

**BYLAWS**  
of  
**Christ Lutheran Church**  
Whitefish, MT

(Approved 8/16/2020)

**PREAMBLE**

The purpose of the Bylaws are to provide definition, explanation, and details for the governing of the affairs of Christ Lutheran Church as defined in the Constitution of Christ Lutheran Church (the "Constitution"). These Bylaws shall not conflict with the Constitution, and shall only be revised according to the procedures specified in the Constitution.

**Chapter 1 ORGANIZATIONAL STRUCTURE AND CHURCH STAFF**

- 1.1 The Pastor(s) and the Business Administrator shall oversee the design and upkeep of an organizational structure for this Congregation that best aligns resources and positions with the mission and vision of the church. The structure shall include all paid and volunteer staff, leadership, organizations, and ministries. This structure shall direct the administration and operation of this Congregation, and shall not conflict with any provisions outlined in the Constitution or Bylaws.
- 1.2 The following staff positions are defined as part of the organizational structure for this Congregation. Their responsibilities shall be as specified by their job descriptions and shall include but not be limited to the following:
- a. The Senior Pastor shall:
    - (1) Be the lead person responsible for the ministry staff.
    - (2) Provide annual reviews for the ministry staff, and report the results to the Personnel committee.
    - (3) Coordinate with the Personnel Committee to develop pastoral and ministry job descriptions.
    - (4) Be a member of the Executive Committee.
    - (5) Fulfill the responsibilities listed in the Constitution and the job description.
  - b. The Business Administrator shall:
    - (1) Oversee the operation and maintenance of the church facilities.
    - (2) Verify that the church complies with local and state laws and ordinances.
    - (3) Supervise the office staff, and verify office support for ministry functions.

- (4) Be a member of the Executive and Personnel Committees.
- (5) Conduct office staff performance reviews.
- (6) Approve expenses and sign checks.
- (7) Oversee staff payroll.
- (8) Coordinate with the Personnel Committee to develop office job descriptions.
- (9) Maintain Congregational records with the assistance of the Senior Pastor and the Secretary.
- (10) Fulfill any other responsibilities listed in the job description.

c. The Financial Secretary shall:

- (1) Direct the counting, depositing, and recording of all contributions.
- (2) Make payments for facility expenses and benevolence.
- (3) Maintain financial records using computer accounting software.
- (4) Provide monthly financial data to the Council Treasurer.
- (5) Provide annual contributor's giving report.
- (6) Be a member of the Finance Committee.
- (7) Fulfill any other responsibilities listed in the job description.

1.3 Staff job descriptions and responsibilities are developed and maintained by the Personnel Committee, with help and input from the Pastor(s) and Business Administrator.

1.4 All other staff and ministry positions shall be determined by the organizational structure developed in paragraph 1.1 above.

1.5 All church staff and ministry leaders are expected to:

- a. Affirm the Confession of Faith and Statement of Purpose as stated in the Constitution.
- b. Confess as individuals that they have not always fulfilled God's will in their decisions, modeling, and teaching.
- c. Strive for discipleship as commanded by Jesus and illustrated in the Scriptures.

## **Chapter 2 CONGREGATIONAL MEETINGS**

2.1 The Congregational Meetings shall be held on a semi-annual basis, called by the Congregational Council, and conducted according to the requirements of the Constitution.

2.2 The main purpose of the semi-annual meeting in the Spring, normally in April, shall be to elect members of the Congregational Council. Other purposes may be to elect representatives to other committees, receive reports, or approve specific ministries.

- 2.3 The main purpose of the semi-annual meeting in the Fall, normally in November, shall be to receive the financial report and approve the fiscal budget for the following year. Other purposes may be to elect representatives to other committees, receive reports, or approve specific ministries.
- 2.4 Committees shall provide an annual written report to the Secretary 28 days before the scheduled Spring Congregational Meeting.
- 2.5 The agenda for the Congregational Meetings shall be prepared by the Executive Committee, which is described in section 5.1, below. Members of the Congregation may petition the Council to propose an agenda item. The agenda shall be available to members 10 days prior to the scheduled meeting.
- 2.6 The Congregational Meetings shall be conducted by the President, or one of the other officers if the President is absent.

### **Chapter 3      OFFICERS**

- 3.1 The President shall be responsible for the following:
  - a. Preside at all Congregational and Council meetings.
  - b. Verify that the ministries and activities of this Congregation are being conducted according to the Constitution, Bylaws, and Continuing Resolutions.
  - c. Provide an annual report to the Congregation.
  - d. Sign any official documents on behalf of this Congregation or Council.
  - e. With the assistance of the Business Administrator, prepare the agenda for Congregational and Council meetings.
- 3.2 The Vice President shall be responsible for the following:
  - a. Perform the duties of the President in the president's absence, incapacity, or at the President's request.
  - b. Act as parliamentarian at Congregational and Council meetings.
- 3.3 The Secretary shall be responsible for the following:
  - a. Record all the proceedings of this Congregation and the Council, and distribute copies to the members.
  - b. Notify members of meetings, keep attendance records of each Council meeting, and notify members having absences.
  - c. Assist the President on agenda items, calling attention to matters deferred or referred to committees for further study and recommendation.
  - d. Assist in maintaining Council and Congregational records.
- 3.4 The Treasurer shall be responsible for the following:

- a. Oversee and monitor financial procedures, records, and budget of this Congregation.
- b. Provide a monthly statement of income and expense compared to the budget to the Council.
- c. Provide an annual financial report to the Congregation.
- d. Be a member of the Finance Committee that prepares an annual budget. After Council approval, present the budget to the Congregation for final approval.

## **Chapter 4 COUNCIL**

- 4.1 The Council shall meet once a month, typically during the fourth week of the month, unless decided otherwise by the Council.
- 4.2 The Council may enter into contracts or purchases of up to 1.0 percent of the approved annual budget for items not included in the budget.
- 4.3 The Council shall appoint committees as required from time to time for the purpose of carrying out the ministry of this Congregation. These committees may be in addition to the required Congregational Committees specified in the Constitution, and shall be responsible to the Council and shall provide annual reports as requested by the Council.
- 4.4 The Council shall provide an annual report to the Congregation.

## **Chapter 5 CONGREGATIONAL COMMITTEES**

- 5.1 The Executive Committee shall:
  - a. Be formed and consist of the Council officers, the Senior Pastor, and the Business Administrator.
  - b. Transact emergency matters between regular meetings of the Council, and promptly report such transactions to the Council either at the next meeting or by written message.
  - c. Be led by the Council President when meeting.
  - d. Provide input for the agenda of the regular and special meetings of this Congregation, and the agenda for the Council meetings.
  - e. Report to the Council any issues that require Council approval.
- 5.2 The Nominating Committee shall:
  - a. Be formed and consist of five voting members of this Congregation, two of whom, shall be members of the Council.

- b. Be elected at the Fall semi-annual meeting for a term of one year, and not be eligible for consecutive terms.
- c. Meet with the Pastor for his insights on the Biblical responsibilities of church leadership and on Council responsibilities.
- d. Elect a chairman from their group who will call and preside at meetings.
- e. Nominate one or more candidates for each position to be voted at the Spring Congregational meeting.
- f. Verify the eligibility of each candidate, and whether they can serve a full term in the position.
- g. Provide the nominations to the Executive Committee for placement in the agenda.

5.3 The Finance Committee shall:

- a. Be formed and consist of a minimum of the Council Treasurer, the Business Administrator, and the Financial Secretary (Accounting).
- b. Be led by the Council Treasurer when meeting.
- c. Provide a preliminary budget each year for review and approval by the Council.
- d. Make required revisions for final approval at the Fall Congregational meeting.
- e. From time to time meet for discussion of other financial issues that effect this Congregation, such as mortgages or major contracts.

5.4 The Personnel Committee shall:

- a. Be formed and consist of three voting members appointed by the Council, one of which shall be a member of the Council. The term of office shall be three years.
- b. Review and maintain job descriptions for each position and revise them as required when job position responsibilities change.
- c. Develop any required new job descriptions with input from the Pastor(s) and Business Administrator.
- d. Provide compensation research and review performance reports to recommend staff pay amounts to the Finance Committee for budgeting.
- e. Elect a chairman from their group who will call and preside at meetings.
- f. Verify confidentiality of the personnel information.
- g. Not take minutes at Personnel Committee meetings whenever discussing any aspect of the performance or character of any church employee.

5.5 The Audit Committee shall:

- a. Consist of a minimum of two voting members appointed by the Council to review the financial records of the Congregation.
- b. Be skilled in auditing or be willing to be trained as needed to complete the auditing process.

- c. Audit this Congregation's financial records and procedures for the preceding year.
- d. Provide a written report of the audit results at the Spring semi-annual meeting.

5.6 The Call Committee shall:

- a. Form when a pastoral vacancy or need occurs.
- b. Consist of a minimum of five voting members appointed by the Council. These members shall serve until the installation of the new pastor, or until the Council dissolves the Committee.
- c. Elect a chairman, and become familiar with the call procedure.
- d. Study the Congregation's mission and pastoral needs, and develop criteria for the type of pastor needed. Review this criteria with the Council.
- e. Advertise and provide the required information to interested candidates.
- f. Evaluate pastoral candidates and recommend to the Council the best candidate for the position.
- g. Provide the resume and other relevant information about the candidate to the Congregation prior to the Congregational Meeting called for the final approval of the candidate.
- h. When calling additional pastoral staff other than the Senior Pastor, the Senior Pastor shall be a member of the Call Committee.

## **Chapter 6      COMMUNION AND BAPTISM**

- 6.1 The Sacrament of Holy Communion shall be offered at least twice each month during the regular worship services.
- 6.2 Members and visitors shall be invited to participate in the Communion and shall be encouraged to examine themselves regarding preparation and worthiness.
- 6.3 Preparation classes for Communion shall be offered for children starting at the third grade, or at the discretion of the Pastor(s).
- 6.4 The Sacrament of Holy Baptism shall be offered either during a regular worship service, during special church family events, or during special circumstances as required by those being baptized.
- 6.5 Preparation and confession of faith prior to the Baptism shall be with the Pastor(s).