

BYLAWS FOR LUTHERAN CHURCH of the RESURRECTION

Prepared by the Structure Taskforce

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TABLE OF CONTENTS	PAGE #
Chapter 1 Vision Statement	4
Chapter 2 Fiscal Year	4
Chapter 3 Program Year	4
Chapter 4 Congregation Meeting	4
Chapter 5 Annual Report	4
Chapter 6 Nominations and Elections	5
Chapter 7 Organizational Structure	5
Chapter 8 Leadership Roundtable	6
Chapter 9 Duties and Responsibilities of the Congregation Council	6
Chapter 10 Duties and Responsibilities of the Congregation Council Positions	7
B10.01 The President	7
B10.02 The Vice President	8
B10.03 The Secretary	8
B10.04 The Treasurer	8
B10.05 The Members At Large	9
B10.06 The Youth Member	9
Chapter 11 Congregation Council Meetings	9
Chapter 12 Duties and Responsibilities of the Lead Pastor	10
Chapter 13 Duties and Responsibilities of the Congregation Teams	10
B13.01 The Executive Team	10
B13.02 The Audit Team	11
B13.03 The Call Team	11
B13.04 The Endowment Team	11
B13.05 Nominating Team	11
B13.06 Staff Human Resources Teams	11
Chapter 14 Core Support Teams	11
Chapter 15 Duties and Responsibilities of the Core Support Team Leader	12
Chapter 16 Duties and Responsibilities of the Core Support Teams	12
B16.01 The Archives Team	12
B16.02 The Finance Team	13
B16.03 The Nominating Team	13
B16.04 The Physical Assets Administration Team	14

B16.05	The Staff Human Resources Team	15
B16.06	The Technology Team	15
Chapter 17	Core Ministry Teams	16
Chapter 18	Duties and Responsibilities of the Core Ministry Team Leader	17
Chapter 19	Core Ministry Staff	17
Chapter 20	Core Ministry Team Leader Meetings	18
Chapter 21	Duties and Responsibilities of the Core Ministry Teams	18
B21.01	The Adult Faith Formation Team	18
B21.02	The Christian Response Team	19
B21.03	The Communication Team	19
B21.04	The Evangelism Team	19
B21.05	The Facilities Team	20
B21.06	The Hospitality Team	20
B21.07	The Outreach Team	21
B21.08	The Worship & Music Team	21
B21.09	The Children & Youth Team	22
Chapter 22	Salaried Lay Workers	23
B22.01	Core Staff	23
B22.02	Supplement Staff	23
B22.03	Contract Employees	23
Chapter 23	Inactive Members	23
B23.01	Inactive Member	23
B23.02	Inactive Baptized Member	23
Chapter 24	Constitution & Bylaws Review	24
Chapter 25	Continuing Resolutions Review	24
Chapter 26	Church Office	24
Chapter 27	Archives	24
Chapter 28	Conflicts	24
Appendix	Exhibit A - Organizational Structure	
	Exhibit B – Policy & Procedure Responsibility Chart	

Chapter 1 VISION STATEMENT

B1.01 **To be a vibrant faith community of disciples embracing daily discipleship, weekly worship, regular groups and committed serving. To deepen people's relationship with Jesus Christ and each other.**

Daily Discipleship – What children, youth and adults do every day to connect with Jesus.

Weekly Worship God's family, including children, youth and adults, celebrating in Word and Sacrament wherever you are.

Regular Groups – Small groups and classes that regularly gather to build children, youth and adult relationships with Jesus and each other.

Committed Serving – How children, youth and adults live out God's call to serve.

Chapter 2 FISCAL YEAR

B2.01 The **Fiscal Year** of this congregation shall begin June 1 of each calendar year and end May 31 of the following year.

Chapter 3 PROGRAM YEAR

B3.01 The **Program Year** of this congregation shall begin June 1 of each calendar year and end May 31 of the following year.

Chapter 4 CONGREGATION MEETING

B4.01 The Congregation Meeting as required in **C10.01** of the constitution shall be held to elect officers, Council members, Nominating Team members and Synod Assembly Representatives, to approve Annual Reports, to approve the year end Treasurer's Report, to adopt the annual budget for the following fiscal year, and to address any other matters of business as needed. This meeting shall be held in April or the first Sunday in May each year. The roster of voting members shall be available at this meeting.

Chapter 5 ANNUAL REPORT

B5.01 All Core Teams shall submit a brief written report to the Congregation Council, for inclusion in the Annual Report of the Congregation Council to be presented for approval by this congregation at the Congregation Meeting as required in **C12.09** of the constitution.

Chapter 6 NOMINATIONS AND ELECTIONS

- B6.01** The Nominating Team shall nominate one candidate for each office and Congregation Council position to be filled. Nominations will be submitted to the Congregation Council at least two months prior to the Congregation Meeting and submitted in writing to the congregation at least two weeks prior to said Congregation Meeting.
- B6.02** The president, secretary, and at least one half of the members-at-large shall be elected in the odd numbered years. The vice president, treasurer and at least one half of the members-at-large shall be elected in the even numbered years.
- B6.03** The Nominating Team shall nominate one candidate for each Synod Assembly Representative as required in **C5.04** of the constitution. Nominations will be submitted to the Congregation Council at least two months prior to the Congregation Meeting and submitted in writing to the congregation at least two weeks prior to said Congregation Meeting.
- B6.04** When needed the Congregation Council shall nominate one candidate for each Nominating Team position that is vacated, including the Team Leader. Nominations will be submitted in writing to the congregation at least two weeks prior to the Congregation Meeting. Should a pre-term vacancy occur on the Nominating Team, the congregation council shall elect, by a majority vote, a successor to complete the vacant term.
- B6.05** Additional nominations for positions listed in **B6.01- B6.04**, may be made by any member of this congregation prior to the meeting or from the floor providing the nominee is a voting member of this congregation and has agreed to serve if elected. In the event of a nomination from the floor, voting members present will add such nominees to their ballot.
- B6.06** Core Team Leaders are recommended by the Nominating Team and approved and appointed by Congregation Council for a two year term, except in the case where a Core Staff member will be the Team Leader, in accordance with **B19.01b** of these bylaws.
- B6.07** The Nominating Team shall recommend one candidate for each Audit Team member position as required in **C13.03** of the constitution. Recommendations will be submitted to the Congregation Council prior to the end of each Council term for election and appointment by the council.
- B6.08** Members of the Finance, Physical Assets Administration, Staff Human Resources Teams, as well as the Financial and Membership Secretaries are recommended by the Nominating Team and approved and appointed by Congregation Council. Mid-term vacancies will be filled in accordance with C12.03.
- B6.09** When needed, the Congregation Council shall nominate one candidate for each Endowment Team position that is vacated, including Team Leader. Nominations will be submitted in writing to the congregation at least two weeks prior to the Congregation Meeting. Should a pre-term vacancy occur on the Endowment Team, the congregation council shall elect, by a majority vote, a successor to complete the vacant term, following the Endowment Guidelines.

Chapter 7 ORGANIZATIONAL STRUCTURE

- B7.01** To assure all aspects and purposes of this congregation included in the constitution are accomplished and in specific accordance with **C4.04** of the constitution, all functions, ministries and activities of this congregation will be within the following organizational structure:

Led by the one true Triune God, driven by our vision, and serving this congregation, the Congregation Council and Lead Pastor, working together, will have general oversight of all functions, ministries and activities of this congregation. The Congregation Council will specifically oversee all business of the church and the Lead Pastor, with the assistance of the

(Organization Structure continues)

Core Staff, will specifically oversee all ministries of the church. To further accomplish this goal of assurance, there will be six Core Support Teams, nine Core Ministry Teams and a Leadership Roundtable. Each Team will have a Team Leader. The Core Support Teams are Archives, Finance, Nominating, Physical Assets Administration, Staff Human Resources and Technology. The Core Ministry Teams are Adult Faith Formation, Communications, Evangelism, Facilities, Hospitality, Outreach, Christian Response, Worship & Music, and Children & Youth. The Leadership Roundtable includes the officers and members of the Congregation Council, pastor(s), Core Staff and Core Team Leaders. All functions, ministries and activities of this congregation will support and/or further the vision.

(See Exhibit A –Parts 1 and 2 Visual diagrams of Organizational Structure)

Chapter 8 LEADERSHIP ROUNDTABLE

- B8.01** The Leadership Roundtable is made up of the pastor(s), Core Ministry Team Leaders, Congregation Council members including the youth member, Core Support Team Leaders, and Core Staff. They will meet at least semi-annually or more often as deemed appropriate by the attendees, for the purpose of:
- One meeting to prepare and review the church's activities to develop the annual budget. May also review and adjust the calendar.
 - One meeting to identify the church's programs and initiatives, and develop the calendar for the upcoming program year.
 - Providing a forum to coordinate activities that further this congregation's vision, sharing goals and efforts, supporting each other, and encouraging leadership growth.
- B8.02** Executive Team calls the meeting, sets the agenda and notifies all attendees of meeting time and date.
- B8.03** President of the Congregation Council presides and secretary of the Congregation Council takes notes to be distributed to all attendees.

Chapter 9 DUTIES AND RESPONSIBILITIES OF THE CONGREGATION COUNCIL

- B9.01** In addition to the responsibilities listed in **Chapter 12** of the constitution and to fulfill the assurance of the organizational structure, the Congregation Council will:
- Partner with the Lead Pastor and staff in the business and operations of the Church to further the vision of this congregation with specific responsibility for the Core Support Teams.
 - Be comprised of the Executive Team, a youth member and four to eight at-large members. Each member will have voice and vote; however if the youth member, is under the age of 18, he or she will not vote on financial matters in accordance with Georgia law.
 - Annually may delegate to the Lead Pastor, by continuing resolution, specific responsibility for the Core Ministry Teams.
 - Appoint special Teams and Task Forces as needed for specific purposes, in compliance with **Chapter 13** of the constitution, specifically **C13.06** and **C13.07**. All such appointed groups report directly to the Congregation Council.
 - Nominate candidates for election to the Nominating Team in accordance with **C13.02** of the constitution and **B6.04** of the bylaws.
 - Be responsible for approval of church policies, fiscal policies and personnel practices, in the form of continuing resolutions as described in Roberts Rules of Order.

(Duties of Congregation Council continues)

- g. Be responsible for maintaining and promoting the vision and long range plan.
- h. Assess current programs and facilities to support the vision.
- i. Develop a long range plan to achieve and support the vision.
- j. Establish a process for annually measuring and reviewing the vision.
- k. Updating the long range plan to be consistent with the vision.
- l. Actively survey and listen to this congregation for performance against the vision.
- m. Be responsible for preparing a budget for congregation approval.
- n. Ensure annual evaluation of the Lead Pastor.
- o. Ensure that each Core Team has a Leader, in accordance with **B6.06** of the bylaws.
- p. Direct the maintenance of congregational records.
- q. Provide bonding for those with access to funds.
- r. Communicate with the congregation as needed.
- s. Be responsible for preparing and publishing an Annual Report to be presented to congregation for approval.
- t. Ensure an annual audit.
- u. Ensure new continuing resolutions are received by all Core Team Leaders, in written form, no more than two weeks after the resolution is passed.
- v. Nominate candidates for election to the Endowment Team in accordance with **B6.09** of the bylaws.

Chapter 10 DUTIES AND RESPONSIBILITIES OF THE CONGREGATION COUNCIL POSITIONS

B10.01 The president will:

- a. Preside at all Congregation Council, Executive Team, Leadership Roundtable and Congregation meetings including the Council retreat.
- b. Be responsible for enforcement of the constitution and bylaws of this congregation and to carry out the expressed will of this congregation and Congregation Council as embodied in the continuing resolutions.
- c. Ensure that Robert's Rules of Order, latest edition, is used to govern parliamentary procedure at all Congregation Council and Congregation Meetings.
- e. Call meetings of the Executive Team.
- f. Not serve as a Team Leader but may serve on a Core Team.
- g. Conduct all official correspondence of the congregation as directed by the Congregation Council or congregation.
- h. Be authorized as a signer, in the absence of the treasurer, of all checks for payment of bills, salaries or other financial commitments of the congregation, in accordance with the Financial Operating Procedures.

B10.02 The vice president will:

- a. Perform the duties of the president in his/her absence, during his/her disability, or at his/her request.
- b. Succeed to the presidency at the resignation, dismissal or death of the president until the next election.
- c. Not serve as a Team Leader but may serve on a Core Team.
- d. Attend all Congregation Council meetings including the retreat and Leadership Roundtables.
- e. Be a member of the Executive Team.
- f. Be responsible for confirming that all Congregation Council and Executive Team actions are in compliance with the constitution and bylaws.
- g. Be authorized as a signer, in the absence of the treasurer, of all checks for payment of bills, salaries or other financial commitments of the congregation, in accordance with the Financial Operating Procedures.

B10.03 The secretary will:

- a. Be responsible for the recording of minutes of all Congregation Council, Executive Team, Congregation and Leadership Roundtable meetings, and enter said minutes into a permanent record book over his/her signature.
- b. Provide Congregation Council meeting minutes to each Council member prior to/at the next meeting.
- c. Distribute copies of the Congregation Council meeting minutes to all Council members following approval by the Congregation Council. Copies may be distributed electronically; hard copies shall be available at the church for any member of the congregation.
- d. Be responsible for notifying the congregation of all communications approved by the Congregation Council including meeting notices.
- e. Record all amendments, bylaws, and continuing resolutions on the master copy of the constitution.
- f. Conduct correspondence authorized by the president, Congregation Council or congregation.
- g. Appoint a substitute in the event he/she cannot personally take the minutes. If no substitute has been secured, the presiding officer will appoint an attending Council member to take minutes.
- h. Oversee the Archives Team to ensure the maintenance of the archives of this congregation are being done in accordance B16.01.
- i. Not serve as a Team Leader but may serve on a Core Team.
- j. Attend all Congregation Council meetings including the retreat and Leadership Roundtables.
- k. Be a member of the Executive Team.
- l. Be authorized as a signer, in absence of the treasurer, of all checks for payment of bills, salaries or other financial commitments of congregation, in accordance with the Financial Operating Procedures.

B10.04 The treasurer will:

- a. Be responsible for the accurate recording of congregation receipts, disbursements, and budgeted and actual expenditures, including payroll, according to proper accounting procedures. Suggest improved methods to the Finance Team for consideration.
- b. Be responsible for training and working with a bookkeeper.
- c. Present a written financial report annually to this congregation.
- d. Provide a monthly financial report to the Congregation Council including year-to-date income, expenses, budget amounts and fund balances.

(Treasurer Responsibilities continues)

- e. Notify the Congregation Council when the general operating account falls below the designated minimum amount (equal to the average monthly expenditures, based on a 12 month average) and request an immediate recommendation or plan of action.
- f. Be responsible for monthly remission of offerings to missions and church agencies and for prompt payment of salaries and bills authorized by the Core Team Leaders, the Congregation Council, Core Staff member, or the pastor(s) including reimbursement of members of the congregation for documented expenses approved by the appropriate position, all in accordance with the Financial Operating Procedure.
- g. Be authorized as the primary and preferred signer of all checks and electronic transactions for payment of bills, salaries or other financial commitments of the congregation, in accordance with the Financial Operating Procedures.
- h. Ensure any records requested by the Congregation Council, Core Team Leaders or Audit Team are provided to assist in the execution of their respective responsibilities related to budget and other financial matters.
- i. Monitor the cash position of the bank accounts and investments and act upon the recommendations of the Finance Team with the approval of the Congregation Council.
- j. Be a member of the Finance Team, but not the Team Leader.
- k. Attend all Congregation Council meetings including the retreat and Leadership Roundtables.
- l. Be a member of the Executive Team.

B10.05 The members-at-large will:

- a. Strive to serve as an active member of a Core Support Team or Task Force, but not as a Core Support Team Leader.
- b. Not serve as a Core Ministry Team Leader, but may serve on a Core Ministry Team.
- c. Attend all Congregation Council meetings including the retreat and Leadership Roundtables.

B10.06 The youth member will:

- a. Represent the youth of this congregation with voice and vote except does not vote, if under age 18, on financial matters in accordance with Georgia law.
- b. Not be required to be a member of a Core Support Team.
- c. Attend all Congregation Council meetings including the retreat and Leadership Roundtables.

Chapter 11 CONGREGATION COUNCIL MEETINGS

- B11.01 Regular Congregation Council meetings** shall be held without notice on a day and time certain and place certain each month, to provide for general oversight of the life and activity of this congregation in compliance with the constitution, bylaws and continuing resolutions. A calendar of regular meetings will be published and maintained.
- B11.02 Special meetings of the Congregation Council** may be called at any time by the pastor(s), the president, the vice president or by a majority of the Congregation Council, to be held at a time and place stated in the notice of the meeting.
- B11.03 Notice of all special meetings of the Congregation Council** shall be given to each Congregation Council member at least 24 hours prior to such meeting orally or electronically, provided a return receipt notice is attached.

(Congregation Council Meetings continues)

B11.04 The voting at all meetings requires a quorum as stated in **C12.12** of the constitution. Voting may be via voice, but any qualified voter may demand a secret vote whereupon such vote shall be taken by ballot. At any meeting every person having the right to vote shall be entitled to vote in person only, not by proxy. Each person shall have one vote.

Chapter 12 DUTIES AND RESPONSIBILITIES OF THE LEAD PASTOR

B12.01 In addition to the responsibilities listed in **Chapter 9** of the constitution and in the Lead-Pastor Ministry Description provided by the Staff Human Resources Team and to fulfill the assurance of the organizational structure, **the Lead Pastor will:**

- a. Partner with Congregation Council and Core Staff in the business and operations of the Church to further the vision of this congregation with specific responsibility for the Core Ministry Teams and Core Staff as delegated by the Congregation Council.
- b. Provide vision and leadership to Core Staff and congregation and support this congregation's vision and goals.
- c. Manage Core Staff on a day-to-day basis including providing ministry descriptions and development plans with performance evaluations at least annually.
- d. Ensure that Core Staff members are aligned with Core Ministry Team Leaders to conduct the day-to-day ministries of this congregation.
- e. Ensure regular staff meetings are held and lead as appropriate.
- f. Elevate issues to the Congregation Council as needed.
- g. Serve as a voting member of both the Congregation Council and the Executive Team. Attend all meetings of both groups including the Council retreat.
- h. Comply with responsibilities as outlined in constitution, bylaws and continuing resolutions.
- i. Chair Core Ministry Team Leader meetings, setting the agenda with Core Staff.
- j. Attend all Leadership Roundtables.

Chapter 13 DUTIES AND RESPONSIBILITIES OF THE CONGREGATION TEAMS

B13.01 The Executive Team will:

- a. Consist of the Pastor(s), president, vice president, secretary, treasurer and the staff person designated as resource to Council, in accordance with **C13.01** of the constitution.
- b. Meet regularly to organize Congregation Council and Congregation Meetings.
- c. Solicit input from the Congregation Council, Core Staff and Core Team Leaders and set each Congregation Council and Congregation Meeting agenda.
- d. Ensure that all Core Team Leaders are carrying out their respective duties in accordance with the constitution and bylaws.
- e. Obtain legal information necessary for the wise consideration of contracts, deeds, etc. by the Congregation Council/congregation.
- f. Designate the officers to sign official documents and contracts that have been negotiated and approved by the Congregation Council/congregation.
- g. Communicate with this congregation and others outside this congregation as needed.

(Executive Team continues)

- h. Working with the Human Resource Team, delegate the congregations officers to conduct annual evaluation of the Lead Pastor.
- i. Act on behalf of the Congregation Council on issues specifically delegated by the Congregation Council/congregation as outlined in B8.01.
- j. Plan and call the Leadership Roundtable at least semi-annually.

B13.02 The Audit Team will:

- a. Consist of three members elected by Congregation Council, accordance with **C13.03** of the constitution.
- b. Provide for an annual audit of all financial procedures, accounts and records of this congregation to be reported annually to this congregation.
- c. Review financial audit findings with the Financial Team.
- d. Prepare report and responses and present report and recommendations to the Congregation Council.

B13.03 The Call Team will:

- a. Consist of six members appointed in accordance with **C13.04** of the constitution.
- b. Seek the guidance and recommendations of the Bishop of the Southeastern Synod for candidates to consider and procedures to follow in the call process.
- c. Recommend a candidate to the Congregation Council for consideration.

B13.04 The Kent and Ruth Lang Fund Team

- a. The Kent and Ruth Lang Fund, formerly known as the Kent Lang Endowment Fund, was established with the intent to provide perpetual funding for purposes outlined in the guidelines and approved by Council. Annual fiscal year distributions will consist of 5% of the average of the prior 3-year December 31 fund balances. The church council has the discretion to increase the distribution to a maximum of 7% in any given fiscal year, if the need arises. Any distribution above the 7% must be approved by a majority of the congregation at a properly called congregational meeting with a quorum present.
- b. The team responsible for distribution consists of three members nominated by the Congregation Council and elected by the congregation at the annual meeting.
- c. The team shall adhere to the Kent and Ruth Lang Fund guidelines when proposing distributions and follow all relevant financial operating procedures.
- d.

B13.05 The Nominating and Staff Human Resources Teams, in addition to being Congregation Teams, are also Core Support Teams. Duties and responsibilities are listed in **Chapter 16** of these bylaws.

Chapter 14 CORE SUPPORT TEAMS

B14.01 The Core Support Teams will handle the business and strategic work of the church, enabling the Ministry Teams to further this congregation's vision. The six teams are: Archive, Finance, Nominating, Physical Assets Administration, Staff Human Resources and Technology.

B14.02 All other support teams will function under one of the Core Support Teams.

B14.03 Core Support Teams will:

- a. Meet as needed to carry out the business of this congregation, by fulfilling duties and responsibilities as listed in the bylaws.
- b. Be responsible to and report to the Congregation Council through the Team Leader.

B14.04 In addition to the Duties and Responsibilities outlined in these bylaws for individual Core Support Teams, additional assignments may be made as needed by the Congregation Council.

Chapter 15 DUTIES AND RESPONSIBILITIES OF THE CORE SUPPORT TEAM LEADER

B15.01 The Core Support Team Leader will:

- a. Lead the Team in setting goals and priorities to fulfill the duties and responsibilities of the Core Support Team.
- b. Coordinate all calendar events with Core Ministry Teams and Core Staff.
- c. Attend all Leadership Roundtables or send a representative.
- d. Schedule and lead Team meetings as needed.
- e. Follow the check request procedures as listed in the Financial Operating Procedure.
- f. Prepare a proposed budget at the time and in the form requested by the Congregation Council.
- g. Report to the Congregation Council in person when requested or when Congregation Council approval is needed on a special request.

Chapter 16 DUTIES AND RESPONSIBILITIES OF THE CORE SUPPORT TEAMS

B16.01 The Archive Team will:

- a. Consist of the archivist who shall be appointed by the Congregation Council, and in accordance with **B10.03h** will be overseen by the Council Secretary and at least two other volunteers of this congregation.
- b. Research and develop Archival Standards for this congregation, including following ELCA guidelines for archives. Maintain an accurate and orderly history of this congregation in its many and varied facets, as outlined by the Archival Standards.
- c. Provisions shall be made for funding for supplies necessary to carry out this project by the Congregation Council.
- d. Work with Membership and Financial secretaries to ensure adequate recording of congregational statistics.
- e. Aid the Lead Pastor in ensuring that accurate records of membership and of ministerial acts are kept.
- f. Ensure the archives shall, whenever possible, be kept on the property of the church building.
- g. Provide annual update on archival status and standards to Congregation Council

B16.02 The Finance Team will:

- a. Consist of five to seven members with one being the treasurer, as the Council representative, and one being the Team Leader. Term of office will be two years and need to be staggered so that the terms of approximately one half of such members will expire each year. Team Leader and Treasurer terms need to be staggered. The financial secretary and the bookkeeper will be members, but neither will be the Team Leader. Members shall be eligible to serve no more than two full terms consecutively or a maximum of five years. (Exception for the Financial Secretary and Bookkeeper).
- b. Meet as needed, but a minimum of quarterly, to fulfill the duties and responsibilities as outlined herein.
- c. Be responsible for maintaining, updating and securing congregation council approval for the Financial Operating Procedures for this congregation, including the job description of the Financial Secretary.
- d. Be concerned, together with the treasurer and financial secretary, for safe deposit and recording of all funds, monthly remissions of offerings for missions, and the prompt payment of salaries and bills as authorized by this congregation and appropriate teams.
- e. Annually review the budgeting procedures of this congregation and recommend to the Congregation Council any necessary improvements or revisions.
- f. Prepare and submit an annual budget, in the form and at the time requested by the Congregation Council.
- g. Review the annual financial audit prior to its presentation to the Congregation Council.
- h. Ensure appropriate record keeping and onsite storage, maintain an inventory of financial documents and provide for their safekeeping, and regularly purge outdated records.
- i. Stay up to date on information and the laws governing nonprofit organizations.
- j. Regularly explore resources available from the Synod and national church bodies concerning financial matters for congregations (e.g. treasurer resources, audit guides, etc).
- k. Negotiate and assure adequate insurance coverage for all congregational needs, working with the Physical Assets Administration Team, the Staff Human Resources Team, and any other pertinent people.
- l. Manage financial aspects of Endowment Funds e.g., type of institution and account where Fund is held.
- m. Be responsible for assuring the Financial Operating Procedure (FOP) is followed.
- n. Be responsible for setting policies and procedures for accepting, declining, and utilizing special gifts and memorials to this congregation, which may include establishing a Gifts and Memorials Team

B16.03 The Nominating Team will:

- a. Consist of six members elected in accordance with **C13.02** of the constitution.
- b. Meet as needed to fulfill the duties and responsibilities as outlined here.
- c. Be responsible for selecting candidates to fill open positions of Congregation Officers, Council members, and Synod Assembly Representatives.
- d. Solicit names from this congregation of possible candidates to serve in all elected positions and provide opportunities for congregation members to submit names.
- e. Specifically solicit names for consideration for nomination from pastor(s), Core Staff and persons presently in leadership positions.
- f. Nominate one candidate for each office or position to be filled, taking care to see that:
 - they are active confirmed members,
 - their spiritual gifts and passions are appropriate for the position,
 - they have received a written description of responsibilities,

they fully understand the responsibilities of the position to which they are being

(The Nominating Team continues)

- nominated,
- they would be willing to serve if elected/appointed.
- g. Submit nominations to the Congregation Council as specified in **Chapter 6** of these bylaws.
- h. Be responsible for recommending one candidate for appointment to each Core Team Leader position whenever an opening occurs. Solicit names of possible candidates from team members, other Team Leaders, pastor(s), Core Staff and other persons presently in leadership positions. Recommend one candidate for each office or position to be filled following the guidelines listed in **B16.03f** of the bylaws. Submit recommendations to the Congregation Council for approval and appointment.
- i. Recommend to the Congregation Council for approval and appointment, members of the Finance, Physical Assets Administration, Staff Human Resources Teams, as well as the Financial and Membership Secretaries and Archivist following the guidelines listed in **B16.03f**.
- j. Recommend one candidate for each Audit Team member position as required in **C13.03** of the constitution. Recommendations will be submitted to the Congregation Council prior to the end of each Council term for election and appointment.
- k. Assist the Congregation Council and/or congregation in the selection of members of Congregation Teams or Task Forces, when called for in the constitution or when requested by the Congregation Council and/or congregation. Follow the same guidelines listed in **B16.03f**

B16.04 The Physical Assets Administration Team will:

- a. Consist of a Team Leader and three to seven members, with one being a Congregation Council member, when possible. Term of office will be two years and will be staggered so that the terms of approximately one half of such members shall expire each year. Members shall be eligible to serve no more than two full terms consecutively or a maximum of five years.
- b. Meet as needed, but a minimum of quarterly, to fulfill the duties and responsibilities as outlined here.
- c. Be responsible for the legal aspects and major repair, replacement and improvement of this congregation's land, buildings and equipment.
- d. Consult with the Congregation Council and Core Staff about future needs.
- e. Assess space availability and future needs, including input from the Facilities Ministry Team.
- f. Maintain and update annually an inventory of all this congregation's properties and equipment.
- g. Be responsible for, with the assistance of the Facilities Ministry Team, making an annual inspection of church properties and equipment for needed repairs, improvements, and/or replacements for the purpose of both safety and budget preparation.
- h. Take all recommendations for major repair, replacement and improvement, along with competitive bids, per FOP, to the Congregation Council for approval.
- i. Turn over approved bids and signed contract to the Facilities Ministry Team to make arrangements and supervise any major repair, replacement or improvement.
- j. Annually review the insurance needs for church property and equipment and make recommendations to the Finance Team.
- k. Obtain legal information necessary for the wise consideration of property-related contracts, deeds, etc. by the Congregation Council/congregation.
- l. Obtain competitive bids per the Financial Operating Procedures and negotiate all contracts, including those covering office equipment.

(The Physical Assets Admin. Team continues)

- m. Annually review and update the Facilities Use Policy, which will include regulations for use of all church property and equipment, plus fees and lending policy, submitting any changes to the Congregation Council for approval.
- n. Annually review and update this congregation's Emergency Response plan.
- o. Be responsible for the carrying out of the Emergency Response Plan.
- p. Annually meet to review and update planned improvements and property accrual schedule, working with the Facilities Ministry Team for the purpose of preparing the property budget.

B16.05 The Staff Human Resources Team will:

- a. Consist of three to five members appointed in compliance with **C13.04** of the constitution.
- b. Meet as needed, but a minimum of quarterly, to fulfill the duties and responsibilities as outlined here.
- c. Keep and protect confidences of the staff as well as the congregation when expressing affirmations and concerns of the staff's progress toward the vision.
- d. Maintain a trusting relationship with the staff.
- e. Annually review the ministry descriptions of all staff members to ensure that they are up to date and the roles and responsibilities are clearly defined. Raise any concerns to Lead Pastor and/or Congregation Council as appropriate.
- f. Assist the congregation officers with the annual evaluation of the Lead Pastor.
- g. Ensure that the staff and pastor(s) are evaluated a minimum of two times per year for the first year of employment and once per year thereafter.
- h. Review compensation, benefits, housing, etc on a yearly basis for each staff member and provide compensation packages for budget.
- i. Protect staff through the development of policies and procedures to ensure a safe and secure working environment.
- j. Provide a staff grievance process.
- k. Provide for the caring and support of the staff.
- l. Ensure that the Personnel and Benefits Policy is current and relevant.
- m. Perform exit interviews.
- n. Be authorized to work with any person paid by this congregation and provide a breakdown of salary, benefits, and withholdings as the worker requests and as provided by law.

B16.06 The Technology Team will:

- a. Consist of a Team Leader and a minimum of three recruited volunteer members of the LCR community.
- b. Oversee and implement technology solutions (i.e., computers, copy equipment, printers, routers, internet service, projectors, etc.) to meet the approved needs of the congregation.
- c. Research and ensure that technology solutions are relevant and cost-effective.
- d. Perform periodic maintenance reviews to ensure equipment is functioning properly and coordinate service to repair or replace faulty equipment when necessary.

(The Technology Team continues)

- e. Maintain inventory of technology equipment and software including date of purchase and Warrantee documents.
- f. Provide training as needed regarding the use of technology equipment.
- g. Ensure Core staff and team leads are well equipped to function in their roles by implementing and maintaining cost effective solutions in a timely manner.
- h. Support facilities team in maintaining fire alarm system.
- i. Support Worship & Music and all other teams to ensure A/V and other technical equipment is in proper working order when needed.
- j. Provide for the security of and within all buildings of this congregation and maintain security system for the safety and protection of this congregation's staff and for when the buildings are empty.

Chapter 17 CORE MINISTRY TEAMS

B17.01 Nine teams to be known as Core Ministry Teams will handle the tactical and ministry work of the church to carry out this congregation's vision. The nine teams are Adult Faith Formation, Christian Response, Communications, Evangelism, Facilities, Hospitality, Outreach, Worship & Music and Children & Youth.

B17.02 All other ministry teams will be under one of the Core Ministry Teams.

B17.03 Core Ministry Teams will:

- a. Have members that are recruited as needed.
- b. Have a Team Leader who is appointed in accordance with **B6.06** of these bylaws, except in the case where a Core Staff Member will be the Team Leader, in accordance with **B19.01b** of these bylaws.
- c. Have a Core Staff person assigned for the purpose listed in **B19.01a** of these bylaws.
- d. Have members who will each be a Team Leader of a sub-team of that Core Ministry. Core Ministry Team Leaders have the option to have additional members-at-large.
- e. Meet as needed to fulfill the duties and responsibilities as listed in **Chapter 21** of the bylaws and to fulfill the goals set by their team.
- f. Each be responsible for materials and supplies for all functions they sponsor.
- g. Each be responsible for working with the communication team and providing pertinent information concerning its ministry for publication in the Weekly, and the like, in a timely way.
- h. Each be responsible to the Congregation Council via their Core Ministry Team Leader through assigned Core Staff member.

Chapter 18 DUTIES AND RESPONSIBILITIES OF THE CORE MINISTRY TEAM LEADER

B18.01 The Core Ministry Team Leader will:

- a. Lead the Team in setting the goals and priorities of the Ministry Team and implementing activities in accordance with this congregation's vision.
- b. Be recommended by Nominating Team and approved by the Congregation Council for a two-year term, except in the case where a Core Staff member will be the Team Leader in accordance with **B19.01b** of these bylaws.
- c. Attend the Core Ministry Team Leader meetings or send a representative.
- d. Coordinate all calendar events with other Core Ministry Teams via the Core Staff and at the Ministry Team Leader Meeting.
- e. Attend all Leadership Roundtables or send a representative.
- f. Schedule and lead Core Ministry Team meetings as needed.
- g. Follow the check request procedures listed in the Financial Operating Procedure.
- h. Prepare a proposed budget at the time and in the form requested by the Congregation Council.
- i. Report to the Congregation Council through assigned Core Staff member, or in person when requested or when Congregation Council approval is needed on a special request.
- j. Be a confirmed member of this Congregation.

Chapter 19 CORE MINISTRY STAFF

B19.01 Core Ministry Staff

To fulfill the assurance of the organizational structure the Core Ministry Staff will:

- a. Be assigned, by the Lead Pastor, to one or more Ministry Teams as a support and resource person and as the primary communication person to and from the ministry and the pastor and congregation council.
- b. Be the Ministry Team Leader of the ministry, if they have been employed by this congregation as the Director of the major portion or the whole of that ministry.
- c. Be the person primarily responsible for duties and responsibilities that are listed both under a specific ministry in these bylaws and in their ministry/job description and for communicating these areas to the Ministry Team members.
- d. Be responsible for ensuring their assigned Core Ministry Team(s) are working cooperatively and effectively to achieve the vision and goals of this congregation.

Chapter 20 CORE MINISTRY TEAM LEADER MEETINGS

B20.01 Will be held at a minimum of quarterly, preferably bi-monthly at a set time and place to communicate, share ideas, plan, and coordinate calendars, assuring the Core Ministry Teams work together in furthering this congregation's vision. Core Ministry Team Leaders meeting will:

- a. Include all Core Ministry Team Leaders, Core Staff, and Lead Pastor.
- b. Be led by the Lead Pastor or designee if needed.
- c. Have an agenda set by the Lead Pastor and Core Staff.
- d. Appoint a recording secretary who will distribute meeting minutes to all members of this group and to the Congregation Council.

Chapter 21 DUTIES AND RESPONSIBILITIES OF THE CORE MINISTRY TEAMS

B21.01 The Adult Faith Formation Team will:

- a. Consist of a Team Leader, who is confirmed member of this congregation, (*exception see B19.01b*) and a minimum of four recruited volunteers of the LCR community.
- b. Have a special concern for the spiritual and emotional well being of all individual adult members of this congregation. Adult members are defined as those 21 years of age or older.
- c. Be responsible for the Christian education of all adults in this congregation by establishing objectives, setting policies, approving curriculum and providing supervision of such education.
- d. Provide for the adults in this congregation, multiple and varied opportunities for growth spiritually and emotionally.
- e. Continually review and seek improvement in the adult education program by researching new curriculum and teaching methodologies and recommending revisions and additions as deemed advisable.
- f. Provide Bible and/or Bible based studies at various times and days throughout the week, including being responsible for the Wednesday night adult program.
- g. Encourage active participation of every adult in Bible study, daily devotions, small groups and worship.
- h. Be responsible for adult small groups within the congregation for the purpose of building community through prayer, study, fellowship and service.
- i. Together with the Children & Youth Team develop activities and programs for young adults, which are defined as those persons 21 to 30 something.
- j. Encourage participation in Lutheran spiritual growth pilgrimages offered in our area, e.g., Wild Women's Weekend, Via de Cristo, etc.
- k. Be responsible for the maintenance and supervision of the church library.

B21.02 The Christian Response Team will:

- a. Consist of a Team Leader, who is confirmed member of this congregation, (*exception see B19.01b*) and a minimum of four recruited volunteers of the LCR community.
- b. Promote to all ages of this congregation, at various times of the year and in a variety of ways, the Biblical principles of total Christian Response, evoking and promoting the expression of Christian faith in daily living through teaching the Christian use of time, talents/spiritual gifts, treasures and being caretakers of God's creation.
- c. Be responsible for adopting and maintaining a program to discover and enlist the talents and spiritual gifts of all members of this congregation, including the upkeep of a permanent file and providing this information to other ministries as needed.
- d. Contact new members and encourage their participation for service in this congregation using their talents and spiritual gifts.
- e. Provide opportunities for every member of the LCR community to make a commitment of his/her time and talents/spiritual gifts to God for service through this church.
- f. Be responsible for the annual Stewardship drive, encouraging members to higher levels of first fruits proportionate giving, in response to what God has first given us.
- g. Collaborate with the Endowment Team, assuring they will encourage the remembrances of the church in wills, endowments, bequests, etc. and will make policy recommendations to the Congregation Council concerning their use, in accordance with the Endowment Fund Procedure Guide.

B21.03 The Communication Team will:

- a. Consist of a Team Leader, who is confirmed member of this congregation, (*exception see B19.01b*) and a minimum of three recruited volunteers of the LCR community.
- b. Be responsible for the corporate witness of this congregation, e.g. signage, communication pieces including the newsletters, website, advertising, videos and bulletin boards. Develop and maintain Communication Standards for this congregation and its ministries.
- c. Act as a resource for vetting new communication tools for use by ministries, leaders and Staff.
- e. Be responsible for setting use standards and guidelines for all print and digital communications, including but not limited to social media, website, electronic communications, LCR logo and branding, plus event and ministry logos.
- f. Collaborate with and support core teams, leaders and staff in communication of ministry values, goals, planning, events, programs and celebrations of ministry and mission.
- g. Work with Technology and Facility teams and worship production to outfit church facilities with appropriate equipment to distribute communications.

B21.04 The Evangelism Team will:

- a. Consist of a Team Leader, who is confirmed member of this congregation, (*exception see B19.01b*) and a minimum of four recruited volunteers of the LCR community.
- b. Educate LCR community about evangelism and promote it as an important part of daily life and discipleship.
- c. Equip and encourage LCR community to engage in prayer through all aspects of ministries and programs, including organizing and supervising a prayer ministry.
- d. Provide training to equip members to share their faith stories and how Jesus Christ impacts them in their daily living, including sharing Christ with one another and those in our daily lives.
- e. Encourage evangelism/witness programs through other ministries, including suggesting projects or programs they may use.
- f. Establish and maintain a visitor follow-up system, including working with Worship Greeters.
- g. Be conscious of how the facilities and worship services are “visitor friendly” and make suggestions for improvement to the appropriate team(s).
- h. Encourage all Ministry Teams to welcome and help integrate new and diverse families or individuals into this congregation.
- i. Create a discipling culture within the congregation.

B21.05 The Facilities Team will:

- a. Consist of a Team Leader, who is confirmed member of this congregation, (*exception see B19.01b*) and a minimum of two recruited volunteers of the LCR community.
- b. Be responsible for providing the ongoing maintenance and repair of this congregation’s property and facilities.
- c. Arrange for immediate urgent repairs, normal repairs and alterations that are budgeted.
- d. Promote and recruit work crews for special repairs, improvement, cleaning, painting, decorating, landscaping and other projects.
- e. Supervise all contractors including but not limited to landscaping service, custodian, pest control, carpet cleaning, plumber, etc.
- f. Supervise Site Manager
- g. Provide for the safety of and within all buildings of this congregation.

(The Facilities Team continues)

- h. Check entire property twice a year for fire and safety hazards, in accordance with the Emergency Response Plan.
- i. Ensure that keys are issued for church property and a current list of the keys issued is kept, including who has a key to what.
- j. Arrange for changing locks and re-issuing keys when necessary.
- k. Make a minimum of four safety inspections of the playground per year, specifically in early spring and before this congregation's VBS, and be responsible for repairs being completed.
- l. Provide assistance, when requested, in recruiting crew for set up and tear down of events sponsored by other ministries, e.g. Christmas Program, VBS, etc.
- m. Supervise and recommend adequate storage facilities for all church property, equipment and supplies.
- n. Respond to needs/repairs requested by Ministry Team Leaders by correcting it or recommending to council possible solutions.
- o. Follow and enforce the Facilities Use Policy
- p. Assess space availability and future needs and report this to the Physical Assets Administration Team.
- q. Annually meet with the Physical Assets Administration Team in making an annual inspection of church properties and equipment for needed repairs, improvements, and/or replacements for the purpose of both safety and preparing the Property budget.
- r. Make arrangements and supervise any major repair, replacement or improvement, once competitive bids and congregation council approval is obtained by the Physical Assets Administration Team.
- s. Take all un-budgeted major repair, replacement and improvements to Physical Assets Administration Team.
- t. Ensure the scheduling and use of all church facilities by approved groups.

B21.06 The Hospitality Team will:

- a. Consist of a Team Leader, who is confirmed member of this congregation, (*exception see B19.01b*) and a minimum of four recruited volunteers of the LCR community.
- b. Strive to strengthen and build mutual cooperation, trust and relationships among the LCR community by offering varied fellowship opportunities throughout the year, including but not limited to full congregation events and small group events.
- c. Ensure that congregation events are consistent with the overall vision and goals of the congregation and avoid scheduling conflicts with other ministry activities and events.
- d. Support cooperative planning of events with other Ministry teams, as appropriate and in the spirit of shared ministry.
- e. Provide all supplies and materials needed for activities organized by this ministry, including rental items and facilities, etc. Provide assistance, when requested, for the procurement of like supplies and materials needed for hospitality activities organized by other ministries.
- f. Work cooperatively with ministry teams and groups in the planning of meals and/or refreshments needed for functions sponsored by their ministries.
- g. Be responsible for planning and coordinating a regular fellowship time in conjunction with worship services.
- h. Be responsible for the planning and overseeing of the food and fellowship portion of the regular mid-week activities, including maintaining Caterer contract, as needed.

(The Hospitality Team continues)

- i. Maintain and care for the kitchen and gathering room, including keeping the pantry fully stocked..
- j. Set policy for the use of the kitchen and its equipment to be included in the Facilities Use Policy.
- k. Be conscious of the atmosphere of friendliness in this congregation toward visitors and suggest methods to improve.
- l. Be responsible for new members reception and orientation.
- m. Be responsible for the organization, recruitment, training and overseeing of a ministry for caring for those in the congregation who are sick, hospitalized, aged, shut-in or in any kind of need, such as but not limited to, meals, transportation, visits, mail, etc.

B21.07 The Outreach Team will:

- a. Consist of a Team Leader, who is confirmed member of this congregation, (*exception see B19.01b*) and a minimum of four recruited volunteers of the LCR community.
- b. Encourage this congregation to extend Christian compassion and provide service to the community of this church, our local area, our nation and the world in the name of Jesus Christ.
- c. Manage all outreach programs in which this congregation participates by annually evaluating and selecting a list of partners this ministry and this congregation will support, taking special consideration for Lutheran social ministry agencies.
- d. Encourage other ministries to participate in these selected outreach programs.
- e. Working with the Evangelism team, train outreach participants in ways to share God's grace with those they serve. Seek opportunities where relationships can be built while we serve.
- f. Be responsible for coordinating programs for all ages, recruiting participants, appointing project coordinators and working with Communications Team to publicize said program,
- g. Foster support for missions and charities, through working with Communications, to ensure ongoing education through films, articles, speakers, appearance of missionaries, etc.
- h. Screen all outside appeals from outreach programs and partners for funds and make appropriate recommendations to the Council or initiate the necessary action appropriate to such an appeal.

B21.08 The Worship & Music Team will:

- a. Consist of a Team Leader, who is confirmed member of this congregation, (*exception see B19.01b*) and a minimum of four recruited volunteers of the LCR community.
- b. Plan and coordinate all congregational worship events.
- c. Be responsible for recruiting, training, scheduling and supervising all worship assistants including but not limited to, ushers, lay readers, prayer leaders, communion ministers, acolytes, crucifers, assisting ministers, children's homilists and altar preparers and worship production operators.
- d. Be responsible for all worship arts, including but not limited to, drama, storytelling, puppetry, dance, visual arts, and all sanctuary decorations.
- e. Set guidelines for the approval of all forms of worship, including liturgies and music, seeing that all styles are within Lutheran theology.
- f. Ensure the proper care, use and maintenance of the communion ware, the altar and its furnishings, and the vestments.
- g. Ensure that an adequate supply of expendable worship items is kept, including but not limited to, communion wine and bread, baptismal napkins, candles, etc.

(The Worship & Music Team continues)

- h. Be responsible for the procurement of altar flowers.
- i. Be responsible for the supervision, care and upkeep of all musical instruments and worship production equipment. Work with the Technology team to maintain elements of worship production equipment.
- j. Make recommendations to the Facilities, Physical Assets Administration and Technology teams concerning upkeep, repairs, and replacements needed within the worship area.
- k. Oversee the setting of policies for use of sanctuary, sound system, musical instruments, communion ware, etc. for weddings, funerals and any other activities not within normal use, including outside groups, to be included in the Facilities Use Policy.
- l. Maintain a music library.
- m. Be responsible for meeting the needs of choirs, Praise Team, etc.

B21.09 The Children & Youth Team will:

- a. Consist of a Team Leader, who is confirmed member of this congregation, (*exception see B19.01b*) and a minimum of four recruited volunteers of the LCR community, with at least one being a confirmed youth member of this congregation.
- b. Have as its special concern the spiritual welfare of all youth of this congregation, from birth through college years, both individually and corporately, focusing on deepening their relationship with Jesus Christ. Youth are defined as persons from birth through college.
- c. Be responsible for the Christian education of all youth including but not limited to Sunday School, First Communion classes, Confirmation classes and Bible studies and together with the a Pastor, develop policies for First Communion and Confirmation.
- d. Establish objectives, review curriculum, recruit and train leaders and teachers for all Children & Youth programs and activities.
- e. Promote full participation of youth and families in the total life and ministries of this congregation.
- f. Work with the Worship & Music Team to provide opportunities for youth to be incorporated into worship, including a congregational youth worship service to be held at least once per year, music programs, Sunday Servant roles and the annual Christmas Pageant.
- g. Work with the Evangelism Team to promote and teach youth to share their faith stories.
- h. Work with the Outreach Team to provide opportunities for youth to serve others.
- i. Work with the Christian Response Team to provide youth with opportunities to discover their spiritual gifts, and use those gifts as good stewards.
- j. Be responsible for mid-week programming for children and youth, as needed.
- k. Ensure the integration of all newly confirmed youth into active participation in the life and ministries of this congregation.
- l. Together with the Adult Faith Formation Team, develop activities and programs for young adults, which are defined as persons the age of 21 to 30 something.
- m. Encourage participation and provide coordination for youth activities sponsored by Southeastern Synod and the church wide ELCA.
- n. Support youth whom may feel called to public ministry in the church, including but not limited to, rostered ministry and fulltime lay ministry.
- o. Encourage and support families in their responsibility as the primary source of Christian education, including providing programs and materials to assist them.

(The Children & Youth Team continues)

- p. Working with Communication Team provide recognition of faith milestones for children and youth within this congregation, such as, two year old blessing for starting Sunday School, third grade Bibles, First Communion, Confirmation and graduation.
- q. Provide communication with youth and families through a variety of media, including but not limited to, newsletter, website and Social Media.
- r. Ensure that LCR is safe, inclusive, welcoming and nurturing for a diversity of youth and families by developing and monitoring compliance with a Child Safety Policy, including those with special needs and addressing them with the appropriate Team.
- s. Maintain and supervise adequate nursery facilities and personnel.
- t. Maintain and supervise adequate childcare options for a nursery for ages 0-5 years old during regular and special worship services, and other times as needed and a place for children up to 12 year olds as deemed necessary during congregation functions, such as Congregation Meetings.
- u. Be responsible for the maintenance of a permanent file of all youth of this congregation by age and grade level, ensuring it is continually up to date.

Chapter 22 SALARIED LAY WORKERS

- B22.01 Core Staff** are persons, paid or unpaid, that are enlisted by this congregation for an indeterminate time, as a director or manager of a ministry that directly moves this congregation toward its vision. These may include but are not limited to, Worship & Music, Lay Ministry, Christian Education, Youth and Family, and Deacons.
- B22.02 Supplement Staff** are persons employed by this congregation whose role is to provide a specific support service, including, but not limited to, Facilities Maintenance Supervisor; musicians, technicians.
- B22.03 Contract Employees** are sub-contractors hired by this congregation for a specific purpose, including but not limited to, caterers; cleaning service.

Chapter 23 INACTIVE MEMBER

- B23.01 An inactive member** is a confirmed member who does not, for the period of one year, partake of Holy Communion, support this congregation with a financial gift of record, does not appear to desire to participate in the life and worship of this congregation and does not respond to a call or visit from the pastor and/or a letter or visit from the Evangelism Team. This member will then be placed on the **Inactive Roll**.
- B23.02 An inactive baptized child**, neither of whose parents or guardian is a member of this congregation, is a child who was baptized into this congregation and who does not, for a period of two years following the baptism, participate in the life and worship of this congregation and whose parents or guardian have not responded to a call or visit from the pastor and/or a letter or visit from the Evangelism Team, may be removed from the roster of baptized members, and placed on the **Inactive Roll**.

Chapter 24 CONSTITUTION AND BYLAWS REVIEW

- B24.01** The Constitution and these Bylaws will be reviewed for ELCA updates every 3 years beginning with 2019 and other needed changes a minimum of every five years by a **Constitution and Bylaws Review Task Force**.
- B24.02** **The Constitution and Bylaws Review Task Force** will consist of three to five members, one being a Council member and one being a member of the most recent Constitution and Bylaws Task Force. Members will be recommended by the Nominating Team to the Congregation Council for approval and appointment.
- B24.03** This Task Force will follow the guidelines for Constitutional & Bylaw changes as stipulated in **Chapters 16 and 17** of the Constitution.

Chapter 25 CONTINUING RESOLUTIONS REVIEW

- B25.01** All Continuing Resolutions, which are long detailed motions, such as Policies and Procedures, are to be annually reviewed and revised as needed by the appropriate Team (see exhibit B) and if revised, presented to the council for approval, in accordance with **B9.01f of these bylaws and chapter 18 of the Constitution**.

Chapter 26 CHURCH OFFICE

- B26.01** **The registered office of the corporation shall be located at:**
4814 Paper Mill Road
Marietta, Georgia 30067
- B26.02** **The principal office of the corporation shall be located at:**
4814 Paper Mill Road
Marietta, Georgia 30067

Chapter 27 ARCHIVES

- B27.01** **Congregation Archives** shall be maintained of and by this congregation. To properly care for same, an archivist shall be appointed by the Congregation Council, and in accordance with **B10.03h** will be overseen by the Council Secretary, to maintain an accurate and orderly history of this congregation in its many and varied facets. Provisions shall be made for funding for supplies necessary to carry out this project. The archives shall, whenever possible, be kept on the property of the church building. (See B16.01)

Chapter 28 CONFLICTS

- B28.01** In the event of conflicts among provisions of the constitution and these bylaws, the provisions in the constitution shall prevail.