

BYLAWS TO THE CONSTITUTION

OUR REDEEMER'S LUTHERAN BRETHERN CHURCH

Revised as of February 16, 2022

ARTICLE I – CONGREGATIONAL LEADERSHIP

A. Pastor(s)

1. The Call Committee is responsible for calling the pastor(s) who will shepherd the congregation.
2. The Call Committee shall be composed of:
 - a. The chairman of the congregation
 - b. All pastors
 - c. No less than two (2) elders (non-pastoral)
 - d. All ministry boards and standing committees shall be offered the opportunity to appoint one (1) representative
 - e. Two (2) non-pastoral staff members
 - f. Two (2) active members from the congregation at large
3. The Call Committee shall be chaired by the chairman of the congregation. In consultation with the synodical president, it shall evaluate the needs of the congregation and seek candidates for consideration.
 - a. Once a candidate has been identified, the Call Committee shall present the candidate to the congregation. The congregation shall be notified no less than ten (10) days prior to the presentation of the candidate.
 - b. The Call Committee shall schedule an informal meeting to receive feedback from the congregation no more than ten (10) days after the presentation of the candidate.
 - c. No more than ten (10) days after the meeting, the Call Committee will vote to determine whether or not to extend a letter of call to the candidate.
 - d. The candidate must receive a two-thirds (2/3) vote of approval by the call committee.

4. The dismissal of a pastor shall take place according to the same process as the dismissal of an elder.

B. Ministry Support Staff

1. Ministry Support Staff positions will be created by the Board of Elders.
2. The detailed description of each Ministry Support Staff position shall be included in the policy manual.
3. Business Administrator
 - a. The Business Administrator is accountable to the Board of Elders.
 - b. The Business Administrator shall provide monthly financial and facility reports to the Board of Trustees and the Our Redeemer's Christian School Board.
 - c. A detailed description of the Business Administrator's role and responsibilities is included in the Business Administrator's job description.

C. The Board of Elders

1. Election
 - a. The Board of Elders shall prepare a list of prospective elder candidates. These prospective candidates will be contacted to determine if they are interested in serving as elders. Those that wish to serve as elders are then considered elder candidates.
 - b. The Board of Elders will then introduce these elder candidates to the congregation at a duly convened annual or special business meeting.
 - c. Election to the Board of Elders requires a two-thirds (2/3) vote of the active members in attendance at that meeting.
2. Additionally, the Board of Elders shall:
 - a. Determine the date and time for the annual, and any special business meetings, or any other informational meetings.
 - b. Develop, promote, and supervise a continuing program of evangelism and discipleship with activities suited for all congregational age groups. They shall provide the leadership for this program and shall recruit and train lay leaders from the congregation to carry it out.
3. Dismissal of an Elder/Pastor - An elder/pastor who violates the responsibility of his office, or does not receive the vote of confidence at an annual business meeting, may be removed from the office by applying the following procedure:

- a. The office of elder/pastor comes up for review every three years on a rotating basis at which time both the elder and the congregation are free to express themselves as to his continued service. This “vote of confidence” requires a two-thirds (2/3) vote of the active members in attendance at a duly convened annual business meeting. If the elder does not receive a two-thirds (2/3) vote of confidence, the matter will be sent to the Board of Elders.

Alternatively, an elder/pastor or other member of the congregation may bring a charge before the entire Board of Elders which will carefully review its validity.

- b. The elder/pastor in question must be allowed to answer the charge in person before the board, but will leave the room during the discussion of his case and final vote.
- c. If, by a two-thirds (2/3) vote of all elders excluding the elder/pastor in question, the board concurs with the charge, the elder/pastor shall forfeit his position and duties, or, at his discretion, be allowed to gracefully resign.
- d. The Board of Elders shall, to the greatest extent practical, follow all Biblical guidance and/or procedure in matters of discipline.
- e. Upon the resignation or dismissal of an elder/pastor, the Board of Elders shall call a congregational meeting for communication and feedback.

4. Voluntary Change of Status

- a. An elder may retire because of ill health, advanced age, or for any other valid reason.
- b. An elder may take a leave of absence with the approval of the Board of Elders.
- c. An elder may, upon recommendation of the Board of Elders, become an elder emeritus.

ARTICLE II – MINISTRY BOARDS AND STANDING COMMITTEES

All boards and standing committees of the congregation operate under the authority of the Board of Elders.

A. General Provisions

1. Board Provisions

- a. A quorum of more than fifty (50) percent of voting board members is required at meetings to conduct business.

- b. Filling an unexpired term does not constitute a full term.
- c. If a ministry board has a vacancy, the Board of Elders may appoint a replacement. The appointee will appear on the ballot for election at the next annual business meeting of the congregation to fill the remainder of the unexpired term.

2. Standing Committee Provisions

- a. A quorum of more than fifty (50) percent of voting committee members is required at meetings to conduct business.
- b. Upon the recommendation of the Committee Chairperson and the Executive Pastor, Standing Committee members will be appointed by the Elder Board Chairman with Board of Elder approval.
- c. Standing Committee members will not have a defined term of service.

B. Board of Trustees - This board shall:

- 1. Be composed of a minimum of five (5) active members of the congregation and a minimum of two (2) representatives from the Board of Elders.
- 2. Have a term of office consisting of three (3) years and limited to two (2) consecutive terms. The representatives from the Board of Elders shall be appointed by the Board of Elders on an annual basis.
- 3. Oversee the management of the facilities and the financial affairs of the congregation under the direction of the Board of Elders and submit reports to the Board of Elders and all congregational business meetings.
- 4. Work with the Business Administrator to efficiently and effectively manage all real and personal property belonging to the congregation.
- 5. Transact all other business of the congregation assigned it at a congregational business meeting or by the Board of Elders.

C. Our Redeemer's Christian School Board - This board shall:

- 1. Provide for and promote the opportunity for education in a Christian environment to the families of Minot and the surrounding area.
- 2. Have a term of office consisting of three (3) years and limited to two (2) consecutive terms.
- 3. Consist of eleven (11) members where:
 - a. Seven (7) of these board members must be active members of Our Redeemer's Lutheran Brethren Church.

- b. The remaining four (4) board members shall be non-members of Our Redeemer's Lutheran Brethren Church who are confessing Christians from within the school body and/or the community at large.
 - c. The chair and vice-chair of the board shall be active members of Our Redeemer's Lutheran Brethren Church.
- 4. Conduct closed meetings consisting only of the 11 members, ex-officio members, and invited guests.
- 5. Recommend School Administrator candidates to the Board of Elders for approval to call or recommend for dismissal.
- 6. In concert with the School Administrator, oversee the educational and extracurricular programs, as well as other functions, of Our Redeemer's Christian School.
- 7. Submit annually an itemized budget of projected income and expenditures to the Board of Trustees.

D. Nominating Board - This board shall:

- 1. Be composed of:
 - a. the Business Administrator
 - b. two (2) elders selected by the Board of Elders
 - c. three (3) active members elected by the congregation at the annual business meeting.
- 2. Present a candidate for each elective office (with the exception of elders, whose nominations will be made by the Board of Elders) which must be filled at the annual meeting.
- 3. Have a term of office for the elected members consisting of one (1) year and limited to two (2) consecutive terms.

E. Children's Ministry Standing Committee - This standing committee shall:

- 1. Provide for the spiritual development of the children (preschool through grade six) of the congregation through Sunday school, mid-week children's ministry, Vacation Bible School, or other appropriate programs.
- 2. Serve and support the Children's Ministry staff. The Children's Ministry Director will serve as the chairperson of the committee.
- 3. Select or supervise, in conjunction with the Board of Elders, the selection of curricula, texts, and other educational materials to be used by the various groups

and programs under its supervision.

4. Submit annually an itemized proposed budget of projected income and expenditures to the Board of Trustees.

F. Student Ministries Standing Committee - This standing committee shall:

1. Organize, supervise, and encourage appropriate activities in order to foster the spiritual growth of and provide Christian fellowship opportunities for the youth (grades 7-12). The initiation and oversight of discipling activities among the youth will be a paramount duty.
2. Provide Sunday school or Bible study classes and participation in other available Christian educational activities for the youth in the congregation.
3. Serve and support the Student Ministry staff. The Student Ministries Director will serve as the chairperson of the committee.
4. Submit annually an itemized proposed budget of projected income and expenditures to the Board of Trustees.

ARTICLE III – MEETINGS

A. Annual Congregational Business Meeting

1. The annual business meeting of the congregation shall be held on or before March 1st.
2. Active members shall be notified by mail, telephone, or electronic means not less than ten (10) days or more than fifty (50) days prior to the meeting.
3. Only active members who have attained legal voting age shall be eligible to vote at this meeting. However, all parishioners of the congregation are also to be encouraged to attend and may be given speaking rights by vote of the congregation.
4. At the annual meeting, the officers and board members of the congregation shall be elected and the budget approved. Reports from the officers, Board of Elders, and other boards and committees shall be presented.

B. Special Business Meetings

1. Special business meetings may be held as often as deemed necessary by the Board of Elders. In the event of a special meeting, the notice shall contain the purpose of the meeting (Note – this section is North Dakota law).
2. All active members shall be notified by mail, telephone, or electronic means not less than seven (7) days or more than fifty (50) days prior to the meeting. In the

case of an urgent need, as determined by the Board of Elders and Board of Trustees, a special business meeting may be called in less than seven (7) days with members being notified by telephone or electronic means.

C. Quorum

1. A quorum of twenty five (25) percent of the active members is required at every business meeting of the congregation in order to transact legal business.
2. Active members may notify the church office of their inability to attend a business meeting. Those individuals will not be counted in the number needed to reach a quorum as long as one (1) of the following conditions are met:
 - a. The member is out of town and it is impractical for them to return for the meeting.
 - b. The member is experiencing prolonged illness or another condition or circumstance that makes attendance impractical.

D. Meeting Procedures

1. Robert's Rules of Order, latest edition, shall govern all annual and special business meetings except when it is in contradiction with the church constitution or bylaws.

ARTICLE IV – LIMITS TO EXPENDITURES

Non-budgeted Expenditures exceeding \$100,000.00 must be approved by the congregation, except in the case of emergencies. No long term debt shall be incurred without the approval of the active members at a special or annual business meeting.

ARTICLE V – BUDGETING PROCESS

- A. The Board of Trustees shall notify all active members when the proposed budget is available for review.
- B. Active members shall have no less than ten (10) days to submit a written request to amend the proposed budget to the Board of Trustees using a provided form.
- C. The Board of Trustees shall consider all requests and release an amended budget within fourteen (14) days.
- D. All active members shall be notified of the congregational budget review meeting to be held after members have had sufficient time to review the amended budget. No changes may be made to the proposed budget at this meeting unless they were previously submitted in writing as defined above.
- E. All active members who attend the budget review meeting will vote to approve a budget to be sent to the annual business meeting for final approval.

ARTICLE VI – FINANCIAL AUDIT

There will be an annual financial audit or review conducted by a qualified independent auditor.

- A. The audit shall include all ministries and functions of Our Redeemer's Lutheran Brethren Church.
- B. The audit shall be scheduled by the Board of Trustees in cooperation with the Treasurer and Business Administrator.
- C. The Board of Elders will receive the report from the auditor.
- D. A copy of the report shall be available in the church office for review by any Active Member.