

**BYLAWS
of the
LUTHERAN CHURCH OF THE GOOD SHEPHERD
SALINAS, CALIFORNIA**

APPROVED 11/18/2012

REVISED 2/23/2014

These bylaws amend the 2008 bylaws and are aligned with corresponding sections of the proposed, revised Constitution.¹ This amendment eliminates provisions no longer serving a useful purpose or which contradict our current practice, clarifies other provisions, incorporates additional provisions where appropriate, and makes terminology consistent with the Constitution.

Chapter 8. MEMBERSHIP

- C8.03.01** The Council may delegate to the Pastor the authority to approve applications for confirmed membership.
- C8.05.01** A confirmed member who does not, for a period of one year, partake of Holy Communion, support the church with his/her offerings, and does not appear to desire to participate in the life and worship of the congregation shall be encouraged by all means possible: visitation, prayer, and other forms of communication, to resume active membership. If, during the second year, the confirmed member does not actively participate, his/her name shall be removed from the membership roster of the congregation.
- C8.05.02** A child, neither of whose parents or guardians is a member of the congregation, may be removed from the roster of baptized members if he/she fails to participate in the life and worship of the congregation.

Chapter 10. CONGREGATION MEETING

- C10.01.01** In February of each year the annual meeting shall receive reports from all the organizations and committees of the congregation. Such reports, including a financial statement for the previous calendar year, shall be submitted in writing to the church office not less than ten days before such meeting.
- C10.01.02** In November of each year the congregation shall elect members to fill current or upcoming vacancies on the Congregation Council. They shall also elect a Nominating Committee for the following year. Laypersons to serve as voting members of the Synod Assembly will normally be chosen at this meeting. In addition to the candidates submitted by the Nominating Committee, additional nominations may be made by members of the congregation, provided they have secured the consent of the nominee. The election shall be by written ballot with ballots counted by at least three voting members. Results of the election shall be announced when known and published the following Sunday.

¹ Bylaws augment, but may not contradict the Constitution, which takes precedence.

- C10.01.03** At the congregational meeting in November, the congregation shall receive a financial statement through October of the current year and approve a budget for the following year.
- C10.04.01** The current roster of voting members shall be available at each meeting of the congregation for the purpose of determining a quorum.

Chapter 11. OFFICERS

- C11.01.01** The President shall chair meetings of the Executive Committee, the Council, and of the congregation. He/she shall speak on behalf of the congregation at acceptance of new members and other special services and shall discharge all other duties connected with his/her office.
- C11.01.02** The Vice President shall coordinate the activities of and chair the meetings of the Personnel Committee.² In the absence of the President, he/she shall assume all the duties of the President, and shall have such additional duties as may be determined by the Council.
- C11.01.03** The Secretary shall write and sign all official letters for the congregation and keep a file of all correspondence. He/she shall authenticate all records by his/her signature. He/she shall have available at each meeting a copy of the Constitution, the bylaws, standing rules, and a list of the voting members of the congregation. In the absence of the President and the Vice President, the Secretary shall be the presiding officer. The Secretary shall keep a careful and authentic record of the proceedings of all Council meetings, congregational meetings and any special meetings, and shall make a copy of them available to the church office. He/she shall be able to furnish the exact wording of a motion which is pending before the group. He/she shall keep the attendance record of all Council members and shall notify the President when a member has been absent from two or more consecutive meetings of the Council without valid excuse.
- C11.01.04** The Treasurer is the official custodian of the congregation's funds. He/she must keep an accurate record of all funds collected and be able to furnish a statement at any time showing the congregation's financial condition. The Treasurer is also the congregation's disbursing officer, responsible for all aspects of the semi-monthly payroll, for issuing checks that have been properly requested and approved, and for obtaining all necessary signatures. He/she shall prepare a monthly report of income and disbursements for the Council and an annual report for the congregational meeting. He/she shall assist the Council in preparing a budget and shall have the books ready for audit as soon as possible after the end of the year. The Treasurer may be bonded. The Treasurer shall refer to and utilize ELCA resources for financial best practices including but not limited to *Congregational Treasurers Financial and Accounting Guide*; *Handling Financial Matters in the Congregation*; *Accountable Reimbursement Policies*; *Congregational Audit Guide*; and *Internal Control Best Practices*. The treasurer's accounting and disbursement tasks may be delegated at the discretion and under the supervision of the treasurer, subject to the approval of the Stewardship and Finance Ministry Team.³

² This gives the Vice President one concrete role that would otherwise probably fall to the President. See section C13.06.01 regarding this committee.

³ This sentence was approved by the congregation at a congregational meeting on February 23, 2014.

C11.03.01 The Financial Secretary shall have charge of the recording and bookkeeping of all monies given to the church, and the accounts so kept shall balance with those of the Treasurer. He/she shall collect and tabulate financial pledges and report the total pledged amount as input for the annual budget. He/she shall prepare and mail individual interim and annual statements to the contributing members of the congregation. The Financial Secretary is not a member of the Executive Committee.

Chapter 12. CONGREGATION COUNCIL

C12.05.01 In addition to the duties and responsibilities provided in the Constitution, the Council shall:

- a. Secure necessary staff other than the pastor(s), such as administrative assistant, business administrator, church musician, parish education director, parish secretary, parish worker or youth worker, intern, custodian, etc., and fix and review annually their compensation.
- b. Negotiate initial compensation package and review annually the salary of the pastor(s) and make adjustments from time to time within the limits of the total budget approved by the congregation.
- c. Receive reports regularly from the Treasurer to ascertain that the expenditures are within the budget approved by the congregation.
- d. Prepare a budget for submission to the congregation in November of each year.
- e. Assure itself that the Treasurer and others who have access to the funds of the congregation are adequately bonded.
- f. Appoint annually an Audit Committee or contract for an outside audit.
- g. Be responsible for the buildings and premises of the congregation. Should groups or individuals not associated with the congregation desire to use such property, application shall be made to the Council for its approval. Coordination of routine facility use within approved policies is delegated to the office staff.
- h. Have authority between meetings of the congregation to choose delegates to any group or meeting in which the congregation is entitled to representation, other than Synod Assembly delegates.
- i. Exercise discipline in accordance with the provisions of this Constitution and its bylaws.
- j. Publish yearly a list of all committees, boards, and officers.
- k. Establish and appoint special and ad hoc committees as needed.

Chapter 13. CONGREGATION COMMITTEES

C13.01.01 The Executive Committee shall prepare an agenda for each meeting of the congregation and of the Council, and shall act on behalf of the Council for any urgent matters that arise between Council meetings.

C13.02.01 The Nominating Committee shall nominate at least one candidate for each

position to be filled on the Council and shall secure the consent of each candidate. The Nominating Committee shall also nominate at least four candidates to serve on the Nominating Committee for the following year and shall secure the consent of each candidate. The pastor shall serve as convener and as an advisory member. The list of nominees shall be announced to the congregation in conjunction with the announcement of the date and time when the elections are to take place. Should a Council position be vacated during the year, the Nominating Committee may nominate one or more candidates to fill that unexpired term. The Council may fill any vacancy that occurs on the Nominating Committee.

- C13.03.01** The Audit Committee shall annually audit the fiscal records of the congregation and report its findings and recommendations in writing. The Audit Committee shall refer to and utilize ELCA resources for financial best practices including but not limited to *Congregational Treasurers Financial and Accounting Guide; Handling Financial Matters in the Congregation; Accountable Reimbursement Policies; Congregational Audit Guide; and Internal Control Best Practices.*
- C13.04.01** The Mutual Ministry Committee will be responsible to maintain communication and support between the pastor(s) and the members of the congregation. This will provide a basis for regular reflection upon the ministry and vision of the congregation. This committee will have a high degree of confidentiality so as to provide an opportunity for the safe discussion of the pastor(s) and congregation's shared ministry.
- C13.05.01** Any voting member is eligible to serve on a Call Committee, except current officers of the congregation. The Call Committee should, to the degree possible, reflect the diverse demographics of the congregation in terms of age, gender, and ethnicity. In order to guarantee at least gender balance, the congregation shall elect three men and three women to the Call Committee, but the Council may fill any vacancy that subsequently occurs. In order to broadly share this important role, no individual should serve on two consecutive Call Committees.
- C13.05.02** The Call Committee shall elect from its own membership a chair and a secretary, and shall be guided by the process established by the Sierra Pacific Synod. With the support of the Council, the Call Committee shall have primary responsibility for developing a Ministry Site Profile for communicating with the Office of the Bishop, for interviewing candidates, and for presenting to the congregation a recommendation to extend a call. The Call Committee shall keep the Council and congregation informed of its progress.
- C13.06.01** The Personnel Committee is coordinated by the Vice President. The committee consists of the Vice President, the Pastor, the Treasurer or another member of the Stewardship & Finance Team, and at least two voting members with background, experience, and/or expertise in human resources. The Nominating Committee may assist in recruiting members of this committee. The at-large members of the Personnel Committee will be appointed by the Congregation Council to serve for two years or until their successors are elected. Such members shall be eligible to serve no more than two full terms consecutively. The Personnel Committee develops personnel policies, ensures that there is a job description for each staff position, oversees a process for annual performance and compensation reviews, and makes wage and salary

recommendations to the Council.⁴

C13.06.02 The main work of the congregation shall be planned and coordinated by the following ministry teams:

- a. Church in Society.
- b. Education.
- c. Evangelism and Fellowship.
- d. Property Management.
- e. Stewardship and Finance.
- f. Worship and Music.
- g. Youth.

C13.07.01 Each ministry team shall:

- a. Elect from its own membership a team leader.
- b. Conduct regular meetings, not less than once a month, at such time and place as the team may determine.
- c. Invite others to share in the team's ministry.
- d. Report monthly to the Council on its activities and to the congregation at the annual meeting.

C13.07.02 Other duties specific to each ministry team shall be documented in continuing resolutions.⁵

Chapter 14. ORGANIZATIONS WITHIN THE CONGREGATION

C14.01.01 The local unit of the Women of the Evangelical Lutheran Church in America (WELCA) is an organization, both of this congregation and of the synodical and churchwide women's organizations. Its purpose is to help women grow in faith, affirm their gifts, support one another in their callings, engage in ministry and action, and promote healing and wholeness in the church, the society, and the world. The local WELCA unit is open to all women of the congregation and other women who subscribe to its purpose.⁶

C14.01.02 The local WELCA unit elects its own leadership, determines its own program, and maintains its own fiscal resources. The WELCA president or her designee shall have seat and voice at Council meetings and shall give a report at the annual congregational meeting.⁷

⁴ The Personnel Committee is primarily concerned with paid staff other than the pastor(s), whose welfare is the charge of the Mutual Ministry Committee.

⁵ By itemizing specific duties and responsibilities of each ministry team in the form of a continuing resolution, the Council will have the authority to amend those duties for any team as the need arises. This will permit easier and more frequent future updates.

⁶ This language is extracted from the constitution of the local WELCA unit.

⁷ This language is parallel to that of the synodical WELCA constitution and bylaws.