

# Lord of Life Lutheran Church

## By-Laws

February 17, 2008

**1. Vision Statement**

As disciples we are called to invite all people into a deeper relationship with Jesus Christ in the community that bears His name.

**2. Lord of Life Mission Statement**

- Educate and support existing and new members through training and mentoring into “discipleship”.
- Create, maintain, review and improve processes of communication.
- Prepare and guide Lord of Life youth and young adults through discipleship.
- Reaching out in love and compassion to our communities and a world in need.

**3. Council Statement of Mission**

“To lead this congregation in its mission, by spirit led long-range planning, setting goals and priorities, and by evaluating the actions of the council in light of the congregation’s mission and goals”.

**4. Elders Statement of Mission**

The Board of Elders shall be responsible for the spiritual welfare of the church and its members, shall have the general oversight of all aspects of its ministries, shall prayerfully seek and help implement God’s will for Lord of Life Church, and keep the church’s vision before the congregation.

**5. Board of Elders Chairperson:**

- a. The chairperson of the Board of Elders shall be elected by the Board of Elders yearly after the January annual meeting.
- b. Oversee and coordinate the work of the Board of Elders in accordance with the constitution and council goals and objectives.
- c. Preside over all Board of Elders meetings.
- d. Work closely with the pastor and staff to provide a liaison between the church council, pastor, and staff.
- e. Be responsible to the congregation.

**6. Board of Elders:**

The chairperson of the Board of Elders and two other Elders elected by their fellow Elders shall be appointed to the Congregation Council.

**7. Pastor Role with the Board of Elders:**

The Pastor shall be a non-voting, ex-officio member of the Board of Elders.

**8. Election of the Board of Elders: (5)**

An election shall be held at the annual congregation meeting. There shall be at least 40 members in attendance to constitute a quorum. The terms shall be as follows:

- Three - 2 year terms
- Two - 3 year terms
  - The three -2 year terms will start after the election in 2008 and continue through 2009.
  - The two - 3 year terms shall start after the election in 2008 and continue through the end of 2010.

There shall be no limit to the terms a person may be elected to.

**9. Board of Elders, Areas of Ministries:**

**a. Education:**

This area of ministry shall oversee the educational curriculum of the congregation in regard to the schools and other activities to conform to the faith, purpose, and confessions of this congregation. This area of ministry shall lead, inspire, and guide the congregation in the wisdom and revelation, gained through the Holy Scriptures by knowledge and understanding.

**b. Worship:**

This area of ministry shall have the duties to assist the congregation council in sustaining regular worship services for this congregation in the spirit of the confession and purpose of this congregation and to promote the ministry of Word and Sacrament in faithfulness in the traditions of this congregation. Oversight of all aspects of worship shall be conducted with the collaboration of the pastor.

**c. Stewardship:**

Seek to lead members of the congregation to greater understanding of the Biblical theme of stewardship and to lead them to higher levels of proportionate giving of Time, Talent, and Treasure, and Endowments for the Lord's work through His congregation.

**d. Community:**

Provide for the development of a climate of fellowship and loyalty within the congregation. Coordinate all fund raising. It is the desire of this congregation to encourage congregation members to avail themselves to service opportunities within our local communities and to support efforts beyond our communities.

**e. Communications:**

This area of ministry is to foster open lines of communication within our faith community, thus encouraging a positive sense of belonging and good will among informed church members. It is to develop a link among ministries, organizations, projects, committees, and the community to promote the church as a viable, working family in Christ by publicizing the activities to our members and to the greater Oconomowoc community through all media outlets.

**f. Endowments:**

This area of ministry shall be incorporated into the Stewardship ministry's work in cooperation with the Finance ministry.

**10. Board of Trustees:**

The Board of Trustees shall also be known as the Executive Committee. The Board of Trustees shall consist of: President, Vice-President, Secretary, and Treasurer. The Pastor is a non voting, ex-officio member of this body. The Board of Trustees may have other duties and responsibilities as directed by Council.

**a. President:**

1. Oversee and coordinate the work of all Areas of Ministry, boards and committees in accordance with the constitution and council goals and objectives.
2. Preside over all council, congregational, special, and annual meetings.
3. Be an ex-officio member of all committees and boards.
4. Work closely with the pastor and staff to provide a liaison between the council, pastor, and staff.
5. Be responsible to the congregation.
6. Represent the congregation whenever appropriate at community activities.

**b. Vice-President:**

1. Assist the President by carrying out duties and responsibilities which are designated by the President.
2. In absence of the President, the Vice-President shall assume all the responsibilities of the President.
3. If for any reason the President is unable to finish the term of office, it will be the duty of the Vice-President to finish out the term of office.

**c. Secretary:**

1. Receive and forward all correspondence received.
2. The signature of the secretary is the official signature to confirm or certify certain church documents.
3. Shall assist with the work of the Recording Secretary.

**d. The Recording Secretary**

1. Shall be the recording secretary of the monthly council meeting, as well as all annual and special congregational meetings, and special council meetings. The minutes shall record the actions of the council meeting and are a permanent record of such action. The minutes will include all matters discussed, all motions made, and votes taken. After transcribed or written, the Recording Secretary shall distribute to all council members for review prior to inclusion in the monthly council distribution. Council members will then have an opportunity to review minutes and report errors or omissions to the Recording Secretary prior to final dissemination to church members.
2. Prepare a written report of council highlights which are to be included in the Lord of Life monthly newsletter.
3. Keep a record of attendance of council members at meetings.

**e. Treasurer:**

1. Shall be chairperson of the Finance Committee and conduct the meeting.
2. Invest church funds according to council guidelines or investment policies.
3. Shall assist and oversee the work of the Financial Secretary.
4. Shall be a member of the Endowment Committee.

**f. The Financial Secretary**

1. Turn over all bank statements unopened to the designated individual conducting the monthly bank reconciliation.
2. Oversee and or construct the monthly financial statement and voucher list for the council for presentation.
3. Assist in the preparation of the annual financial report for presentation for the annual Lord of Life Report.
4. Assist the Audit Committee in yearly review of the financial records of the Congregation.
5. Assist the Treasurer in the recording of receivables and the proper accounting of same.
6. Prepare and distribute the quarterly and yearly statements of giving.
7. Prepare, record and prepare for signature all financial checks for the payment of the monthly bills.
8. Conduct the on line banking as necessary.
9. The positions of recording secretary and the financial secretary may be held by the same individual.

**g. Pastor Role with the Board of Trustees:**

The Pastor shall be a non-voting, ex-officio member of the Board of Trustees.

**h. Election of the Board of Trustees:**

An election shall be held at the annual congregation meeting. There shall be at least 40 members in attendance to constitute a quorum. The terms shall be as follows:

- 1 year terms for the position of President and Secretary
  - 2 year terms for the position of Vice President and Treasurer.
1. All positions shall be initially elected at the annual congregation meeting held in January. The term lengths shall commence as of this election.
  2. There shall be no limit to the terms a person may be elected to.

**11. Board of Trustees, Area of Ministries**

**a. Building & Grounds:**

This area of ministry shall be responsible for the management of all property, held in the name of Lord of Life Lutheran Church, in its operation, preservation, improvements wherever feasible, and its protection, including adequate insurance coverage, and shall be responsible for obtaining adequate funding to defray such expenses.

**b. Personnel:**

This area of ministry shall be the oversight of church staff as it pertains to performance of their jobs.

**c. Finance:**

This area of ministry shall be responsible for fiscal planning and administration of the financial programs of the congregation. These responsibilities shall include oversight of the finances of the congregation, preparing the annual budget, work with the Treasurer in reporting the financial condition of the church to the congregation, advise the Executive Committee on salaries, benefits, and personnel policies for church staff, and work with Building & Grounds in budgeting for the needs of the facilities.

**d. Endowments:**

This area of ministry shall work with the Stewardship ministry in the development and administration and management of endowments

**e. Communications:**

This area of ministry is to foster open lines of communication within our faith community, thus encouraging a positive sense of belonging and

good will among informed church members. It is to develop a link among ministries, organizations, projects, committees, and the community to promote the church as a viable, working family in Christ by publicizing the activities to our members and to the greater Oconomowoc community through all media outlets.

**12. Qualifications for the Call of Pastor:**

The Call of the Pastor will take place by the following procedure:

**a. The Executive Committee will appoint a Call Committee made up of the following people:**

- i. The Vice-President of the congregation will be the Chair of the Call Committee.
- ii. The President of the Congregation.
- iii. A Previous President of the Congregation.
- iv. A member from the Older Wiser Lutheran Seniors or its equivalent.
- v. One member each from two of the committees of the Board of Elders who are not on the council for a total of two.
- vi. One member each from two of the committees under the direction of the trustees who are not on the council for a total of two.
- vii. Two council members which are chosen from the church council.

**b. The Call Committee responsibilities:**

- i. The Chair of the Call Committee shall also chair the “MET” (Mission Exploration Team) Committee to identify the needs of the congregation before the selection of a Pastor.
- ii. The Call Committee will contact Lutheran Congregations in Mission for Christ and seek the names of those clergy who are on the clergy list. This may be the call list of clergy for the Call Committee for their investigation and selection.
- iii. The Call Committee will be responsible for background checks on all pastors. This is to include:
  - a. A background check for any criminal behavior dating up to the last three calls or 10 years which ever is more extensive. Any pastor with a criminal record should not be considered unless the crime committed was in keeping with the office of ordained ministry.
  - b. A credit check on the pastor. Any pastor with a bankruptcy while serving as a pastor should not be considered.
  - c. Contacting the previous congregations served and asking for character references as well as a questionnaire to be filled out that assures that no candidate has had any sexual

misconduct or any other behavior that is unbecoming to the office of ordained ministry.

- iv. The Call Committee will establish how the interviews are to be conducted and will negotiate on behalf of the congregation the salary and benefit package.
- v. The Call Committee will set up an opportunity for the congregation to meet the candidate before the congregational vote is requested.

**13. Membership Standing:**

**a. Adult member:**

An adult member in good standing shall be defined as any confirmed member who has contributed and communed at least once each quarter of a calendar year.

**b. Child member:**

A child member in good standing shall be defined as any baptized member, not yet confirmed and under the age of 16.

**c. Youth member:**

A youth member in good standing is defined as a baptized and confirmed member over the age of 14.

**d. Inactive member:**

An inactive member is an adult member who has failed to meet the standards of an adult member and placed on the Inactive Roll by the congregation council with recommendation of the Pastor.

**14. Audit Committee:**

The Audit Committee shall consist of at least 3 voting members appointed by the Congregation Council. The purpose of this committee is to annually review the financial records of the committees and organizations of this congregation and report their findings to the congregation. Audit members shall not be members of the Congregation Council, Board of Elders, or Executive Committee. The term of office is one year and shall be eligible for re-election.

**15. Nomination Committee:**

- a. Board of Elders: A Nominating Committee of at least two members at large and the outgoing Elders whose terms are about to expire shall be elected at each annually meeting of the congregation. The Nomination Committee shall present nominations for each Elder vacancy to be filled at the annual Congregational meeting the following year.
- b. Board of Trustees: A Nominating Committee of at least two members at large and the outgoing Congregation Officers whose terms are about to

expire shall be elected at each annually meeting of the congregation. The Nomination Committee shall present nominations for each of the Board of Trustees vacancy to be filled at the annual Congregational meeting the following year.

The Nomination Committee shall seek nominations for delegates for the annual LCMC assembly. Additional nominations may be made from the floor. Elections shall be had upon receipt of a majority of the votes cast.

**16. Annual Congregation meeting:**

The annual congregational meeting shall be held in the month of January or February in each calendar year, on a date and at a place selected by the Congregation Council.

- a. The council liaison to each area of ministry shall prepare an annual report for the annual meeting well in advance for timely publication of the annual report.
- b. The president/Chairperson of each auxiliary organization shall prepare an annual report for the annual meeting well in advance for timely publication of the annual report.
- c. The Treasurer of each auxiliary organization shall prepare an annual report for the annual meeting well in advance for timely publication of the annual report.
- d. Copies of the annual report shall be made available to each member of the congregation prior to the annual meeting.

**17. Amendments:**

Amendments, changes, and new By-Laws for Lord of Life Lutheran Church may be acted upon at any annual congregation meeting in January or at any specially called meeting of the congregation after proper notice, a minimum of two weeks advanced notice, announcement and publication of the proposed by-law(s) or by-law(s) change.

Approved by Congregational vote on this date, February 17 , 2008 at the annual Lord of Life congregational meeting.

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President Kevin Keyser  
Lord of Life Lutheran Church

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Secretary Jean Retzlaff  
Lord of Life Lutheran Church