

BYLAWS

Part I - Communion Participation

1. This congregation invites all of its members to regularly celebrate Holy Communion.
2. Special Instruction for Holy Communion shall begin at the age of ten years.
3. Participation in Holy Communion shall be open to any Christian.
4. It shall be made known to prospective participants that the belief of this congregation is:
Participation in the Lord's Supper is the reception of "the body and blood of our Lord Jesus Christ given with bread and wine, instituted by Christ himself for us to eat and drink."
5. Record of participation in Holy Communion shall be maintained. If members of another congregation commune, notice shall be sent to their church, if requested.

Part II - Conflicting Loyalties

While the congregation shall be open to all people to share in its worship, instruction, pastoral care, and fellowship, the congregation rejects all fellowship with organizations, secret or open, which are avowedly religious or which 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 which thus teach salvation by works.

Part III - Membership

A. Baptized Members

1. A child, shall, upon receiving Baptism, become a baptized member of the congregation unless the child is to be a baptized member of another congregation, in which case his membership shall be transferred to that congregation.
2. A child baptized in another congregation shall be received as a baptized member in the congregation when a transfer has been received.
3. A person, beyond the usual confirmation age who has received instruction and has given evidence of an adequate understanding and acceptance of the teachings of the Word of God as confessed by the Lutheran Church, shall, upon confession of faith and Baptism, become a baptized member of the congregation.
4. When one or both parents of baptized children are received into the membership of the congregation, such children should be received as baptized members with the consent of the member parent or parents.
5. When the parents or guardian of a baptized child are not themselves members of the Lutheran Church but move into the area served by this congregation and desire to have their child put within the pastoral care of this congregation, the child may be received as a baptized member.

B. Confirmed Members

1. A baptized person, not previously a confirmed member of a Lutheran congregation, shall become a confirmed member of this congregation after having received instruction, having given evidence of adequate understanding of the teachings of the Word of God as confessed by the Lutheran Church, and having publicly affirmed his/her faith.
2. A baptized member of this congregation shall become a confirmed member through the rite of confirmation; except for a person who has become a baptized member in accordance with the provisions of Section A, 3 of this part of the bylaws shall be considered a confirmed member without participation in the rite of confirmation.
3. Persons desiring membership, who present letters of transfer certifying that they are confirmed members in good standing of a Lutheran congregation shall become confirmed members of the congregation upon approval by the Church Council. The acceptance of the applicants as members shall be reported to the congregation.
4. Persons desiring membership who present evidence of confirmation in a Lutheran congregation but do not have letters of transfer shall be admitted to confirmed membership when they have reaffirmed their faith before the congregation.

C. Voting Members

The Church Council shall determine the roster of voting members of the congregation on an annual basis in accordance with provisions of the constitution and bylaws.

D. Associate Members. Associate members are persons holding membership in other Christian congregations who wish to retain such membership, but desire to participate in the life and mission of this congregation. They have all the privileges and duties of membership except voting rights and eligibility for elected offices of the congregation.

E. Discontinuance of Membership

1. Death
2. Resignation
3. The congregation shall, in the event of the change of residence of a member, encourage the member to request a transfer to a Lutheran congregation which can serve him/her effectively. If requested, a Lutheran congregation in the community of new residence shall be notified.
4. A confirmed member desiring to change his/her membership to another Lutheran congregation shall, upon request, receive a *Letter of Transfer*.
5. Each year the Church Council shall appoint an Ad Hoc committee to revise all membership categories of the congregation as defined in Part III, paragraphs A, B, C & D of these bylaws. The Ad Hoc committee shall revise the membership lists to accurately reflect all changes in the past year and shall submit the revised membership lists to the Church Council for its approval 30 days before the annual meeting.

Part IV - The Pastor

1. When the congregation has voted to call a pastor, it shall issue a Letter of Call to the pastor elect, in a form approved by the Evangelical Lutheran Church in America. It shall be signed by the chairman and the secretary of the meeting at which the call was voted, and shall be attested by the signature of the synod bishop. A call to an additional pastor shall be issued with the concurrence of the present pastor or pastors of the congregation and in accordance with the provisions of this paragraph.
2. When a pastor accepts a call to another ministry, the pastor shall announce to the congregation his/her decision at the next public service of the congregation after first notifying the synod bishop of his/her decision. When a call has been accepted, the pastor shall terminate his/her ministry as soon as feasible, normally within thirty (30) days, not to exceed sixty (60) days.
3. When a pastor is called to serve in company with another pastor or pastors, the privileges and responsibilities of each pastor shall be specified in documents to accompany the call and to be drafted in consultation involving the pastors, the Church Council, and the bishop of the synod. As occasion requires, the documents may be revised through a similar consultation.

Part V - Meetings of the Congregation

1. Announcement of the time and place of the annual meeting of the congregation shall be made at two public services immediately preceding the meeting, said services to be at least a week apart; and in such publication as the congregation or the pastor may periodically issue, or by written notice to the voting members mailed not less than ten (10) days in advance of the meeting.
2. The congregation, at the annual meeting, shall receive reports from all the organizations of the congregation. Such reports, including a financial statement and proposed budget, shall be submitted in writing to the Church Council not less than fifteen (15) days before such meeting.
3. The congregation at the annual meeting of the congregation shall elect a nominating committee of five members.

Except for the Trust Fund Committee, the nominating committee shall nominate one or more persons for each office to be filled, shall nominate the delegates to conferences and conventions, and shall secure the consent of each person nominated.

The list of persons nominated shall be announced to the congregation in conjunction with the announcements of the meeting of the congregation at which the elections are to take place.

In addition to the persons nominated by the nominating committee, additional nominations may be made from the floor, of those consenting.

4. Official notice of a special meeting of the congregation shall be in writing and shall be posted conspicuously in the place where the congregation customarily worships. Such notice shall state the time, the place, and the

purpose of the meeting. It shall be signed by the president and the secretary of the congregation, or by authorized representatives of the Church Council. The notice of a special meeting shall also be read at all public services of the congregation held during the ten (10) days preceding the date of the meeting. If no services are held during the stipulated time, not less than five days written notice by mail of such meeting shall be given; provided, however, that no less than ten (10) days written notice by mail of a meeting called to consider a resolution requesting the pastor to resign shall be given; and provided further that a meeting called to consider the disposition or encumbrance of real property must be called and held in conformity with the provisions of the laws of the State of Minnesota.

5. Only the business for which a special meeting has been called shall be transacted at the meeting.
6. A meeting of the congregation may, by majority vote, recess to reconvene at a specified time and place. A meeting may also recess to reconvene upon call; provided, however, that the time and place of such reconvened meeting must be announced at a public service of the congregation, and not less than three (3) days written notice be given of the reconvened meeting.
7. All voting of the congregation shall be by secret ballot, except a vote to recess to reconvene, and except when the voting members, by consensus, agree to waive the secret ballot requirement.
8. Unless otherwise ordered, parliamentary procedures shall be in accordance with Robert's Rules of Order.
9. A quorum for any regular or special meeting of the congregation shall be one hundred (100) of the voting members.

Part VI - Officers

1. Only a voting member of the congregation shall be eligible to serve as an officer.
2. The duties of the officers of the congregation shall be as follows:
 - (a) President - shall preside at meetings of the congregation and Church Council and shall be an ex-officio member of all boards and committees of the congregation. The President shall automatically be a delegate to the annual Convention of the S.W. Minnesota Synod of the ELCA.
 - (b) President - Elect shall, in the absence of the President, preside at meetings of the congregation and Church Council and shall be an ex-officio member of all boards and committees of the congregation. The President-Elect shall assist the President in coordinating the work of the Church Council and several boards and committees of the congregation. If a vacancy occurs in the office of President during his/her regular term the President - Elect shall serve as President during the unexpired portion of such term. The President - Elect shall automatically be a delegate to the annual Convention of the S.W. Minnesota Synod of the E L C A.
 - (c) Secretary - shall be responsible for keeping the minutes of all meetings of the congregation and Church Council. The Secretary shall be responsible for the archives of the congregation.
 - (d) Treasurer - shall be responsible for the custody of all funds belonging to the congregation and for the periodical accounting of all income and

disbursements of the congregation, preparation of monthly financial reports for the Church Council and the Board of Business Management and Finance, and preparation of an annual report for submission to the congregation at its annual meeting.

3. The term of office for each of the officers shall be as follows:
 - a. President: The term of the office of the President shall be one year and thereafter until a qualified successor is elected. The President shall not serve consecutive complete terms in that office.
 - b. President-Elect: The term of the office of President-Elect shall be one year. The President-Elect shall automatically become President upon expiration of the term of the President. The President-Elect shall not serve consecutive complete terms in that office.
 - c. Secretary: The term of office of the Secretary shall be two years. The Secretary shall not serve for more than two consecutive terms in that office.
 - d. Treasurer: The term of office of the Treasurer shall be two years. The Treasurer shall not serve for more than two consecutive terms in that office.

Part VII - The Church Council

- A. Members. The Church Council shall consist of the following members: The officers of the congregation, and the chairs of the several boards enumerated in Part VIII of these bylaws.
- B. Duties and Functions:
 1. The Church Council shall govern the affairs of the congregation, subject to the provisions of the Constitution. It shall have authority over all of the boards described in Part VIII and IX (except for the Our Redeemer's Women) and, in general, shall coordinate the action of the boards.
 2. If a vacancy occurs in any office or position of the Church Council, unless the filling of such vacancy is otherwise provided for herein, the Church Council shall appoint a person to fill the vacancy for the remainder of the term.
 3. The Church Council shall hold regular monthly meetings at such times as it may by resolution designate. In addition, special meetings may be called by the President, or three members of the Church Council.
 4. The Church Council shall not transact business unless a majority of members are present.
 5. The Church Council shall once a year invite the full membership of its regular committees together with representatives chosen by the organizations of the congregation to review the entire program of the congregation.
 6. The Church Council shall secure necessary staff other than pastor(s) such as administrative assistant, Christian day school teacher, business administrator, Church musicians, parish education director, librarian, parish secretary, parish worker or youth worker, intern, custodian, etc., and fix and review annually all salaries.

7. Review the budget prepared by the Board of Business Management and Finances and submit it to the annual meeting of the congregation with its recommendations.
8. At the annual meeting the Council shall determine the wishes of the congregation regarding the nomination or election of synod staff, including synod bishop.
9. The Church Council shall have sole authority to establish policies, except that policies may also be established by the congregation at an annual meeting or properly called special meeting of the congregation. All policies established by the Council or the congregation shall be compiled in a policy manual and kept in the office of the congregation. The policies shall be made available to any member of the congregation.

C. Executive Committee

The officers of the congregation shall constitute the Executive Committee of the Church Council. All actions taken by the Executive Committee between meetings of the Church Council shall be reviewed by the Church Council at their next regularly scheduled meeting.

Part VIII - Boards

A. Designations of Boards: Duties and Functions. There shall be the following boards, whose respective primary duties and functions shall be as follows:

1. Youth Education: To foster the development and improvement of a continuing Christian education program of the congregation for children and young people through high school age.
2. Adult Education: To foster the development and improvement of a continuing Christian education program for adults; to oversee the operation of the library.
3. Music and Worship: To foster the worship life of the congregation; to appoint and supervise the ushers; to foster the use of music in the life and growth of the congregation; to provide for the distribution of the Sacrament.
4. Youth and Young Adult Ministries: To work with the youth and young adults of the congregation in reviewing and determining their needs and objectives and to give direction to programs designed to meet such needs and objectives.
5. Stewardship and Outreach: To develop a stewardship program for the members of the congregation concerning their responsibilities as stewards of God's gifts, to develop a program of visitation and evangelism to people who are not known members of a Christian congregation in the community, and to encourage new members to participate in the life of the congregation.
6. Social Ministry: To make the congregation aware of social and charitable concerns and to recommend programs for action.
7. Business Management and Finance: To be responsible for all financial, personnel, and business operations of the congregation.
8. Property: To be responsible for the care; maintenance of all property owned by the congregation; and to develop a comprehensive plan for beautification and improvement of all church property.

9. Our Redeemer's Women's Executive Board: To transact the necessary business for the general body of Our Redeemer's Women and to serve as a liaison between the Church Council and the Our Redeemer's Women.
- B. Election and Terms of Board Chairs:
The chair of each of the boards, except the Our Redeemer's Lutheran Church Women, shall be elected from among the voting members by the congregation at its annual meeting. The term of office for each chair, with the exception of the President of the Our Redeemer's Lutheran Church Women, shall be two (2) years and thereafter until a qualified successor is elected. A person may not serve more than two (2) successive terms in the same office. In the event a vacancy occurs and the Church Council fills such vacancy for the remainder of the term, if the unexpired term is one (1) year or less, it shall not be considered in determining eligibility for succession. The Our Redeemer's Women shall be governed by its own Constitution and By-laws.
- C. Appointment of Board Members.
With the exception of the Our Redeemer's Women Executive Board, who shall be governed by their own Constitution and By-laws, five (5) members shall be appointed to each board by the Church Council. As soon as practicable following election, each chair shall, after consultation with the Executive Committee of the Church Council, nominate persons to serve on his/her board for a two (2) year term. A person may serve for no more than two (2) consecutive terms as a member of the same board. No person shall serve on more than one board at any one time. No person shall serve on a board if he/she is a salaried person of the congregation, full or part-time whose duties fall under the auspices of said board. Each board shall be complete and organized prior to the next regularly called Council meeting following the annual meeting of the congregation.
- D. Any member of the Church Council or church boards who is absent without valid excuse from two regular meetings shall be consulted by the president of the congregation; if the member is absent from three regular meetings without valid excuse the Church Council may declare the office vacant.
- E. Each board shall recommend to the Council matters of policy that fall under its purview.
- F. Each board shall appoint one of its members as secretary to keep minutes of all meetings.
- G. Each board shall meet no less than six (6) times per year.

Part IX - Standing Committees

- A. Nominating Committee
1. At its annual meeting the congregation shall elect five (5) persons to serve as the Nominating Committee for a one (1) year term.
 2. Except for the Trust Fund Committee, the Nominating Committee shall nominate at least one person for each office to be filled by the congregation at the next annual meeting.

- B. Auditing Committee
1. At its annual meeting the congregation shall elect an Auditing Committee of not less than three (3) nor more than five (5) members to serve a one (1) year term.
 2. The auditing Committee shall audit the fiscal records of the congregation and report its findings in writing to the annual meeting. Such audits shall include examination of existing insurance coverage.
- C. Staff - Parish Relations Committee
1. Membership: The committee shall consist of the four (4) immediate past presidents of the congregation. The most immediate past president shall serve as the chair of this committee. The current president of the congregation shall serve as an ex-officio member.
 2. Purpose: (a) to serve as a liaison between the staff of Our Redeemer's and the congregation. (b) to help the working relationship between the staff and the congregation. (c) to define and aid working relationships among the staff members. (d) to review and evaluate the congregation's expectations of the staff, and the staff's expectations of Our Redeemer's.
 3. Meetings: The committee shall meet with the staff no less than four (4) times a year. Meetings shall be called by the committee chairman.
 4. Duties: (a) This committee shall function as an advisory group. (b) It will help to define the roles of the staff and the congregation, and will make recommendations when necessary. (c) It will evaluate past performances of both the staff and the congregation, and will make recommendations when necessary. (d) It will take care of problems that arise which affect the working relationship of the staff and the congregation. (e) It will be responsible to the Church Council and will bring before the executive committee of the council any recommendations that require council action.
- D D. Trust Fund Committee
1. The Trust Fund Committee shall consist of the number of voting members of the congregation who shall serve a term as provided in the Resolution Establishing Our Redeemer's Lutheran Church Trust Fund, as amended.
 2. The operation, duties responsibilities and obligations of the Trust Fund Committee shall be as established in the above named Resolution, as amended from time to time.
- E. Cemetery Committee - The Cemetery Committee shall be a sub-organization of the Property Board, shall have its members appointed by the Property Board, and shall be responsible for the care and maintenance of all cemeteries owned by Our Redeemer's Lutheran Church.
- F. Ad Hoc Committee - An Ad Hoc committee is any committee, other than a standing committee, which is created by the Church Council. Ad hoc committees shall serve at the pleasure of the Church Council for a specific purpose and shall not exist for more than one year without annual council approval.

Part X - Parish Records

The records of the congregation shall be and remain the property of the congregation. The pastor shall be responsible for the maintenance of the records, except as otherwise provided herein. Upon the termination of their service to the congregation, they shall have brought the records up to date prior to their departure. The records shall consist of :

1. The roster of baptized, confirmed and voting members.
2. The ministerial acts performed by the pastor.
3. The minutes and reports of the synod and handbook of the Evangelical Lutheran Church in America.
4. The minutes of the meetings of the congregation and the Church Council, for which the secretary of the congregation shall be responsible. The minutes of the annual meeting shall be reviewed for the record by the Church Council at the first regular meeting following the annual meeting.
5. The financial records of the congregation, for which the treasurer of the congregation shall be responsible.

The pastors shall report to the secretary of the Evangelical Lutheran Church in America such statistics as may be requested and shall annually report to the congregation a summary of their ministerial acts.

Should the congregation be dissolved, the official records of the congregation shall be deposited in the archives of the Evangelical Lutheran Church in America or its successor.

As amended January 1991