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5 **BYLAWS**

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7 Bylaw 1. Calling Procedure for All Called Workers

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9 1.1 When a Pastor or other called worker is to be called, participant of the congregation shall have the  
10 privilege of making one or more nominations. The congregation shall also ask the president of the  
11 Northwest District for recommendations. In the case of a pastoral call, the Board of Elders may serve as a  
12 screening committee and as appropriate to the worker being called, other boards may also perform that  
13 function.

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15 1.2 In the screening process, the respective board or committee shall submit all names to the district  
16 president for information and evaluation. After receiving information and recommendations from the district  
17 president, the respective board or committee shall present the preferred candidate(s) together with a  
18 biographical sketch of each candidate to the congregation by means of a public  
19 announcement/communication.

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21 1.3 Election. The election of a Pastor or other called worker from the list of candidates chosen by the voters  
22 shall be by secret ballot. The candidate receiving the majority of all votes cast shall be elected. The election  
23 shall, if possible, be made unanimous and the call shall be sent to the called worker.

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25 Bylaw 2. Executive Church Council

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27 2.1 Membership. The Church Council operates as an Executive Church Council. The elected officers shall  
28 be a President, a Vice President, a Secretary, a Treasurer, and a Financial Secretary. The Council shall be  
29 comprised of voting members as follows: the five (5) elected officers, an Elder, School Association  
30 Representative(s) and a Council Leader of any active area. Council Leaders do not have board members  
31 for the area they lead. Instead, they assemble resources as needed for any of their projects. The exception  
32 to this is the Board of Elders which is comprised of not less than four (4) members as defined in 3.4 below  
33 and has a membership board. The Pastor shall be an advisory member of the Council. The President and  
34 Secretary of the congregation shall serve as President and Secretary of the Church Council.

35 2.1.1. If a position of any type is shared by two (2) or more individuals, both shall be entitled to  
36 participate in the business of the council but shall have only one (1) vote.

37 2.1.2 A member of the youth group should be encouraged to participate in Church Council  
38 meetings.

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40 2.2 Duties. It shall be the primary duty of the Council to coordinate the programs and activities of the  
41 congregation. The Council will also act upon matters pertaining to the general welfare of the congregation  
42 as directed by this constitution and the voter's assembly and to prepare and present recommendations and  
43 resolutions to the voter's assembly. It shall have the power to act on behalf of the congregation between  
44 meetings of the voter's assembly. Each Council member will provide a report of their respective activities at  
45 voter's meetings.

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47 2.3 Meetings. The Church Council shall meet at least monthly. Special meetings may be called by the  
48 President or Pastor or any three (3) members of the Council by notifying each member of the time, place  
49 and reason for the meeting at least twenty-four (24) hours in advance. A majority of the voters present shall  
50 constitute a quorum.

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52 Bylaw 3. Nominations and Elections

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54 3.1 The Nominating Committee, appointed by the Council and consisting of not less than three (3) but not  
55 more than five (5) voters, shall present a slate of candidates for all elected Officers, Council Leaders and

56 School Association Representative(s) whose terms are expiring the following January; two weeks before the  
57 October meeting of the voter's assembly. All nominees must be voting members of the congregation.  
58 Additional nominations may be made from the floor at the October meeting. Consent of all nominees is  
59 required; no person shall be nominated without his/her consent.  
60

61 3.2. Officers, School Association Representative(s) and Council Leaders will be nominated by the  
62 Nominating Committee and elected by the voters. The election shall be by ballot. A majority is required for  
63 election  
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65 3.3 The Officers, Council Leaders and School Association representative(s) elected shall be installed as a  
66 part of a worship service. They shall assume their respective duties on the first day of January. In the event  
67 of a vacancy in any office, the Church Council shall appoint a successor to serve until the next election.  
68

69 3.4 The Board of Elders, consisting of one (1) elder for every seven (7) to ten (10) member participating  
70 families but not less than a total of four (4), shall be appointed by the Pastor and Elders currently serving,  
71 and confirmed by the Church Council.  
72

73 3.5 The Pastor and the President shall be advisory members of every Board, Council Leader area, School  
74 Association Representatives and committee, and the Council may assign an Elder to act as an advisor to  
75 every board and committee.  
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#### 77 Bylaw 4. Voter's Assembly

##### 78 4.1 Meetings

79 4.1.1 Regular meetings shall be held in May (Annual) and October (Budget & Elections).

80 4.1.2 Special meetings may be called by the Pastor, the President, Church Council, ten members  
81 of Lamb of God or the Board of Elders by publicly announcing the date, place and agenda of such  
82 meeting at the worship service for two Sundays immediately preceding the meeting date.  
83

84 4.2 Quorum. Voters present at a validly called meeting shall constitute a quorum.

85 4.3 Rules of Order. Questions of parliamentary procedure not covered by this Constitution and Bylaws shall  
86 be governed by the most recent edition of Robert's Rules of Order.  
87

#### 88 Bylaw 5. Terms and Duties of Officers, Board of Elders, Council Leaders, School Association Representatives and 89 Committees

90 5.1 Terms of office shall be two (2) years.  
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93 5.2 The President shall be elected in even numbered years and shall preside at all meetings of the voter's  
94 assembly and of the church council. The president may appoint committees as authorized by the Council or  
95 voters. The President shall:

96 5.2.1 to the best of their ability, enforce the Constitution and By-laws of the congregation and carry  
97 out the expressed will of the congregation as embodied in the resolutions of the voter's meetings.

98 5.2.2. all boards, committees, and groups in the congregation shall be responsible to the President  
99 and the President shall be welcome at all meetings of such groups, either in person or as  
100 represented by a person that the President will appoint.

101 5.2.3 call and preside over the meetings of the Church Council and shall endeavor to coordinate  
102 the functions, plans and activities of the congregation in all its parts for the total furtherance of the  
103 work of Christ.

104 5.2.4 call and preside over voter's meetings and any special meetings, assuring all resolutions  
105 passed are instituted.  
106

107 5.3 The Vice President shall be elected in odd numbered years and shall:

108 5.3.1 attend voter's and Council meetings and in the absence of the President, preside at meetings  
109 of the voter's assembly and the Church Council.

110 5.3.2 in the event of a vacancy in the Office of the President, succeed to the Office of President for  
111 the remainder of the term.  
112 5.3.3 assure an annual audit is completed.  
113 5.3.4 chair the Nominating Committee.  
114  
115 5.4 The Secretary shall be elected in even numbered years and shall:  
116 5.4.1 keep accurate minutes of the meetings and of the church Council and voter's meetings. The  
117 minutes shall include attendance, actions by resolution or consensus, appointments, copies of  
118 written reports, pertinent announcements and dates. Minutes shall not include discussion. They  
119 shall be filed in the permanent records of the congregation.  
120 5.4.2 The Secretary shall perform other duties in keeping with the office.  
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122 5.5 The Treasurer shall be elected in odd numbered years and shall:  
123 5.5.1 pay all bills within budget constraints as well as signing all checks for payment of bills,  
124 salaries or other financial commitments of the congregation.  
125 5.5.2 keep accurate records of the receipts and disbursements of the congregation in books that  
126 shall be and remain the property of the congregation. These books shall be audited annually, and a  
127 report of such audit shall be submitted to the congregation.  
128 5.5.3 submit a report at each meeting of the voter's assembly and Church Council. Such report  
129 shall show actual receipts and disbursements.  
130 5.5.4 inform the President of the financial needs of the congregation.  
131 5.5.5 with the church Council, create a budget for each year's planning  
132 VP and Treasurer are elected in same (odd) years in order to assure continuity in the budgeting process  
133 from year to year.  
134  
135 5.6 The Financial Secretary shall be elected in even numbered years and shall:  
136 5.6.1 supply members with contribution envelopes as requested, keep a record of all individual  
137 contributions received and issue quarterly (on request) and annual statements to all contributors.  
138 5.6.2 appoint money counters from a roster provided by the Council and Elders. Each offering must  
139 be totaled, recorded, and signed by two money counters (one of whom may be the Financial  
140 Secretary.) All receipts shall be deposited in the congregation's account as soon as possible and a  
141 record submitted to the Treasurer.  
142 5.6.3 be a member of the Church Council and attend Council meetings.  
143  
144 5.7 The Board of Elders. The objective of the board of elders is the development and maintenance of the  
145 spiritual welfare of the Pastor and congregational members, as well as the supervision of all facets of all  
146 worship services.  
147 Responsibilities:  
148 5.7.1. ensure that the congregation functions in accordance with the established doctrine of the  
149 church as listed in Articles II and III of the Constitution.  
150 5.7.2 assist the Pastor by serving the Lord's Supper and in any other way requested by the Pastor  
151 such as assisting acolytes, being available for special prayers following service, guiding the Altar  
152 Guild, and meeting with new visitors.  
153 5.7.3 assure spiritual health of members.  
154 5.7.4 make every effort to shepherd their assigned members. Pray with and for them. Assure that  
155 the Pastor is aware of any member's needs.  
156 5.7.5 annually review the progress toward congregational goals and objectives, in conjunction with  
157 the Pastor, as defined in Articles II and III of the Constitution.  
158 5.7.6 provide a count of all souls attending services (including the nursery) to the Secretary.  
159 5.7.7 assure an Elder is on duty for every worship service. Confirm with the Pastor before the  
160 service that all participants in the worship service are accounted for. (Reader, children's message,  
161 acolyte, fellowship and greeters).  
162 5.7.8 Develop and maintain the spiritual health of the pastor by:  
163 5.7.8.1 Working to ensure the dignity of the office of ministry is maintained and the Pastor  
164 is respected for their high calling.

165 5.7.8.2 Being concerned about the spiritual, emotional and physical health and welfare of  
166 the Pastor and his family (adequate compensation, housing, free time, vacation,  
167 assistance in times of illness, etc.)  
168 5.7.8.3 Encouraging the Pastor, by work and action, in his work and collectively and  
169 individually praying for him and other spiritual leaders;  
170 5.7.8.4. Encouraging congregational members to pray for and support the Pastor and his  
171 family.

172  
173 5.8 Trustee. The objectives are proper management and maintenance of physical church property.

174 Responsibilities:

175 5.8.1 inspect and maintain church property and equipment, arrange for all repairs not exceeding  
176 budget, hire or enlist work crews for repairs or improvements.

177 5.8.2 carry out all resolutions of the voter's assembly for repairs or replacement items which go  
178 beyond the scope of the budget.

179 5.8.3 negotiate service contracts for church equipment and property, assuring adequate  
180 maintenance and care of church property and equipment.

181 5.8.4 ensure adequate insurance levels are negotiated and in place as needed for church property  
182 and equipment.

183 5.8.5 annually complete a physical inventory of all church property.  
184

185 5.9 School Association Representative(s). The objective is to represent and act on behalf of the  
186 congregation, within the limits of this and the School Association's constitutions and bylaws, by being on the  
187 board of directors of the School Association. Responsibilities:

188 5.9.1 assure that the congregation is well represented at all functions of the Association.

189 5.9.2 keep the Council and voters regularly informed regarding the Association's activities, needs  
190 and issues.

191 5.9.4 seek the advice of the Council or appropriate members as good judgment and/or issues  
192 dictate.

193 5.9.5 At least one (1) Representative shall be elected each year.  
194

195 5.10 The Audit Committee shall be appointed annually by the President and headed by the Vice President.  
196 The Treasurer and Financial Secretary may not serve on this committee. This committee shall audit the  
197 congregation's financial records and report its findings to the church Council at the May voter's meeting.  
198

199 5.11 The Nominating Committee will consist of at least three (3) but not more than five (5) voters. This  
200 committee, including the chairman, shall be appointed by the Council and announced at the annual voter's  
201 meeting. (May).

202 5.11.1 The Vice President (chairman) will schedule meetings with the members of the committee.

203 5.11.2 The committee will identify candidates to replace each elected officer, board member and  
204 School Association Representative whose terms will be completed at the end of the current year.  
205 These names will be given to the present Council and the Pastor to approve.

206 5.11.3 Upon approval of the candidates, the committee will ask these persons if they are willing to  
207 serve in the position to be filled. At this time the candidate will also be given a copy of the duties of  
208 the office or board as described in this Constitution and By-laws. The names of approved  
209 candidates will be submitted to the Church Council and the Pastor for final approval.

210 5.11.4 This committee shall present a slate of qualified candidates to the congregation two weeks  
211 before the October voter's meeting. The slate shall consist of at least one qualified candidate for  
212 each office.  
213

214 5.12 Worship Leader. The objective is in coordination with the Pastor and Board of Elders, plan, coordinate  
215 and lead the activities of the worship team. Responsibilities:

216 5.12.1 prepare an Order of Worship and present to the Pastor not less than three (3) days prior to  
217 the service. This includes both Sunday morning and special services.

218 5.12.2. consult with the Pastor regarding Bible passages to be used and theme for the service.

219 5.12.3 select both contemporary and traditional music appropriate to the service.

220 5.12.4 arrange for and schedule rehearsals and performances of musicians, choir, vocal and other  
221 presentation groups and individuals.

222 5.12.5 the Worship Leader shall be encouraged to participate in Council meetings.  
223

224 5.13 Youth and Family Leader. Under the guidance of and in coordination with the Pastor and Board of  
225 Elders, plan, establish, coordinate and direct activities, which promote, nurture and protect the spiritual  
226 welfare of the members any youth group (ranging from grades K-12, plus young adults (19-23 years old)).

227 Responsibilities:

228 5.13.1 the Youth and Family leader shall work closely and in cooperation/coordination with the  
229 Pastor, Worship Leader, Elders and youth organizations outside the congregation such as sister  
230 congregations, Boy and Girl Scouts, etc.

231 5.13.2. maximize the integration of children and youth into worship activities.

232 5.13.3 perform other duties such as children's message or special presentations as requested by  
233 the pastor or elders.

234 5.13.4 the Youth and Family leader shall be encouraged to participate in Council meetings.  
235

236 5.14 Stewardship. The objectives are to create and maintain programs of Biblically based stewardship  
237 which provides the opportunity for each member to return God's love through a commitment of time, talent  
238 and treasure. Responsibilities:

239 5.14.1 Create and maintain effective, ongoing stewardship education programs focusing on each  
240 individual's commitment to God.

241 5.14.2 Accomplish time and talent surveys, if needed. Seek to match people to ministries that best  
242 utilize their gifts.

243 5.14.3 Review congregational fundraising proposals or programs that should receive financial  
244 assistance from the congregation, as well as develop debt reduction and investment programs.  
245

246 5.15 Missions and Outreach. The objectives are to facilitate faith development among members and to  
247 enlist members s in the work of spreading the Gospel locally, nationally and worldwide. Responsibilities:

248 5.15.1 Support programs within and through groups at Lamb of God and assist those groups as  
249 needed.

250 5.15.2 Review and recommend evangelism programs provided by Synod, District, and other  
251 Christian organizations and members.

252 5.15.3 Maintain contact with benevolent and charitable agencies in the community, state, national  
253 and worldwide and recommend responses to opportunities for service.

254 5.15.4 Provide opportunities for members to support programs as well to be actively and personally  
255 involved.  
256

257 5.16 Christian Education. The objectives are to develop and promote, with the Pastor, a coordinated  
258 Christian education program for all ages. This position will work closely with the Pastor.

259 Responsibilities:

260 5.16.1 Supervise the program for each education function in the congregation including but not  
261 limited to: Sunday School, Vacation Bible Camps, Adult Bible studies, small groups, confirmation

262 5.16.2 Review, at least annually, each curriculum to determine whether all age groups are being  
263 adequately served and provided with Christian nurture.

264 5.16.3 Encourage members to participate in appropriate educational programs.

265 5.16.4 With the Pastor and Worship Leader, determine the congregation's educational  
266 requirements. Select educational materials that are in accordance with the Constitution.  
267

268 Other Committees (ad hoc, temporary) may be created by the Council and voter's assembly. These committees shall  
269 be appointed by the President unless a different method is specified by the council or voters.  
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271 Bylaw 6 Order of Business  
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273 The procedures at all meetings shall follow the most recent edition of Robert's Rules of Order unless  
274 otherwise specified in this constitution and bylaws.

275 Bylaw 7 Amendments to the Bylaws

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7.1 These Bylaws may be amended in a properly convened meeting of the Voter's Assembly by a majority of all voters present provided the proposed change has been announced at least two weeks prior to the meeting in which the amendment(s) is to be considered, and reviewed by the Northwest District.