

Lord of Life Lutheran Church BYLAWS
Part I – PARTICIPATION IN HOLY BAPTISM

B1.01 The following persons may become baptized members of this congregation through the sacrament of Holy Baptism, administered by the pastor:

- a. A child, one or both of whose parent or guardian is a confirmed member of the congregation.
- b. A child, neither of whose parents or guardian is a confirmed member of the congregation, whose parents and/or sponsors agree to take responsibility for the Christian nurturing of the child. If at all possible, confirmed member(s) of the congregation should serve as sponsor(s) for such a child.
- c. An unbaptized adult who has received instruction and has given evidence of an adequate understanding and acceptance of the teaching of the Word of God, as confessed by the Lutheran Church.

B1.02 All persons baptized by the pastor of this congregation shall be considered baptized members of the congregation, unless good reason, he/she is to be considered a baptized member of another congregation. The congregation shall accept responsibility for providing worship, education, service, and fellowship opportunities for its baptized members. All baptized members shall be encouraged by the pastor, the church council and the congregation to take advantage of these opportunities.

Part II – PARTICIPATION IN HOLY COMMUNION

B2.01 Participation in Holy Communion shall be open to members of this congregation who have been confirmed or who have received pastoral instruction in communion, and to others who accept the teachings in regard to Holy Communion that are set forth in paragraph B2.02 of this bylaw.

B2.02 Holy Communion is the joyful celebration of God’s love in which Christ is present, offering us the gifts of faith, forgiveness of sins, life, and salvation. By participation in the Lord’s Supper, one receives “the body and blood of our Lord Jesus Christ, given with the bread and wine, instituted by Christ himself for us to eat and drink.” A person who believes these words, “Given and shed for you for the forgiveness of sins,” and who, by faith, receives the worth of Christ on his/her behalf, is well-prepared and worthy to receive the sacrament.

B2.03 Prospective participants shall be made aware of our understanding of the Lord’s Supper by means of announcements **[DELETE: and registration forms]**. A person who is not a confirmed member of this congregation, who continues to participate in the sacrament, shall be encouraged by the pastor to become a confirmed member.

B2.04 Record of participation in Holy Communion shall be maintained. If a member of another congregation communes, upon request by the participant the pastor shall notify their home congregation. **[REPLACES: notice shall be sent to the pastor of that congregation.]**

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Part III – PASTORAL CARE OF MEMBERS

B3.01 A confirmed member who does not, for a period of one year, partake of Holy Communion, support the church with his/her offerings or does not appear to desire to participate in the life and worship of the congregation, shall be visited by the pastor or a confirmed member of the congregation and encouraged by them to active membership. If, during the second year, the confirmed member does not actively participate, his/her name shall be removed from the membership roster of the congregation, but be retained on a responsibility list as one who is in need of the congregation's special prayer and concern.

B3.02 A child, neither of whose parents or guardians is a member of the congregation may be removed from the roster of baptized members if he/she fails to participate in the life and the worship of the congregation.

B3.03 Any person who has been removed from the roster of this congregation or has been subjected to disciplinary action for any reason, but later repents and wishes to be reinstated, shall be welcome back into the membership of the congregation when he/she has met the appropriate membership requirements.

B3.04 The congregation shall, in the event of the removal of a member from the community it serves, encourage the member to request a transfer to a Lutheran congregation which can serve him/her effectively. Should the member fail to request a transfer, a Lutheran congregation in the community of his/her residence may **[REPLACES: shall]** be notified.

B3.05 A member desiring to change his/her membership to another Lutheran congregation shall, upon request, receive a Letter of Transfer.

B3.06 Members who are definitely known to have joined other churches shall be removed from the roster of this congregation.

Part IV – CONFLICTING LOYALTIES

B4.01 This congregation rejects **[DELETE: all fellowship of]** worship with organizations, secret or open, which are avowed religious or practice forms of religion without confessing faith in the Triune God and in Jesus Christ as the Eternal Son of God, incarnate, to be our only savior from sin, and thus teach salvation by works. It declares such organizations to be anti-Christian.

B4.02 No such ceremonies are to be permitted in or on the property, owned by this congregation, nor shall the pastor(s) take part in such services, even if outside the church premises.

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Part V – DISCIPLINE

B5.01 A person who is requested to appear before the church council for possible discipline shall be advised in writing no less than 10 days prior to the hearing. The written notice shall include the time and place of the hearing and shall specify the exact reason for the possible discipline. If a person fails to appear at the time and place without a valid excuse, the church council may proceed with the hearing and may reach its conclusions in his/her absence.

B5.02 Should the person be found guilty by two-thirds vote of the members of the church council, the council shall impose one of the following:

- a. Censure before the church council or the congregation.
- b. Suspension from membership until proof is given of sufficient repentance and amendment.
- c. Exclusion from membership and denial of the sacraments, until proof is given of sufficient repentance and amendment.

B5.03 In the event of the imposition of b or c in section B5.02 of this bylaw, the action of the church council shall be in writing.

Part VI – MEETING OF THE CONGREGATION

B6.01 The annual meeting of the congregation shall be held at a date, time, and place determined by the church council. (Ref: C10.01 & C10.03)
[REPLACES: The annual meeting of the congregation shall be held during the month of October, at a time and place determined by the church council.]

B6.02 Except as otherwise provided in the constitution and bylaws, all matters shall be decided by a majority of the votes cast.

B6.03 No one shall be elected to any office unless he/she has received a majority of the votes cast.

B6.04 In the following cases, voting shall be by written ballot:

- a. To adopt or amend the Articles of Incorporation, the constitution or the bylaws of the constitution.
- b. To excommunicate a member from the congregation, or to remove a member from office in the congregation.
- c. When requested by five or more voting members present.

Part VII – THE CHURCH COUNCIL

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B7.01 The **church council**, as defined in C11.01 and C12.01, will supervise the areas of education, evangelism, facilities, stewardship, missions and social ministries, youth, and worship and music. The council has the authority to adjust the number of committees as needed, but not less than three. The positions of president, secretary, education, facilities and missions and social ministries will be elected in even-numbered years. The remainder will be elected in odd-numbered years.

B7.02 The duties of **president** shall be to preside at all meetings of the church council and of the congregation, to see that all decisions of the congregation and the church council are carried out, to see that members of the church council perform their tasks promptly and efficiently and to perform such other tasks as may be assigned by the congregation or the church council or are stipulated in the constitution and these bylaws.

B7.03 The duties of the **vice president** shall be to perform the duties of the president in his/her absence, during his/her disability or at his/her request; to assist the president in church duties as the president may assign; to maintain a master copy of this constitution and its bylaws; to post all amendments to it and to see that all meetings of the congregation and the church council are conducted according to the constitution, which includes the Robert's Rules of Order.

B7.04 The duties of the **secretary** shall be to keep the minutes of the church council and the congregation, to conduct correspondence authorized by the congregation or the church council, to seek ways of publicizing the life and activities of the congregation and to have custody of the archives of the congregation.

B7.05 The duties of the **treasurer** shall be to disburse the congregations' funds in accordance with the decisions of the congregation and the church council, to make monthly written financial reports to the church council, to make an annual written financial report to the congregation and church council. He/she shall also act as liaison between church creditors and the congregation and church council.

Part VII – CONGREGATION COMMITTEES

B8.01 The **pastor** shall convene each of the committees within a month of formation.

B8.02 Each committee shall organize itself in a manner which will best enable it to perform its assigned tasks. The council member should enlist other church members to assist them in performing their tasks, though only members of the committee may vote on any issue. The committee council member will establish a designated alternate from their committee to attend council meetings in their absence; the designated alternate will be announced to the council no later than the February meeting.

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[REPLACES: Each **committee** shall organize itself in whatever manner it decides will best enable it to perform its assigned tasks. Each committee shall consist of the council voting member plus a minimum of three other committee members. The committees may enlist other persons to assist them in performing their tasks, though only members of the committee may vote on any issue.]

B8.03 The **Nominating Committee**, as prescribed in C13.02, and none of whom is a member of the incoming church council. The pastor shall serve as the convener [REPLACES: conveyor] and as an advisory member. Members are eligible to succeed themselves once. The church council shall fill vacancies on the Nominating Committee. The Nominating Committee shall nominate one or more candidates for each office to be filled and shall secure the consent of each candidate. The list of nominees shall be announced to congregation in conjunction with the announcements of the meeting of the congregation at which elections are to take place. In addition to the candidates submitted by the Nominating Committee, additional nominations may be made from the floor.

B8.04 The **Auditing Committee**, as prescribed in C13.03, shall audit the fiscal records of the congregation at least quarterly and report its quarterly findings to the Executive Council and submit a written annual report to the congregation at the annual meeting as part of the Annual Report [REPLACES: annually and report its findings in writing to the annual meeting]. [ADD: Audit should be conducted as scheduled on the annual church calendar by the Church Council. Such audits will include examination of existing insurance coverage.]

B8.05 The duties of the Education Committee shall be to:

- a. Meet regularly, report to Council monthly and the congregation annually.
- b. Submit a projected budget at the proper time.
- c. Coordinate with the pastor in developing adult education opportunities.
- d. Nominate a candidate to be Sunday School Superintendent.
- e. Determine policy for the congregation's teaching ministry, including nursery.
- f. Extend teaching ministry into homes by encouraging parents in fulfilling their baptismal responsibilities.
- g. Coordinate summer Vacation Bible School activities.

[REPLACES: B8.05 The duties of the **Education Committee** shall be to:

- a. Meet regularly, report to the council regularly and to the congregation annually.
- b. Submit a projected budget at the proper time.
- c. Coordinate with the pastor in developing adult education opportunities.
- d. Nominate a candidate to be Sunday School Superintendent.
- e. Determine policy for the congregation's (Sunday School) teaching ministry.
- f. Extend teaching ministry into homes by encouraging parents in fulfilling their baptismal responsibilities.
- g. Coordinate summer Vacation Bible School activities.]

B8.06 The duties of the Evangelism Committee shall be to:

- a. Meet regularly; report to Council monthly and the congregation annually.

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- b. Submit a projected budget at the proper time.
- c. Welcome visitors with a phone call, letter, or visit.
- d. Contact inactive members as referred by pastor, and encourage participation in the fellowship and work of the church.
- e. Share the Gospel and reach out to others through various activities such as home visits, new member recognition, phone calls, website, newspaper, brochures, church activities, etc.
- f. Four (4) times per year, include an article in the Newsletter.

[REPLACES: B8.06 The duties of the **Evangelism Committee** shall be to:

- a. Conduct regular meeting and report regularly to council and annually to the congregation
- b. Submit a projected budget at the proper time.
- c. Seek out the unsaved and unchurched in the community and plan methods of bringing the Gospel to them.
- d. Seek out inactive members and plan and conduct programs to restore them to full participation and Christian fellowship and work of the church.
- e. Enrich and encourage growth in member's spiritual lives.]

B8.07 The duties of the **Facilities Committee** shall be to:

- a. Meet regularly, report to Council monthly and the congregation annually.
- b. Submit a projected budget at the proper time.
- c. Be responsible for the care of all physical properties, checking at least annually for deterioration; call the attention of Council and the congregation to necessary repairs and improvements.

[REPLACES: B8.07 The duties of the **Facilities Committee** shall be to:

- a. Meet regularly, report to the council regularly and to the congregation annually.
- b. Submit a projected budget at the proper time.
- c. Be responsible for the care of all physical properties, checking at least annually for deterioration; call the attention of the council and congregation to necessary repairs and improvements.]

B8.08 The duties of the **Stewardship Committee** shall be to:

- a. Meet regularly, report to Council monthly and the congregation annually.
- b. Submit a projected budget at the proper time.
- c. Keep church financial affairs in good order.
- d. Be responsible for keeping insurance coverage current.
- e. Acquire adequate bonding of all authorized to handle money.
- f. Provide stewardship orientation to new members.
- g. Encourage liberal, thankful giving and regular, proportional giving. Promote strong stewardship consciousness in all members throughout the year.
- h. Insure that there are an adequate number of trained tellers.
- i. Inform the congregation of synod and church-wide ELCA stewardship challenges.
- j. Keep Time and Talent surveys current and available to Committees. Update them annually.

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- k. Include the Financial Secretary and Treasurer in committee meetings.
- [REPLACES: B8.08** The duties of the **Stewardship Committee** shall be to:
- a. Remain informed about church financial affairs and keep them in good order.
 - b. Be informed on all insurance and council matters; report to council.
 - c. Bond all authorized to handle money.
 - d. Report regularly to council and annually to the congregation.
 - e. Orient new members to the stewardship goals of the congregation.
 - f. Encourage liberal, thankful giving.
 - g. Keep time and talents surveys current and available to other committees at least annually.
 - h. Inform the congregation of synod and church-wide ELCA stewardship challenges.
 - i. Emphasize regular, proportionate giving.
 - j. Promote strong stewardship consciousness throughout the year.
 - k. Financial secretary and treasurer are to be included in committee meetings.
 - l. To insure an adequate number of trained tellers as per the policies and procedures manual.]

- B8.09** The duties of the Missions and Social Ministries Committee shall be to:
- a. Meet regularly, report to Council monthly and the congregation annually.
 - b. Submit a projected budget at the proper time.
 - c. Work cooperatively with other congregation committees to assess unmet needs and develop plans to meet those needs for Mission and Social Ministry with the congregation, community and world.
 - d. Work cooperatively with other churches and community agencies in study, education, services, and actions relating to Mission and Social Ministry utilizing resources from ELCA and other sources.

[REPLACES: B8.09 The duties of the **Missions and Social Ministries Committee** shall be to:

- a. Keep the congregation informed on Alaska’s missions, churches and needs within the Alaska Synod.
- b. Continue to develop our mission outreach within the community.
- c. Work cooperatively with the Lord of Life Social Ministries and Lord of Life Women’s Committee in development of a plan of action for our mission services.
- d. Plan, stimulate, coordinate and supervise the ministry of social concerns in the congregation and the community.
- e. Assess the needs of the congregation and the community to see what social problems and unmet needs most call for action.
- f. Take appropriate action upon the issues and unmet needs and help other members of the church become involved in acting upon them both as individuals and as the corporate community of faith.
- g. Cooperate with other churches and community agencies in their study, education, services and actions on issues relating to social ministry.

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- h. Serve as the congregation's link to ELCA's district and national committees on social service, research and social action, special ministries and metropolitan ministry.
- i. Report regularly to the church council and to the congregation at the annual meeting.
- j. Submit a projected budget to the finance committee one month prior to the annual meeting.
- k. Conduct regular meetings, not less than once a month, at a time and place determined by the committee.]

B8.10 The duties of the Youth Committee shall be to:

- a. Meet regularly, report to Council monthly and the congregation annually.
- b. Submit a projected budget at the proper time.
- c. Be the liaison between Youth and the congregation.
- d. Plan, coordinate and staff a well-rounded Youth Ministries program, relating youth activities to the total parish ministry of mission, and involving the entire congregation as often as possible.
- e. Encourage members to pursue full-time ministry in the church.

[REPLACES: B8.10 The duties of the **Youth Committee** shall be to:

- a. Meet regularly, report to the council regularly and to the congregation annually.
- b. Be the voice of the congregation's concern for youth ministry. Be the liaison between the youth and the congregation.
- c. Relate youth activities to the total parish ministry of mission.
- d. Encourage a well-rounded youth ministry.
- e. Involve the entire congregation in youth ministry of the congregation and community.
- f. Help youth find their life work under God, considering also full time service in the church.
- g. Identify and interpret the needs and ambitions of local youth.
- h. Work with the evangelism committee in ministry to congregation members in the armed forces.]

B8.11 The duties of the Worship and Music Committee shall be to:

- a. Meet regularly, report to Council monthly and the congregation annually.
- b. Submit a projected budget at the proper time.
- c. Provide a variety of worship opportunities and settings.
- d. Provide trained lay leadership for worship services (Readers, Greeters, Ushers, Acolytes, Assisting Ministers, Altar Guild, Sound and AV techs).
- e. Provide musicians and appropriate music for the conduct of regular and special worship services, in consultation with the pastor.
- f. Provide supplies needed for worship (candles, wine, bread, etc.)

[REPLACES: B8.11 The duties of the **Worship and Music Committee** shall be to:

- a. Meet regularly, report to the council regularly and to the congregation annually.
- b. Provide a variety of worship opportunities and settings.

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- c. Provide participants needed for and contributing to regular and special worship services, i.e., acolytes, ushers, assisting ministers and the Alter Guild.
- d. Provide appropriate music for the services.
- e. Provide necessary music-related personnel for the conduct of regular and special worship services in conjunction with pastor and the church council.]

B8.12 The **Mutual Ministries Committee**, as prescribed in C13.04, shall be concerned with the spiritual needs of the pastor and congregation and sees the pastor and church council president for recommended guidelines provided in synod and church-wide materials.

B8.13 The **Call Committee**, as prescribed in C9.01, C9.02 and C13.05, sees the pastor and council president for recommended guidelines provided by synod.

Part IX – FINANCIAL SECRETARY

B9.01 The annual meeting of the congregation shall elect a **financial secretary**. The term of office of the financial secretary shall be one year and he/she may succeed himself/herself. The duties of the financial secretary shall be to maintain records of all contributions and serve as an advisory member to the **[DELETE: Finance and]** Stewardship Committee. He/she will also make quarterly financial reports to each member of the congregation.