates as provided by the district office.
 - 6.5.10 Maintain all records for the various designated funds and trusts and administer such monies as set forth by the church council, voters assembly and the desires of the donors.
- 6.6 Financial Secretary
- 6.6.1 Oversee the counting of all service offerings and deposits to bank accounts.
 - 6.6.2 Report to the treasurer via weekly offering form the total breakdown of contributions for the week.
 - 6.6.3 Oversee the posting of all contributions to individual member's contribution records and to resolve disputes in posting errors.
 - 6.6.4 Report to the church council and congregation monthly and yearend total contributions received for various purposes.
 - 6.6.5 Notify the pastor of any special contributions that might require a special acknowledgement to the donor.
 - 6.6.6 Make sure all donors receive proper substantiation for all gifts.

Section 7: Teams

The teams shall perform the duties prescribed in these Bylaws. The congregation shall also have the privilege from time to time of detailing and enlarging these responsibilities by majority vote of the voters assembly. It may also call such other boards and committees into being, as it may need from time to time. The members of all teams

shall be appointed by the church council for a term of two (2) years and may serve unlimited terms.

- 7.1 A Worship Team whose responsibility is the oversight of the worship service, music, ushers, readers, and Sunday morning set-up and breakdown.
- 7.2 A Special Needs Team whose responsibility is oversight of those in the congregation who are having difficult times financially, spiritually, emotionally, or physically. This team will make sure that the pastor is aware of any such individuals. This team will also visit, send cards, call, and pray for these people.
- 7.3 An Assimilation and Gift Seeking Team whose responsibility is the oversight of new members coming into the church. This team will make sure that these individuals are greeted, loved, cared for, visited, and kept active in the church. This team will also find and inventory any special gifts of newcomers. The inventory of gifts will enable members to use their gifts in an active role of caring for others within and outside of the church.
- 7.4 A Children's Ministry Team whose responsibility will be the oversight of Sunday school, day care, and youth group events. This team will make sure that the children of the congregation are never forgotten but instead are made an important part of the church.
- 7.5 A Prayer Team whose responsibility is the oversight of the prayer life of the congregation. This team will make sure that people are prayed for within and outside of the church. This team will also help the prayer lives of the members of the congregation to grow.
- 7.6 A Stewardship Team whose responsibility is the oversight of the stewardship of God's gifts to the members of the church. This team will seek to help the members of the church to use their time, talents, and treasures in the praise and honor of God.
- 7.7 A Leadership Development Team whose responsibility is the oversight of finding and recruiting new leaders for the church. This team will find and plant the new leaders for teams.
- 7.8 A Small Group Team whose responsibility will be the formation and oversight of all small groups.
- 7.9 An Outreach Team whose responsibility will be the planning and oversight of outreach activities in the communities of Lake Shore and Nisswa.
- 7.10 A Future Planning Team whose responsibility will be the oversight of the future

direction of the church. It will make sure that the members of Living Savior Lutheran Church are moving ahead and keeping to their core values.

7.11 A Spiritual Life Team (Elders) whose responsibility will be to work with the pastor in caring for the spiritual life of the congregation's membership. This team will be made up of at least three (3) male members from the congregation and will assist the pastor in his duties of the Office of the Keys. The voters assembly will elect members of this team for a term of two (2) years. Members of this team may serve up to two (2) consecutive terms.

7.12 A Church properties team whose responsibility will be the reasonable maintenance of church real estate and personal property:

To see that this objective is properly carried out, the team shall:

1. Regularly inspect all church properties and equipment, recommending to the church council any major repairs, improvements or replacements.
2. Maintain an accurate inventory of all acquired equipment and furnishings.
3. Implement all resolutions of the church council on purchases, repairs and replacement of the church property and equipment.
4. With prior church council approval, enlist adequate custodial help.
5. Periodically meet with the custodian(s) to provide a list of required tasks in order that the facilities are properly maintained.
6. Set all policies and fees for rental, use and lending of church properties with church council approval.
7. Help coordinate the use of church facilities together with the parish secretary.
8. Provide church keys for those who need them and maintain an accurate list of key holders.
9. Supervise, control and recommend adequate storage facilities for all church property, equipment, and supplies and the orderly maintenance of the same.
10. Check all church property a minimum of once a year for fire and safety hazards and take necessary corrective action.
11. Enlist work crews to make improvements to the church properties.
12. Annually review the adequacy of all types of insurance for church

property and equipment, revise as needed, and present all pertinent information to the church council.

13. Review, accept, or decline all offers of non-solicited gifts to the congregation, and also donate/discard any objects no longer useful or needed.
14. Submit an annual budget to the church council in the time and form requested.

Section 8: Removal of Officers, Directors, Pastors, or Members

8.1 Pastors, Officers, Directors and Team Members

A pastor, officer, or director may be removed by a two-thirds majority vote of the voters assembly according to the Bylaws Section 3.2. Team members may be removed by a two-thirds vote of the church council according to the Bylaws Section 3.2. In addition to meeting requirements for membership, a pastor, officer, director, or team member must adhere to Biblical principles, including areas of doctrine, lifestyle, duties of his/her office or membership, and performance of the calling.

8.2 Members

A congregational member may be disciplined, removed from the congregational fellowship, or admonished in accordance with Section 1.4. As part of any admonishment or termination, the member shall be given at least fifteen (15) days prior written notice of the admonishment or termination. Also, the member shall be given an opportunity to be heard by the voters assembly, orally or in writing, not less than five (5) days before the admonishment or termination. (Minn. Stat. Sec. 317 A.411).

Section 9: Meetings

- 9.1 The voters assembly shall meet at least semi-annually in the spring and fall.
- 9.2 Election of Officers shall take place at the spring meeting and the budget shall be approved at the fall meeting.
- 9.3 Announcement of regular voters assembly meetings shall be made in the services the two prior Sundays, providing the date, time, and place of the meeting.
- 9.4 Special meetings of the voters assembly require announcement in the services in the two previous Sundays or notification by mail and announcement in the services of one previous Sunday. Such special meetings can be called at the

request of either three officers or ten voting members or ten percent of the voting members, whichever is less. The request must be in writing signed by the group calling the meeting.

- 9.5 All members present at a validly called voters assembly shall constitute a quorum of the voters assembly.
- 9.6 It shall be the obligation of every voting member to attend all meetings of the voters assembly. By being absent a voter waives the right to vote in that meeting. Absentee ballots or voting by proxy shall not be allowed.

Section 10: Rule of Order

- 10.1 In addition to principles laid down in Scripture, the latest edition of *Robert's Rules of Order* shall be followed.

Section 11: Amendments to Bylaws

- 11.1 These bylaws may be amended in a properly convened meeting of the voters assembly by a majority of all voting members present, provided the proposed change has been announced in a previous meeting or has been submitted in writing at least two weeks prior to the meeting to all voting members.
- 11.2 The revised bylaws shall, as a condition of continued membership in The Lutheran Church–Missouri Synod, be submitted to the President of the Minnesota North District for review by the district’s constitution committee and favorable action by the district’s board of directors before being implemented by the congregation.

Section 12: Division

- 12.1 If at any time a division should take place on account of doctrine, the property of the congregation and all benefits connected therewith shall remain with those communicant members who continue to adhere in confession and practice to Article 4 of the Articles of Incorporation, as determined by the adjudication procedures of Synod.
- 12.2 In the event the congregation dissolves, all property shall be disposed of by the final voters assembly for the payment of debts and all just claims against the congregation, and any and all surplus and all rights connected herewith shall be conveyed to and become the property of the Minnesota North District of The Lutheran Church-Missouri Synod.

Section 13: Doctrinal Literature

- 13.1 Only such hymns, prayers, liturgies, and other worship forms shall be used in the

public services and activities of this congregation and in all ministerial acts as conform to the confessional standards specified in Article IV of the Articles Of Incorporation Of Living Savior Lutheran Church Of Lake Shore.