

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 their 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 commune or serve as they are able, for a period of three years may be removed from the voting roster of the congregation by action of the Congregational Council.
- 1.04 A contribution of record is defined as a contribution made in the current or preceding calendar year to the general fund of Good Shepherd Lutheran Church (the One Fund or such other name as the general fund is designated). There is no minimum amount required as we are called to give what we have decided in our hearts to give.
- 1.05 Receiving Communion while attending services online is the same as receiving Communion in person for purposes of determining eligibility to vote.
- 1.06 A person seeking membership, including those with a letter of transfer, shall be required to attend new member classes.

Chapter 2 - Additional Church Staff

- 2.01 When additional church staff, other than the senior or associate pastors, is hired, they shall be given a letter of employment setting out the terms of their employment including compensation and any benefits.
- 2.02 The senior pastor shall be accountable and responsible to the Congregational Council for the leadership and direction of the mission and ministry of the church. In addition, they shall be responsible and accountable to the Congregational Council for those who have been called to serve with them in ministry.
- 2.03 Additional staff pastors and associate pastors 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).
- 2.04 The specific duties of each team member shall be delineated in a job description as determined by the senior pastor and the Congregational Council. All job descriptions shall be approved by the Congregational Council.

Chapter 3 – Executive Director of Operations

- 3.01 From time to time the Congregational Council may employ a person to serve in the role of Executive Director of Operations. A job description for the position shall be created by the Congregational Council and will be maintained by the Congregational Council. When a person is employed to serve as Executive Director of Operations, they shall be issued a letter of employment which shall set forth the terms of their employment including compensation and benefits. The Executive Director of Operations can be terminated by a two-thirds vote of the Congregation Council.

3.02 In addition to the duties of the Executive Director of Operations as specified in the job description, the Executive Director of Operations shall:

- a. Sign any contracts binding the congregation that have been provided for in the budget. The Executive Director of Operations shall also sign any contracts binding the congregation which have not been accounted for in the current budget, but that have been approved by the Congregational Council.
- b. 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 congregational 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. Notify all persons discerned to sit on the nominating team of their discernment and will coordinate the scheduling of the first meeting. The initial meeting will be held before February 1. The Executive Director of Operations will be available to the nominating team as needed but shall have no voice or vote at any meetings of the team.
- e. Timely notify the congregation that nominations for people to serve on the Congregational Council are open. This should be done no later than January 15.
- f. Maintain guidelines for the nominating team and provide them to the members of the nominating team at the first meeting.

Chapter 4-Nominating Committee

4.01. The procedures to be followed by the nominating committee are as follows:

- a. The team will schedule its first meeting prior to February 1.
- b. The team will develop a questionnaire that will be completed by all candidates during the discernment process. The team may use the questionnaire developed by the previous nominating committees or can develop its own.
- c. The team will follow a timeline to ensure that a list of candidates is presented to the Congregational Council not less than three weeks prior to the annual meeting.
- c. The team will ensure that all candidates to be included on the ballot are voting members of Good Shepherd Lutheran Church.
- d. The team will ensure that there are a minimum of at least four candidates presented to the Congregational Council for inclusion on the ballot.

Chapter 5-Additional Duties of the Congregation Council

5.01. The Annual Congregational Meeting.

- a. The Congregational Council shall ensure that all items to be voted upon at the Annual Congregational Meeting are published and made available to the congregation at least 14 days in advance of the meeting.