

The Bylaws of Our Savior's Lutheran Church Cloquet, MN

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Chapter 1. Membership

BL.1.01. The following defines admission to baptized membership in addition to *C8.02.a

- a. A child whose parent(s) or guardian(s) are members of this congregation shall, upon receiving Christian baptism, be received as a baptized member of this congregation.
- b. A child whose parent(s) or guardian(s) are not members of this congregation shall, upon receiving Christian baptism, be received as a baptized member of this congregation. If there is good reason the child is to be enrolled as a baptized member of another congregation, notice of the baptism shall be sent to that congregation.
- c. A child baptized in another congregation shall be received as a baptized member in this congregation
 - i. When its parent(s) or guardian(s) are received as members of this congregation, or
 - ii. By action of the Congregation Council
- d. An unbaptized adult who has received instruction and who understands and accepts the teachings of the Word of God as confessed by the Lutheran Church, shall, upon confessing that faith and receiving baptism, be received as a member of this congregation.
- e. All other cases which cause a question as to whether a person is a baptized member shall be decided jointly by the pastor(s) and the Council Advisory Team with the decision recorded in the Council Advisory Team minutes.

BL.1.02. The following defines admission to confirmed membership in addition to *C8.02.b

- a. A child who is a baptized member of this congregation shall, through the Rite of Confirmation, be admitted to confirmed membership.
- b. An adult who is baptized, and not previously a member of this congregation, and who has been instructed in the teachings of the Word of God as confessed by the Lutheran Church, and who has accepted these teachings, shall be admitted to confirmed membership in this congregation through the Rite of Confirmation.

- c. An adult applicant for membership, presenting a Letter of Transfer showing the person to be a confirmed member in good standing in another Lutheran congregation shall, upon acceptance of the Letter by the Congregation Council, become a confirmed member of this congregation. The acceptance of the applicant shall be reported to the congregation.
- d. An applicant for membership who presents evidence of confirmation in a Lutheran congregation but does not have a Letter of Transfer shall be admitted to confirmed membership when the Congregation Council has accepted the application and the applicant reaffirms their faith before this congregation.
- e. An adult who is received as a baptized member of this congregation according to the provisions of BL1.01.d shall, at the discretion of the pastors, be admitted to confirmed membership through the Rite of Confirmation.

BL.1.03. Holy Communion Participation

- a. Participation in Holy Communion is open to all children who have received early Communion instruction.
- b. At their discretion, parents and their children in 1st grade or older are instructed in our beliefs regarding early Communion.
- c. A record of participation in Holy Communion shall be maintained.
- d. For additional information on Holy Communion see C8.06.

BL.1.04. Admission to voting membership

Qualifications for voting membership shall be determined by the Congregation Council, in accord with the provisions of the Constitution, Chapter 8, and the bylaws. The Congregation Council shall determine the roster of voting members according to the constitution and bylaws. The roster of voting members shall be available at all regularly called meetings of the congregation.

Chapter 2.

Pastoral Care Membership

- BL 2.01.** When a member of the congregation permanently leaves the community, the church will encourage the member to request a transfer to a Lutheran congregation which can serve him/her effectively.
- BL 2.02.** A confirmed member in good standing desiring to change his/her membership to another Lutheran congregation shall, upon request, receive a Letter of Transfer.
- BL 2.03.** A confirmed member who has not communed or given a contribution of record for a period of one year, or support the church with his/her time and abilities, or does not appear to desire to participate in the life and worship of the congregation shall be contacted and encouraged to become an active member. If, during the second year, the confirmed member does not actively participate, that member's name shall be removed from the membership roster of the congregation but be retained on a responsibility list as one who is in special need of the congregation's prayer and concern.

Chapter 3.

The Pastoral Call

- BL 3.01.** When a pastoral vacancy occurs, the following criteria and process will be used to select a Call Committee:
 - a. The Call Committee will be called within 6 months of the pastor leaving.
 - b. The Call Committee will consist of eight members to represent the congregation.
 - c. The Call Committee will require six members to be present for a quorum. Replacements will be designated by the Congregation Council if the Call Committee deems it is necessary.
 - d. The Congregation Council will develop the criteria for selection of the Call Committee.
 - e. The Congregation Council will value diversity, gender balance and various ages in the nomination of candidates.
 - f. Nominations with applications will be open to the whole congregation. The Congregation Council will consider all congregational members interested in serving on the Call Committee.
 - g. Applicants for the Call Committee must be confirmed members of Our Savior's Lutheran Church (OSLC). There is no age limit or time requirement as an OSLC member.
 - h. There cannot be more than four members of the Congregation Council on the Call Committee.
 - i. There should be one person that is an officer of the congregation on the Call Committee.

- j. When calling an associate or second pastor, the senior pastor will be a member of the eight member Call Committee and will have final authority to approve or not approve applicants considered for a call.
 - k. The Call Committee will be nominated by the Congregation Council and ratified by the congregation.
 - l. A quorum for the special congregational meeting will consist of 25 OSLC members.
 - m. A slate of eight names, to be accepted or rejected as a whole, will be voted by closed ballot with a simple majority required for ratification.
 - n. All members of the Call Committee must consider the time obligations of the Call Committee as a high priority. They will be expected to attend all the meetings, interviews and deliberations of the committee.
 - o. The Call Committee's process is a discernment process, i.e., discerning the applicant's gifts for a pastoral position that match the ministry focus areas the congregation identifies.
 - p. Each member of the Call Committee represents the entire congregation and not a constituent base.
 - q. The Call Committee will follow synod process guidelines before beginning the interview and selection process for a pastoral position.
 - r. The Call Committee will select its own chairperson who will be responsible for convening the meetings, leading the discernment process and being a liaison with the Northeastern Minnesota Synod of the Evangelical Lutheran Church in America for applicants and advice.
 - s. The Call Committee will select a recorder who may or may not be one of the eight members.
 - t. All Call Committee members will receive training given by the Northeastern Minnesota Synod of the Evangelical Lutheran Church in America before beginning the call process and will use the counsel and advice of the Northeastern Minnesota Synod of the Evangelical Lutheran Church in America throughout the entire call process.
 - u. All applicants for a pastoral position will be approved by the Bishop of the Northeastern Minnesota Synod of the Evangelical Lutheran Church in America.
 - v. Members of the congregation are invited to identify names of potential pastoral applicants to the chairperson of the Call Committee who will then forward the names to the Northeastern Minnesota Synod of the Evangelical Lutheran Church in America office.
 - w. The only decision the Call Committee is empowered to make is whether to recommend an applicant to the congregation for a call or to inform an applicant they are not recommended.
 - x. The discernment of applicants for a pastoral position should be a consensus process. If consensus cannot be achieved, consideration should be given to the Northeastern Minnesota Synod of the Evangelical Lutheran Church in America for more pastoral applicants. Voting should be a last resort.
 - y. The congregation, after it has voted to call a pastor by at least a two-thirds majority vote, shall issue a Letter of Call in the form approved by the Northeastern Minnesota Synod of the Evangelical Lutheran Church in America.
 - z. The Call Committee concludes its actions and permanently dissolves when the newly called pastor is installed.
- BL 3.02.** When the congregation has voted to call a pastor by at least a two-thirds majority vote, with 25 voting members constituting a quorum, it will then have a second vote to approve the compensation and benefits package, and identify any specific duties of the pastor not set out in the Constitution or any other matters pertaining to the service of the pastor by a majority vote. The vote on the compensation and benefits will be by simple majority of those voting members present.
- BL 3.03.** When positions other than the senior pastor are called, the call letter will include a statement that the church intends that any new senior pastor be given the opportunity to select their own called staff. This may require other called positions to submit their resignation within 6 months of the new senior pastor being installed.
- BL 3.04.** When this congregation has voted to call a pastor, it shall issue a Letter of Call to the pastor-elect, in a form approved by the Evangelical Lutheran Church in America.
- BL 3.05.** If a pastor receives a call to another congregation, he or she shall consult with this congregation or at least with the Congregation Council before coming to a decision. The pastor should reach a decision as quickly as possible, normally within three weeks. The pastor shall thereupon notify the congregation and the synodical bishop. When a release has been granted and the call accepted, the pastor shall

terminate the ministry and transfer to the new field of service as soon as is feasible, normally within one month.

- BL 3.06.** A desire for change in pastorate by either this congregation or pastor shall be brought to the attention of the bishop, who shall advise in the matter in accordance with this constitution and with the established procedures of the Evangelical Lutheran Church in America.
- BL 3.07.** This congregation requires that its pastor(s) shall be loyal to the faith and purpose of the Church, the Evangelical Lutheran Church in America, and this Congregation as stated in Chapters 2, 3 and 4 of this Constitution.
- BL 3.08.** Members of the clergy who are qualified according to Chapter 9 of this Constitution may serve as an interim pastor of this congregation with the approval of the Congregation Council.

Chapter 4.

Pastors and Rostered Lay Persons Continuing Education and Sabbaticals

- BL.4.01.** The congregation should expect their pastor/rostered lay persons to be involved in continuing education programs which will provide opportunity for personal development, effectiveness and competency.
- BL.4.02.** Continuing education should be regarded as an essential ongoing process which assists in maintaining and sharpening the professional skills required in a rapidly changing world.
- BL.4.03.** Congregations should give consideration to a continuing education record when granting salary increases and in the call and appointment process.
- BL.4.04.** Continuing education is understood to be “professional growth” and “self renewal” as distinguished from program development, vacation, or synod sponsored learning events. Pastors, rostered lay persons and the congregation will benefit from involvement in continuing education.
- BL.4.05.** It is suggested that the continuing education program be mutually studied and agreed upon by the pastors, rostered lay persons and the congregation using the Continuing Education Covenant. When signed and completed it should be sent to the conference dean or bishop. Continuing education may include courses (CHARIS, etc.), seminary classes, workshops, or independent study, when directed toward a goal.
- BL.4.06.** It is expected that the pastors and rostered lay persons be granted time and funding following the Northeastern Minnesota Synod Guidelines for growth and development including sabbaticals (extended study) as a time for renewal.

Chapter 5.

Structure

- BL.5.01.** The President of the Congregation is the elected official responsible to lead the Congregational Meetings, Congregation Council and the Council Advisory Team. The Senior Pastor reports to the Council Advisory Team and has a close working and supportive relationship with the President who is the leader of the Council Advisory Team. This relationship provides for unity of direction for the activities and programs necessary to meet the ministry needs of the congregation and provide financial support to fund the operations and needs with a balanced budget.
- BL.5.02.** The Senior Pastor is responsible for all full time and part time paid staff, including their work direction, professional development, coaching, mentoring their performance and support for their individual ministries.
- BL.5.03,** For additional information on officers duties see BL. Chapter 7.

Chapter 6.

Congregational Meetings

- BL.6.01.** This congregation shall normally hold semi-annual Congregational Meetings in the months of January and April. In addition, special meetings may be held whenever the need arises as set out in Chapter 10 of the Constitution. The Congregation Council shall announce the time, place and purpose of each meeting. All special meetings will be limited solely for the purpose for which the meeting is called.
- BL.6.02.** A quorum for the conduct of business at a congregational meeting shall consist of 25 voting members.
- BL.6.03.** All actions approved by the congregation shall be by majority vote of those voting members present, except as otherwise provided in this constitution or by state law.

- BL.6.05.** An Annual Congregational Report will be available at least 7 days before the January meeting. The Annual Report will contain summaries of the ministry activities of the past year with expectations for the coming year from the Pastor(s), President, Treasurer, Ministry Team Leaders and church organizations represented on the Congregation Council. The Treasurer's report will also include the budget for the New Year which will be voted for approval at the January meeting.
- BL.6.06.** The primary purpose of the semi-annual congregational meeting in January is to approve the budget and elect the Nominating and Audit Committee representatives. The agenda will include: 1.) Call to Order, 2.) Opening Devotion, 3.) Approval of Minutes, 4.) Annual Reports, 5.) Treasurer's Report, 6.) Approval of the Annual Budget, 7.) Election of two members of the Nominating Committee, 8.) Election of the membership of the Audit Committee, 9.) Old Business, 10.) New Business, and 11.) Closing Prayer.
- BL.6.07.** The primary purpose of the semi-annual meeting in April is to elect officers and approve the slate of team leaders and Synod Assembly voting members. The agenda for the April meeting will include: 1.) Call to Order, 2.) Opening Devotion, 3.) Approval of Minutes, 4.) Treasurer's Report, 5.) Audit Committee Report, 6.) Election of Officers, Ministry Team Leaders and Synod Assembly voting members, 6.) Old Business, 7.) New Business, 8.) Closing Prayer.

Chapter 7. Officers

- BL.7.01.** The officers of this congregation shall be the President, Vice President, Past President, Secretary and Treasurer. The term of office is identified in C11.01.
- BL.7.02.** The officers will be the Council Advisory Team of the Congregation Council. The responsibilities and duties of the Council Advisory Team are identified in BL10.
- BL.7.03.** The President shall preside over all Congregational Meetings, the Council Advisory Team meetings and the Congregation Council meetings.
- BL.7.04.** The Vice President shall be the presiding officer in the absence of the President.
- BL.7.05.** The officers will meet monthly or as needed as a Council Advisory Team.
- BL.7.06.** The Secretary shall keep a permanent record of all meetings of the congregation, the Congregation Council and the Council Advisory Team. The Secretary will preserve the written record of this congregation.
- BL.7.07.** The Treasurer shall have familiarity and experience with the use of generally accepted accounting procedures (GAAP). The Treasurer will also be custodian of all funds of this congregation and shall supervise all accounts pertaining to the activities of this congregation. This does not include the Mission Endowment Fund or the Gifts and Memorials Committee.
- BL.7.08.** The officers of this congregation shall be voting members of the Congregation Council.

Chapter 8. Congregation Council

- BL.8.01.** The Congregation Council will consist of seventeen members including the President, Vice President, Past President, Secretary, Treasurer, Pastor(s), Ministry Team Leaders, the President or a representative of WELCA, and Director or church member representative of New Horizons Christian School (NHCS).
- BL.8.02.** The responsibilities and duties of the Congregation Council shall include the following:
 - a. Meet the ministry needs of the congregation by identifying the number, makeup and purpose for existence of the Ministry Teams.
 - b. Involve members in the active life of the congregation and create opportunities for worship, learning, witness, service and support.
 - c. Lead the congregation in stating and achieving its mission, long range planning and goal accomplishments in support of the ministry activities and programs.
 - d. Oversee and provide for the administration of this congregation to enable it to fulfill its functions and perform its mission.
 - e. Maintain supportive relationships with the pastor(s) and staff and help them in the fulfillment of their duties.
 - f. Generate and be open to new ideas and stimulate existing ministries.
 - g. Devise a process of involving the congregation in the development of new ideas.

- h. Model the life styles and ministry expected of all baptized persons.
- i. Participate in the interview process and selection of non-pastoral staff when the Ministry Team has responsibility or a close relationship.
- j. Produce an annual balanced budget and be fiscally responsible throughout the year to manage the finances for a balanced year end.
- k. Identify and secure resources necessary to meet ministry needs.
- l. Resolve disagreements and misunderstandings that occur within the congregation in a win-win approach.
- m. Determine the appropriate use of church properties and other policy matters.
- n. Communicate important information to the congregation.
- o. Make temporary appointments to fill vacant positions on the Congregation Council.
- p. Make Nominating Committee recommendations with input from the congregation to be voted on at the semi-annual congregational meeting in January.
- q. Appoint the membership of the Audit Committee for approval at the semi-annual congregational meeting in January.
- r. Establish committees or task forces to carry out duties or task assignments which are not the responsibility of an existing Ministry Team.
- s. A quorum for the transaction of business at a Congregation Council meeting shall consist of a majority of the voting members of the Congregation Council.
- t. Minutes for Congregation Council meetings may be approved by email.

**Chapter 9.
Ministry Teams**

BL.9.01. There are nine Ministry Teams. They are:

- a. Christian Education Team
- b. Church Properties Team
- c. Palanca Team
- d. Welcome Team
- e. Fellowship Team
- f. Stewardship Team
- g. Youth Ministry Team
- h. Worship, Arts and Music Team
- i. Church in Society Team

BL.9.02. Each Ministry Team shall be responsible for the following:

- a. Ministry development.
- b. Administration, staffing and execution of these ministries.
- c. Development of budgets.
- d. Maintenance of records of activities.
- e. Periodic review of ministries, mission and vision.

BL.9.03. The purpose and responsibilities of the Ministry Teams are as follows:

a) Christian Education Team

The Christian Education Ministry Team will teach the Good News of Jesus Christ and nurture discipleship in children, youth, and adults of our church family, community and beyond.

b) Church Properties Team

The church properties team shall inspect and inventory all church properties, equipment and maintenance supplies. The team shall oversee maintenance and repairs of all church properties. It shall set a budget for maintenance and repairs. The principals of this team may be carried out either by team members or in cooperation with other congregational members.

c) Palanca Team

The purpose of the Palanca Team is to nurture the spiritual life of the pastors, youth workers and congregation members and provide spiritual guidance in everything pertaining to the worship and spiritual growth of the congregation.

d) Welcome Team

The Welcome Team shall coordinate the efforts of the members of OSLC to share with others the knowledge of

Christ, encourage visitors to worship and become members and to aid in keeping current members active in the pursuit of knowing Christ.

e) Fellowship Team

The Fellowship Team shall promote a sense of community and caring among the members of this congregation, their families and friends by providing opportunities for fellowship through special events throughout the year. The team will be responsible for budgeting, planning and promoting these events.

f) Stewardship Team

The Stewardship team shall help the members of Our Saviors grow in response to God's love and grace by encouraging first fruits giving of time, talents, and resources. The team will be responsible for an annual stewardship program with complete records and results of each program maintained in the electronic files of the church. The team will assist in team leadership growth by developing training and programs as needed to help people grow in their faith in God and in their Christian leadership skills. The team will use the gifts and talents inventory completed by Our Saviors members to help ensure spiritual growth of each volunteer and to coordinate those volunteer opportunities.

g) Youth Ministry Team

The Youth Ministry Team will advise and be a sounding board to the person leading youth ministry. Together, we will find ways to involve youth in programs, to have fun together, to teach faith formation and generate opportunities for discipleship, and to include all generations in youth ministry whenever possible.

h) Worship, Arts and Music Team

The ministry team of Worship, Arts and Music shall design reverent, inspiring and joyous worship experiences for members of this congregation and for visitors. The ministry team shall seek to create a sense of faithful praise and true community during worship, to make all attending feel welcome, to nurture their spiritual life and to fulfill the true mission of the Church, which is discipleship. In keeping with the Lutheran tradition the ministry team shall ensure that music and the arts are a regular and vital component of worship services that reflect the faith and mission of the congregation.

j) Church in Society Team

The Church in Society Ministry Team is called to address the congregation in local, national and global social, peace and justice issues from a Lutheran perspective, interfacing Word and World by providing opportunities for each person to understand and act out of their faith and conscience. We would deal with issues of hunger, poverty, economics, jobs, creation, care, war and peace, election issues, human sexuality and pertinent issues of faith and life.

Chapter 10.

Council Advisory Team

BL.10.01. The Council Advisory Team will:

- a. Provide planning, organizing and leadership as a support team to the Congregation Council.
- b. Meet regularly and as needed.
- c. Decide appropriate action, such as Congregation Council input, information or involvement, on issues and concerns that arise between Congregation Council meetings. This team will deal with issues that are serious and urgent and involve the Congregation Council as soon as possible if the issue is a Congregation Council responsibility.
- d. Set the agenda for the Congregation Council.
- e. With the pastor(s), interview for hire all non-pastoral staff, working closely with the responsible Ministry Team. The Council Advisory Team will recommend candidates to the Congregation Council for final approval.
- f. Recommend and oversee a process for proper job descriptions, personnel policies, supervisory process and annual evaluations for all paid personnel.
- g. Recommend salary adjustments, wages or other benefit changes to the Congregation Council for inclusion in the annual budget.
- h. Recommend the compensation and benefit package when staff members are hired.
- i. With the Senior Pastor, resolve personnel problems that occur within non-pastoral staff. The Council Advisory Team and Senior Pastor shall be responsible for disciplinary measures including separation if necessary.

- j. Call special Congregation Council meetings when necessary, including recommendations to the Congregation Council for special congregational meetings
- k. Address staffing vacancies and other staffing issues.
- l. Review the pastor's performance annually and provide periodic feedback.
- m. The bookkeeper will report to the Treasurer.
- n. Minutes of the Council Advisory Team may be approved by email.

Chapter 11.

Audit Committee

BL.11.01. The members of the Audit Committee shall be elected for a term of two years. The nominations will be made by the Congregation Council for approval by the congregation at the semi-annual meeting in January. The members of the Audit Committee shall not be members of the Congregation Council. Members of the Audit Committee shall be eligible for re-election.

BL.11.02. The Audit Committee shall audit all of the financial records under the umbrella of this congregation each year using generally accepted accounting procedures (GAAP). The committee shall submit a report to the Congregation Council prior to the semi-annual meeting in April. The written report will be included in the President's report to the congregation.

Chapter 12.

Synod Assembly Voting Members

BL.12.01. Synod Assembly voting members will be chosen by the Congregation at the annual meeting in January. The number of Synod Assembly voting members representing this congregation will be determined by the Northeastern Minnesota Synod of the Evangelical Lutheran Church in America.