BYLAWS

of

Christ Lutheran Church

Whitefish, MT

(Approved 11/1/2026)

PREAMBLE

The purpose of the Bylaws is to provide definition, explanation, and details for the governing of the affairs of this community of faith, Christ Lutheran Church, as stewards of the mission defined in the Constitution of Christ Lutheran Church (the "Constitution"). In accordance with the scriptural admonition that "all things should be done decently and in order" (1 Cor. 14:40), these Bylaws are established under the guidance of the Holy Spirit to ensure orderly fellowship. They shall not conflict with the Constitution and shall only be revised according to the procedures specified therein to honor our collective covenant.

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 pastoral staff. (1 Pet. 5:2-3, Acts 20:28)
(2) Provide annual reviews for the pastoral staff and report the results to the Personnel Committee. (Heb. 13:17)
(3) Coordinate with the Personnel Committee to develop pastoral and ministry job descriptions. (Titus 1:5)
(4) Be a member of the Executive Committee.
(5) Fulfill the responsibilities listed in the Constitution and the job description. (Col. 3:23-24, 2 Tim. 4:5)
(6) Shepherd the congregation, preach and teach biblical truth. (2 Tim. 4:2, Titus 1:9)
(7) Offer spiritual counseling. (1 Pet. 5:2, James 5:14)
(8) Provide prayer and crisis support. (Acts 6:4, Col. 1:9)
(9) Administer sacraments. (Matt. 28:19, 1 Cor. 11:23-26)

(10) Equip the church for ministry. (Eph. 4:11-12, 2 Tim. 2:2)

b. The Associate Pastor(s) shall:
   (1) co-labor to shepherd the flock in unity with the Senior Pastor, partnering faithfully to guide, protect, and grow the church body. (Philip. 2:2)
   (2) Faithfully preach, teach, and administer the sacraments, assisting the Senior Pastor in boldly proclaiming the Word of God. (2 Tim. 4:2, 1 Cor. 4:1)
   (3) Fulfill all duties listed in the Constitution and job description with integrity, done as a spiritual act of worship serving God's people with humility and joy. (Eph. 4:1-3)

b. The Business Administrator position reflects several biblical principles centered on stewardship, order, and integrity. This position recognizes that administrative work is a vital service that frees up others to focus on teaching and spiritual care. (Acts 6:1-7)
The Business Administrator shall:

(1) Oversee the operation and maintenance of the church facilities. (Matt. 25)
(2) Verify that the church complies with local and state laws and ordinances. (Rom. 13:1-7)
(3) Supervise the office staff and verify office support for ministry functions. This fulfills the mandate that "all things should be done decently and in order." (1 Cor. 14:40)
(4) Be a member of the Executive and Personnel Committees.
(5) Conduct office staff performance reviews.
(6) Approve expenses and sign checks. This follows the example of the early church in 2 Cor. 8:20-21, where Paul took pains to handle a gift honorably.
(7) Supervise staff payroll.
(8) Coordinate with the Personnel Committee to develop job descriptions.
(9) Maintain Congregational records with the assistance of the Pastor(s) and the administrative staff.
(10) Fulfill any other responsibilities listed in the job description.

c. The Bookkeeper practices financial stewardship by ensuring the accurate, transparent, and secure management of donated funds, acting as a steward of the church's resources. This is accomplished through accurate record-keeping, implementing strict checks and balances, and safeguarding donor confidentiality. This follows the example of the early church in 2 Cor. 8:20-21.
The Bookkeeper 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 an annual contributor giving report.
(6) Be a member of the Finance Committee.
(7) Fulfill any other responsibilities listed in the job description.

d. The Worship Director shall provide pastoral and musical leadership that helps people experience and respond to God through worship, recruiting and mentoring volunteers, and assisting in the overall planning of services. The Worship Director shall:
   (1) Assist the pastors in the planning, development, and production of worship services with theological accuracy, prayer, and musical appropriateness, advancing the theme of the sermon. (Col. 3:16, Psalm 33:3)
   (2) Assist the pastors in long-term planning for future worship themes and the gathering of special resources that may be needed for specific worship events. (Prov. 21:5)
   (3) Fulfill any other responsibilities listed in the job description. (Col. 3:23)

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 Council may request that a committee provide an annual written report to the Secretary 30 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. 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 by the Council.
- 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. Keep attendance records of each Council meeting.
- 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 the financial procedures, records, and budget of this Congregation.
- b. Present a monthly statement of income and expenses compared to the budget to the Council.
- c. Present 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 on an agreed-upon date, unless decided otherwise by the Council. Should the needs of this congregation or the discernment of the Council dictate, special meetings may be called.

4.2 As faithful stewards of the resources entrusted to this congregation, the Council may enter into contracts or purchases of up to 3.0 percent of the approved annual budget for items not included in the budget for the work of the gospel. In all things, the Council seeks to be "faithful in a very little" (Luke 16:10), ensuring the material needs of the ministry are met with prudence.

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 Constitutional Committees specified in the Constitution and shall be responsible to the Council and shall provide annual reports as requested by the Council, remembering that "there are varieties of gifts, but the same Spirit." (1 Cor. 12:4)

4.4 The Council shall provide an annual report to the Congregation, testifying to the work of the Lord in this congregation and community, ensuring that "all things should be done decently and in order." (1 Cor. 14:40)

Chapter 5 CONSTITUTIONAL 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 on 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 candidates for each open Council member position to be voted on and approved 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 Council member nominations to the current Council for placement on the spring semi-annual congregational meeting agenda.

5.3 The Finance Committee shall:

a. Be formed and consist of a minimum of the Council Treasurer, the Business Administrator, and the Bookkeeper (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 affect this Congregation, such as mortgages or major contracts.
f. Set salary amounts in consultation with the Personnel Committee.

5.4 The Personnel Committee shall:

a. Be formed and consist of three voting members appointed by the Council, one of whom 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.
h. Provide consultation for hiring teams as needed.

5.5 The Financial 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 a 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 these criteria with the Council.

e. Advertise and provide the required information to interested candidates.
f. Evaluate pastoral candidates and present to the Council the best candidate for the position, following the guidelines outlined in the Constitution.
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.

5.7 The Mission Endowment Committee shall:

a. Consist of up to five members, all of whom shall be voting members of Christ Lutheran Church.
b. Be comprised of members who serve a term of three years. No member shall serve more than two consecutive three-year terms.
c. Seek the Senior Pastor and the president and/or vice president of the Council to be advisory members of the committee.
d. Recommend new members to the Church Council to be voted on at the annual congregational meeting.
e. Advise the Church Council in the event of a vacancy, which shall then appoint a member to fill the vacancy until the next annual meeting of the congregation.
f. Meet at least annually, or more frequently on an as-needed basis, with a quorum of at least three members required, and a unanimous vote required to carry a motion when only three members are present.
g. Elect from its membership a chairperson, recording secretary, and endowment treasurer.
h. Follow the congregation-approved bylaws for accurate accounting, allocation, and disbursement of funds.

5.8 The CLC Missions Committee shall:

a. Be comprised of nine (9) members (ideally 2 from Council, 1 staff, and 6 from the congregation) who serve a term of three years. No member shall serve more than two consecutive three-year terms.
b. New members are approved by the Council and may be recommended by current mission committee members, Council or staff members, or interested members of the congregation.
c. Maintain mission policies and procedures, recommending and administering disbursements of mission funds.
d. Educate the congregation on mission programs, opportunities, events, and needs.
e. Develop and maintain a strong and clear relationship with CLC-supported missionaries and churches.
f. Assist the Council by providing information from reviewing and vetting requests for missions.

5.9 All members of the Constitutional Committees shall be voting members of this congregation.

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).

Note: Scripture quotations are from The ESV® Bible (The Holy Bible, English Standard Version®), © 2001 by Crossway.