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Bylaws of
Christ Our Redeemer Lutheran Church
LCMS (Lutheran Church Missouri Synod)
As amended through February 21, 2008

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Bylaw 1
Membership

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1.1. **Membership Classification.** There shall be three classes of members, as follows:

A. **Baptized members:** All persons baptized in the name of the Triune God, and who are under the spiritual care of the Pastor and Elders of this congregation. It is expected that all baptized members will:

1. Attend worship services faithfully and regularly.
2. Lead a Christian life as taught in Galatians 5:19-26.
3. Out of Christian love, submit to brotherly admonition, according to Matthew 18, when having erred or offended.
4. Contribute, as God has blessed them, of their time, talents and treasure toward the maintenance of the congregation and the extension of the church at large.
5. In due time, take a course of instruction in preparation for confirmed membership in this congregation.

B. **Confirmed members** are all baptized persons within the congregation who have completed a course of instruction in Christian doctrine that meets with the approval of the Pastor and Elders.

Persons seeking to attain confirmed membership shall make that fact known to the Pastor or Elders. The Pastor shall ascertain the understanding and commitment to the purpose and theological commitment contained in Article III of the Constitution. The Pastor will determine if additional training is needed and the appropriate method for that training. The Pastor is authorized to extend confirmed membership to the person and shall announce that in a public worship service.

In addition to the duties of baptized members, it is expected of all confirmed members that they:

1. Accept the confessions of faith listed in Article III of the Constitution.

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2. Familiarize themselves with the doctrines of the Lutheran Church Missouri Synod.
 3. Partake of the Lord's Supper.
 4. Participate in continuing Christian education.
 5. Provide for the Christian training of their children by making use of the educational agencies of the congregation.
 6. Participate in at least one ministry of the congregation every year.

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C. **Voting members:** All confirmed members who shall have reached the age of 18. In addition to the duties of baptized and confirmed members, it is expected of all voting members that they shall familiarize themselves with and adhere to the principles and practices contained in the Constitution and Bylaws.

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1.2 **How We Handle Grievances.** As fellow members of the body of Christ, we shall strive to bear with each other and forgive whatever grievances we may have against one another. (We shall know and practice the teachings of Colossians 3:12-17; Matthew 7:1-6; and Matthew 18:15-18.)

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When wronged by another member:

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1. We shall overlook the wrong, if possible.
 2. If we cannot overlook the wrong, we shall examine our own part in the matter to see where we may have been in the wrong. We shall make amends and ask forgiveness for our own wrong. See Matthew 7:1-5.
 3. We shall speak privately and directly with the other person, realizing that we also may have hurt him. We shall avoid gossip and seek to gently restore our relationship with our brother or sister in Christ.
 4. If this does not bring a solution, we shall enlist the help of others in the body of Christ to help us settle the matter in a Biblical manner.
 5. The pastor and the elders and other mature Christians in the congregation should be employed to provide Biblical mediation, arbitration, and accountability.
 6. If these measures are not successful, the parties involved will be encouraged to attempt conciliation through trained reconcilers from the Northwest District of LCMS or other professional Christian mediators trained in the principles of Christian Peacemakers.

93 7. For more information about Christian conciliation, please refer to “The
94 Christian Peacemaker” by Ken Sande.
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96 1.3. **Termination of Membership.** Membership shall be terminated by transfer to
97 another Lutheran congregation, by release to another Christian congregation outside the
98 fellowship of this congregation, by self-exclusion, by excommunication, or by death.
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100 A. **Transfer.** A member desiring transfer to another Lutheran congregation shall
101 make that fact known to the Pastor or Elders. The Pastor shall cause the creating
102 and mailing of a letter of transfer to the receiving congregation.
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104 B. **Release.** A member desiring release shall follow a similar action as a transfer.
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106 C. **Self-exclusion.** The names of people whose whereabouts are unknown, who
107 have moved from the area, or who decline to worship with the congregation after
108 admonition by the Pastor and Elders, shall after a period of one year, be removed
109 from membership.
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111 D. **Excommunication.** Whenever a member of the congregation believes that a
112 fellow member is guilty of unrepentant sin, he should confront that person and
113 attempt to win his fellow member over via repentance and forgiveness. If the
114 fellow member remains impenitent, the member should file a written grievance
115 with the Pastor and Elders. If after investigation, the Pastor and Elders believe
116 that this is a valid grievance, they must confront their fellow member and attempt
117 to win their fellow member over. If the fellow member remains impenitent, the
118 Pastor and Elders must inform this fellow member that he is excommunicated
119 from this congregation and that he may worship with the congregation but not
120 receive Holy Communion and other privileges of membership. The fellow
121 member may appeal once to the Voters Assembly. This is more fully explained in
122 "How We Handle Grievances" (Bylaw 1.2 above).
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125 **Bylaw 2** 126 **Voters' Assembly**

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128 2.1. **Powers and Authority.**
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130 A. The Voters' Assembly shall consist of all voting members present at a regular
131 or special meeting of the congregation.
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133 B. The congregation, through the Voters' Assembly, shall have final authority in
134 managing its internal and external affairs.
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136 C. Only the Voters' Assembly shall have power to:
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138 1. Call or remove a called worker.

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2. Purchase or sell church property or buildings valued over 10% of the annual operating budget.
3. Adopt the Annual Budget.
4. Dissolve the congregation.

2.2. **Voters' Assembly Meetings.**

A. **Regular Meetings.** The Voters' Assembly shall meet at least twice a year, with one meeting dealing with the **annual budget** and one dealing with the **election of officers**. Other matters may also be included in the agenda of these meetings. The day and hour of the meeting shall be set by the Church Council with notice mailed to all voting members at least two weeks in advance. The notification shall contain an agenda of items to be considered as well as the slate of nominees for election.

B. **Special Meetings.** The Voters' Assembly may meet at other times of the year when called by the Church Council or at the request of any 10 voting members of the congregation. Notice of any such special meeting shall be mailed to all voting members as far in advance as possible but no less than one week in advance. The notice shall contain an agenda of items to be considered.

C. **Meeting Agenda.** No agenda items may be added after the notice of the meeting has been mailed.

D. **Presiding Officer.** The President, Vice President, Chairman of the Board of Elders or a member of the Church Council, designated by the Council shall preside at all Voters' Assembly meetings.

E. **Quorum.** A quorum of 20 of the voting membership must be present to conduct the business of the Voters' Assembly.

F. **Voting.** All congregational matters decided by the Voters' Assembly shall be decided by a simple majority of the voting members present at a properly convened meeting of the Voters' Assembly, except as otherwise provided in the Constitution and these Bylaws. No vote on any matter before the Voters' Assembly may be cast either by the ballot of a member not present at the meeting or by proxy.

**Bylaw 3
Called Workers**

A. **Procedure for Calling into Office for Called Workers**

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1. After authorization is received from the Voters' Assembly, the Board of Elders shall create and appoint a Call Committee.
 - (a) The Board of Elders shall serve as the Call Committee to call a pastor.
 - (b) For all other calls, the Call Committee shall consist of such persons as the Board of Elders may designate, having in mind the ministries which will be affected by the call.
2. The Call Committee shall consult with those in the affected ministry area and with the Northwest District of the Lutheran Church Missouri Synod as part of their efforts to secure the names of candidates. Every voting member of the congregation shall have the privilege of making one or more nominations.
3. The Call Committee may set a final date for submitting nominations. If the Committee sets a final date, written notice of that date shall be mailed to all voting members of the congregation not less than two weeks before the final date. After the final date for nominations, the Committee may accept additional nominations, but it shall not be required to do so.
4. The Call Committee will prepare a written list of all persons who have been nominated. The list shall include:
 - (a) a biographical sketch of each candidate;
 - (b) a statement of the Call Committee's recommendation concerning each candidate; and
 - (c) a statement of the Committee's rationale for such recommendation.
5. The Call Committee shall mail the list of candidates, biographical sketches, recommendations and rationales to each voting member not less than two weeks prior to any Voter's Assembly meeting at which a vote on the call is to be taken.
6. The Voter's Assembly may by vote either choose one of the candidates or reject the list of candidates. Voting shall be by written secret ballot. A simple majority of the voting members present at the time of the ballot shall determine the outcome. If the first round of voting does not produce a majority vote, additional rounds of voting may be taken until a majority vote is obtained. On each round of voting, each voter may cast only one vote for one candidate. If the meeting concludes without a majority vote for any candidate, the list of candidates shall be deemed rejected.
7. If a majority vote is obtained in favor of a candidate, the Call Committee shall inform the candidate of the congregation's call.

- 231 B. **Required Qualifications.** Called workers of the Congregation must:
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233 1. Subscribe to the Confessional Standards set forth in Article III of the Constitution;
234 and
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236 2. Be acceptable to the Synod of which this Congregation is a member.
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239 C. **Removal from Office of Called Workers.** Any called worker may be removed from
240 office by the voters' assembly by a two-thirds (2/3) majority ballot vote, in Christian
241 and lawful order, for one of the following reasons: persistent adherence to false
242 doctrine, scandalous life, willful neglect, or inability to perform the duties of the
243 office. In the event of the possible removal of a called worker, consultation with the
244 District President by representatives of the congregation is required.
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246 D. **Pastor's Powers and Duties.** The pastor shall:
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248 1. Perform all duties which are outlined under the call issued by the congregation.
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250 2. Be a member of the Church Council.
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252 3. Hold communion services on the first, third and fifth Sunday of each month and/or
253 at such times as he, along with the Board of Elders, shall determine.
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255 4. Annually review the performance and salary of any Director of Christian
256 Education and/or Associate Pastor.
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259 **Bylaw 4** 260 **Officers**

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262 The elected Officers of the Congregation, elected by the Voters' Assembly, shall be the
263 President, Vice President, and Treasurer. The offices of Recording Secretary and
264 Financial Secretary shall be filled by appointment by the Church Council.
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266 A. **The President** shall:

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268 1. Preside at all meetings of the Voters' Assembly and the Church Council.
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270 2. Enforce the Constitution and Bylaws.
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272 3. See that the resolutions and directions of the Church Council are carried into
273 effect.
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- 275 4. Appoint an auditing committee to audit the treasurer's accounting books prior to
276 the annual meeting of the Voters' Assembly at which elections are conducted.
277 The Treasurer may not be a member of the auditing committee.
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- 279 5. Execute any documents required to conduct the affairs of the church in the
280 ordinary course of business, and any contracts or other documents authorized by
281 the Church Council. With the approval of the Church Council, the President may
282 delegate the power to execute such documents.
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- 284 6. Perform such other duties as are common for the office, and such additional duties
285 as may be directed by the Voters' Assembly from time to time.
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- 287 **B. The Vice President** shall:
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- 289 1. Perform all of the duties of the President in the President's absence, and such
290 other additional duties which may be directed by the Voters' Assembly or by the
291 President from time to time.
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- 293 2. Appoint and chair the Nominating Committee.
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- 295 3. Chair the committee for annual budget planning.
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- 297 4. Chair any committee serving to review or revise the Constitution or Bylaws.
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- 300 **C. The Recording Secretary** shall attend all meetings of the Voters' Assembly and
301 Church Council and make and keep available accurate records thereof, and perform
302 such other duties as are commonly required of the office. The Recording Secretary
303 may perform any of these duties through a delegate or assistant, provided that all
304 work shall be done under the direction and supervision of the Recording Secretary.
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- 307 **D. The Financial Secretary** shall:
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- 309 1. Receive, record and deposit all monies received through worship services, special
310 offerings, or any other source.
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- 312 2. Keep a record of all deposits.
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- 314 3. Prepare at least annually and provide to each individual a statement of his/her
315 offerings.
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- 317 4. The Financial Secretary may perform any of these duties through a delegate or
318 assistant, provided that all work shall be done under the direction and supervision
319 of the Financial Secretary.
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- 321 E. **The Treasurer** shall:
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323 1. Keep custody of and disburse all church funds and securities.
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325 2. Invest all church funds to achieve maximum total return in the Church Extension
326 Fund and/or other secure accounts.
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328 3. Implement the policies of the church concerning management of credit accounts.
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330 4. Assure accuracy and propriety of all financial transactions of the congregation.
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332 5. Keep and preserve the accurate records of all receipts and disbursements, and
333 submit a written report of them to the President and Church Council at such times
334 as they may require and at all regular meetings of the Voters' Assembly.
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336 6. The Treasurer may perform any of these duties through a delegate or assistant,
337 provided that all work shall be done under the direction and supervision of the
338 Treasurer.
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341 **Bylaw 5**
342 **Board of Elders**
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344 The church shall have three or more elders elected by the Voters' Assembly. The
345 elders shall assist the pastor with ministering to the spiritual welfare of the congregation.
346 The duties of the elders shall include:
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- 348 1. With the pastor, oversee the spiritual welfare of the congregation, including
349 adherence to sound doctrine and holy living.
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351 2. With the pastor, encourage the hurting and shepherd the flock.
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353 3. Encourage the called staff in doctrine and in their personal lives.
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355 4. With the pastor, deal with conflict within the congregation according to
356 Matthew 18:15-20 to bring about reconciliation.
357
358 5. Assist the pastor in leading worship and teaching.
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360 6. Lead through example in faith and life.
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362 7. Encourage the vision of outreach and nurture of COR.
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364 8. Review performance and salary of senior pastor.
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366 Although the main duties of the elders are not administrative, the elders shall elect
367 from among themselves a representative and alternate, either of whom shall serve at all
368 meetings of the Church Council.

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370 A majority of the elected elders shall constitute a quorum for the conduct of the
371 affairs of the Board of Elders.

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375 **Bylaw 6**
376 **Day School Board**
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378 The Day School Board shall have not less than five nor more than seven voting
379 members. One member of the Board of Elders shall be a voting member of the Day
380 School Board. The other voting members of the Day School Board shall be elected to the
381 Board by the Voters' Assembly. The administrator of the Day School shall be a non-
382 voting member of the Board.

383
384 The Board shall, with the administrator of the Day School, administer and
385 oversee all policies and activities of the Lutheran Day School. The Board shall have the
386 duties and powers:

- 387
388 (a) To employ or discharge any non-called teacher or other employee as the
389 Board may deem appropriate to the needs of the Day School.
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391 (b) Within the annual budget approved by the Voters' Assembly, to set the rate of
392 compensation of each employee of the Day School and to make all other
393 expenditures deemed by the Board to be appropriate to the needs of the Day
394 School.
395
396 (c) To review the performance and salary of all called and non-called staff whose
397 primary duties are to serve the Day School.
398

399 The voting members of the Day School Board shall elect from among themselves
400 a chairperson and a vice chairperson, each of whom shall serve for a term of one year.
401 The chairperson, and in his/her absence the vice chairperson, shall preside over the
402 meetings of the Day School Board and serve as the representative of the Board at all
403 meetings of the Church Council.

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405 A majority of the voting members of the Board shall constitute a quorum for the
406 conduct of the affairs of the Board.
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Bylaw 7
Ministry Coordinators

There shall be not less than three nor more than eight ministry coordinators elected by the Voters' Assembly to support and represent individuals and groups of the church in undertaking and carrying out ministries in service to the Lord.

The Church Council shall, from time to time, determine the number of ministry coordinators needed by the Church and which ministries are to be assigned to each coordinator.

Duties.

1. Each ministry coordinator shall encourage, promote, mentor and aid individuals, groups and societies within the church:
 - (a) To carry out existing ministries.
 - (b) To start new ministries.
 - (c) To function as ministry teams.
 - (d) To coordinate the function of each ministry team with the functions, needs and vision goals of the whole church.
 - (e) To present the budgetary needs of the ministry team in preparation for the annual budget.
2. Each ministry coordinator shall be a voting member of the Church Council and represent all ministry teams assigned to him/her at meetings of the Council.

In the event that the Church Council determines that an additional ministry coordinator position is needed after the meeting of the Voters' Assembly for elections, the Council may by appointment fill such coordinator position. Such appointment shall continue until the next convened meeting of the Voters' Assembly, and at such meeting the question of whether to ratify such appointment shall be put before the Assembly for a vote.

Bylaw 8
Election, Removal and Vacancies in Elected Positions

A. The Election Process

457 1. **Nomination:** The Vice President shall annually appoint a Nominating Committee
458 whose responsibility will be to develop a slate of candidates for elected Officers,
459 Elders, Day School Board, and Ministry Coordinators to be elected each year. The
460 committee shall contain a majority who are not members of the Church Council,
461 shall function for one year only, and shall report their nominations to the annual
462 Voters' Assembly. The Pastor shall be an ex officio member of the Nominating
463 Committee.
464

465 In addition to the Nominating Committee's slate of candidates, any voting
466 member may nominate candidates. Such nominations shall be called for in the
467 annual Voters' Assembly meeting prior to the time that nominations are closed.
468

469 2. **Required Qualification of Candidates.** Only voting members may be nominated
470 or elected or appointed by the Church Council to any position. Only male voting
471 members who have attained the age of 21 years may be elected to the position of
472 Elder.
473

474 3. **Election:** Nominees who receive at least fifty-one percent of the ballots cast at the
475 Voters' Assembly shall be the elected officers.
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477 4. **Appointed Officers.** The Recording Secretary and the Financial Secretary shall
478 be appointed each year by the Church Council by majority vote at the Council's
479 meeting which next follows the Voters' Assembly election meeting.
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482 B. **Terms of Office.** The terms of the positions shall be as follows:
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484 1. **One Year Terms:** President; Vice President; Recording Secretary; Financial
485 Secretary; Treasurer.
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487 2. **Two Year Terms:** Elders; Day School Board; Ministry Coordinators.
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489 The term of elected office commences January 1 of the year following the election.
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491 C. **Resignation.** Any person elected to a position may resign by giving written or oral
492 notice of resignation. Any person holding an elective position who fails to attend
493 three or more consecutive meetings of any Board or Council on which he or she is a
494 voting member shall be deemed to have tendered his/her resignation from such
495 elective office.
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497 D. **Removal from Office.** Any person holding an elected position who is willfully
498 neglectful in the performance of his official duties, may be removed from office by
499 the Voters' Assembly. Such action shall be initiated by the Church Council.
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- 503 E. **Filling Vacant Elected Positions.** The Church Council shall be authorized to appoint
504 a person to fill an unexpired term of any elected position which is vacant, either
505 because the position holder has resigned, has been removed, or because the Voters'
506 Assembly has not elected anyone to fill the position. Such appointment shall
507 continue until the next convened meeting of the Voters' Assembly, and at such
508 meeting the question of whether to ratify such appointment shall be put before the
509 Assembly for a vote.
510
- 511 F. **Compensation of Persons Holding Elective Positions.** No person may receive
512 compensation from the congregation for his or her service in an elected position.
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- 514 G. **Holding Multiple Positions.** No person may hold more than one elective position at
515 the same time.
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518 **Bylaw 9**
519 **Church Council**
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- 521 A. **Voting Membership.** The voting members of the Church Council shall consist of the
522 Pastor, President, Vice President, Treasurer, Elder representative, School Board
523 representative, and Ministry Coordinators.
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- 525 B. **Meetings.** The Church Council shall meet at least monthly, and at other times at the
526 request of the President or any three Church Council members. Notice of regular
527 meetings shall be announced in the monthly calendar and in worship service bulletins.
528
- 529 C. **Quorum.** A majority of the voting members of the Church Council shall constitute a
530 quorum to conduct the business of the Council.
531
- 532 D. **Minutes.** The minutes shall fully disclose all actions taken and be signed by the
533 Recording Secretary. Minutes of the meetings shall be available to voting members
534 upon request.
535
- 536 E. **Powers and Duties of the Council.**
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- 538 (a) **Powers**
539
- 540 1. The Council shall have the power to develop policies as required to
541 execute the goals approved by the Voters' Assembly. Written policies
542 shall be available upon request.
543
 - 544 2. Without an authorizing vote of the Voters' Assembly, the power of the
545 Council to approve expenditures not provided for in the budget shall not
546 exceed an amount equal to 5% of the total annual budget, less the amount
547 of any contingency item for unexpected needs contained in said budget.
548

549 3. The Council shall not exercise any of the powers reserved to the Voters'
550 Assembly under Bylaw 2.

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552 (b) **Duties**

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554 1. The Council, as the chief executive body of the congregation, shall act in
555 all matters pertaining to the legal and general welfare of the congregation
556 to put into effect policies and goals adopted by the Voters' Assembly.

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558 2. The Council shall see to it that all activities of the church reflect the
559 purpose and faith of the congregation.

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561 3. The Council shall concern itself with the implementation of the mission,
562 vision, budget, and plans adopted by the Voters' Assembly.

563

564 4. The Council may appoint any boards, committees, task forces, action
565 teams, or other entities which it may deem necessary. It shall oversee and
566 have authority over all boards, committees, task forces, ministry teams, or
567 other entities of the congregation, except as otherwise provided in the
568 Constitution or these Bylaws.

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570 5. The Council shall review the performance and salary of all called and non-
571 called staff, other than the Pastor, Director of Christian Education,
572 Associate Pastor, and the staff of the Day School.

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Bylaw 10
Amendments

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577 Amendments to these Bylaws may be made in the following manner:

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579 A. A copy of the proposed amendment shall be mailed to all voting members at least two
580 weeks prior to a Voters' Assembly meeting at which the amendments will be
581 considered.

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583 B. A copy of the proposed amendment shall be mailed to the District office. Any
584 comment from the District office received prior to the Voters' Assembly meeting at
585 which the amendments will be considered shall be made known to voting members
586 prior to any vote being taken on such amendments.

587

588 C. At the meeting a vote shall be taken on the amendment and two-thirds of the voting
589 members present shall secure adoption.

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591 D. Upon favorable action by the District, the congregation shall be notified that the
592 amendments are acceptable to the Synod and that the congregation is entitled to
593 continue to function as a member of the Synod in good standing under the Bylaws as
594 amended.