

Good Shepherd Lutheran Church of Naperville Bylaws

Chapter 1 - Pastoral Care of Membership

- 1.01 A member of the congregation who moves from the church community will be encouraged to transfer to a new church community as soon as possible.
- 1.02 A confirmed member in good standing shall, at his/her request, receive a letter of transfer to another Lutheran congregation or a letter of release to any other Christian congregation.
- 1.03 A member who does not make a contribution of record, worship and/or commune or serve as they are able, for a period of two years may be removed from the voting roster of the congregation by action of the Congregation Council.
- 1.04 A person seeking membership shall be required to attend new member classes as determined by church leadership.

Chapter 2 - The Annual Meeting of the Congregation

- 2.01 There will be an annual meeting of the congregation held in May.
 - a. Reports from all boards/ministries of the congregation shall be presented at the annual meeting. The nominating committee shall present a list of nominees for the following offices: one-third of the Congregation Council, and delegates and alternates as the congregation may be asked to provide by the ELCA or its jurisdictional units to the synod. Additional nominations may be made from the floor by any voting member of the congregation, and elections shall be held.
 - b. The proposed budget for the coming fiscal year shall be reviewed and approved at the meeting.
 - c. A nominating team consisting of two of the three outgoing Congregation Council members and four voting members of the congregation shall be elected to serve a one-year term. No person shall serve more than two consecutive one year terms on the nominating team.
 1. Voting members of the congregation may submit their names, and any names submitted shall be included on the ballot to serve on the nominating team. In the event that fewer than four names are submitted by the congregation, the Congregation Council shall provide a slate of more than four, but less than eight names to be on the ballot to serve on the nominating committee.
 - d. Any notices required to be given pursuant to the provisions of the constitution shall be made by any means approved by the Congregation Council, including electronically.

Chapter 3 - Additional Parish Staff

- 3.01 When additional parish staff, lay and ordained, is called as described in the constitution, he/she shall be issued a letter of call following the procedure outlined therein. He/she shall be called either pastor or (with specified portfolio), such as pastor (youth and family), pastor (family counseling), etc., or in the case of a lay person, his/her title shall be director (with portfolio), such as director (worship and music), director (administration), etc.
- 3.02 The senior pastor shall be accountable and responsible to the Congregation Council for the leadership and direction of the mission and ministry of the parish. In addition, he/she shall be responsible and accountable to the Congregation Council for those who have been called to serve with him/her in team ministry.

- 3.03 Additional staff (pastors and/or ministers) shall be accountable and responsible to the senior pastor for the leadership and direction of the specific ministries. In addition, they are to work closely (praying, listening, encouraging, teaching, developing, training) with the lay ministry boards who serve in their specified area(s).
- 3.04 Upon installation of a new senior pastor, the call of any rostered staff member may be terminated upon advice of the Congregational Council and a vote by the congregation in accordance with section 5.03(b) of the constitution.
- 3.05 The specific duties of each team member shall be delineated in a job description as determined by the senior pastor. The job description shall be approved by the Congregation Council.

Chapter 4 - Congregation Council and Officers

- 4.01 Duties and responsibilities of the Congregation Council shall be to:
 - a. Review annually the compensation of the senior pastor, approve the compensation recommendations for all other pastors and staff, and make interim adjustments as deemed necessary within the total budget of the congregation.
 - b. Approve all expenditures on behalf of the congregation and receive regular reports of same.
 - c. Receive regular reports from the Director of Finance on the receipt of all funds.
 - d. Prepare and submit an annual budget to the congregation at the annual meeting. The budget shall be available to the congregation at least fourteen (14) days before the meeting.
 - e. Provide a financial report of the prior fiscal year's operations at the annual meeting.
 - f. Be responsible to the congregation for the supervision of the maintenance of building and grounds.
 - g. Approve the use of buildings and grounds by non-congregational organizations including setting the level of any compensation to be received.
- 4.02 Duties of the Officers
 - a. The president shall: preside at all meetings of the Congregation Council and congregation; sign all documents legally binding the congregation through congregational resolution; appoint, with approval of the Congregation Council, members of the Congregation Council to such ministry boards with which liaison with the council is deemed important. A Congregational Council member serving in their first year on council shall not be eligible for discernment as president.
 - b. The vice president shall: preside at all meetings in the absence of the president; automatically become president, upon the resignation of the president, until the discernment of a new president by the Congregation Council. The term of office on the Congregation Council of the vice president shall not coincide with that of the president.
 - c. The secretary shall: record the minutes of the meetings of the congregation and the Congregation Council; sign, with the president or Chief Operating Officer, all documents legally binding the congregation through congregational resolution. The secretary, with the Chief Operating Officer shall maintain the archives of the congregation. Such archives to be kept in the church or as designated by the council.

- d. The chief financial officer shall: implement financial policy as determined by the Congregation Council; coordinate the financial activities of the congregation; present timely reports of financial accounts to the Congregation Council; be responsible for maintaining the financial records of the congregation.

4.03 Additional Duties of the Chief Operating Officer

- a. In addition to the duties of the Chief Operating Officer as specified in the job description, the Chief Operating Officer shall have the ability to sign any contracts binding the congregation that have been provided for in the budget. The Chief Operating Officer shall also have the ability to sign any contracts binding the congregation which have not been accounted for in the current budget, but that have been approved by the congregation council.
- b. Shall, along with the secretary of the congregation, maintain the archives of the church. The archives shall be kept at the church or at another place designated by the congregation council.
- c. Assure the adequate bonding and/or assure that background checks are completed of all persons who handle the funds of the congregation.
- d. Shall notify all persons discerned to sit on the nominating team of their discernment and shall be responsible for coordinating and scheduling the first meeting of the nominating team. Guidelines for the nominating team shall be kept by the Chief Operating Officer and given to the members of the nominating team at the first meeting.