

OUR SAVIOUR'S LUTHERAN CHURCH BYLAWS

1. Bylaws, pursuant to Chapter 16 of the Constitution, may be adopted or amended at any legally called congregational meeting with a quorum present by a majority vote of those voting members present and voting.
2. Vision:
Our Vision is to be a loving community where all people discover and grow an active faith in Jesus Christ that changes lives in the world.
3. Mission Statement: Pursuant to C4.05 the **Mission of Our Saviour's Lutheran Church**, Arlington Heights, Illinois is:
By the power of God's love, we:
Welcome all people into a life-giving relationship with Jesus Christ and one another.
Grow together in faith and understanding of God's grace.
Equip each other to **Make Christ Known** in the world.

3.a. Statement of Welcome and Affirmation

It is the power of God's love that transforms us, makes us children of God and inspires us to live as God's people in our world.

Jesus broke through barriers and brokenness in the world to reach out to all. Our Saviour's Lutheran Church believes that all people are created by God and share the same need for forgiveness, hope and healing. Even on issues where it is difficult to reach a consensus, Our Saviour's desires to reflect the love of Jesus with a welcoming spirit. Moving beyond the common distinctions of race, national origin, age, gender, physical, mental and emotional condition or capacity, political perspective, personal history, marital status, sexual orientation, economic or social situation, we seek to... "Welcome all people into a life-giving relationship with Jesus Christ and one another."

Our Saviour's strives to "Grow together in faith and understanding of God's grace." All people in a life-giving relationship with Jesus Christ are encouraged to let God's Spirit deepen their relationship. Everyone is welcome and encouraged to grow spiritually through worship, prayer, Bible study, fellowship and service as we participate fully in the life of this congregation.

Our Saviour's also works to "Equip each other to Make Christ Known in the world." Our mission is to be ambassadors of Christ's love in the world. The life-giving work of Christ is accomplished as we discover and use the gifts that God has given us in our daily life and work.

4. Membership Inactivity:
 - a. Members who have not received Holy Communion and have not made a contribution of record for a calendar year shall be contacted by a representative of the congregation.
 - b. Those members who have failed to receive Holy Communion and have not made a contribution of record for a period of two (2) consecutive calendar years shall be contacted by the Senior Pastor.
 - c. Unless the member expresses a desire to continue membership, the member shall be removed from the rolls upon approval by the Congregational Council after receiving such recommendation from the Senior Pastor.

5. Organizational Structure: Pursuant to C4.04, of the Constitution, the organizational structure of this congregation shall be as follows:
 - a. The Senior Pastor will establish a Lead Team to assist in carrying out the vision, mission, goals and mission priorities of this church. Members of the Lead Team will include, but shall not be limited to, the Pastors and Congregational Operating Officer. The purpose, duties and responsibilities of the Lead Team are outlined in the Continuing Resolutions.
 - b. There shall be the following ongoing Ministries:
 - Adult Enrichment
 - Children and Families
 - Congregational Life
 - Health and Care
 - Older Adults
 - Outreach
 - Worship
 - Youth and Families
 - c. There shall be the following ongoing Committees:
 - Communications
 - Mission Endowment Fund
 - Finance
 - Mission Resource
 - Personnel
 - Property
 - d. The Congregational Council shall approve the chairs and members of all ministries, committees, teams, boards and task forces.
 - e. The Senior Pastor will assign a member(s) of the Lead Team to supervise all ministries, committees, teams, boards and task forces.

- f. Each ministry, committee, team, board, and task force is accountable to the Council through the Senior Pastor.
 - g. The purpose, duties and responsibilities of these ministries, standing committees, teams, and boards are outlined in the Continuing Resolutions as pursuant to C4.04. Each ministry, standing committee, team, and board may establish subcommittees, and/or task forces within their area, and with the approval of the Lead Team member(s) assigned to supervise such ministry, committee, team, and board to assist in carrying out duties and responsibilities outlined in the continuing resolutions.
6. The Congregational Council, shall by simple majority, have authority to establish ministries, committees, teams, boards and task forces not included in these Bylaws, annually approve chairs and members as recommended by the appropriate member of the Lead Team, and approve their duties and responsibilities. Continuation of such organizations that are to operate beyond the church year will require either bylaw or subsequent Council approval.
7. Duties of Congregational Council
The Church Council:
- a. shall approve special endowed funds and their management;
 - b. shall assign responsibility for the oversight of each special fund and where appropriate approve all disbursements;
 - c. shall approve all gifts of money, property (real or personal), or services into all funds unless there is a prior designation for the use of the funds;
 - d. shall supervise compensation for all professional and support staff;
 - e. shall ensure that the indemnification requirement as required in C19.01 is met;
 - f. may transfer to an Operating Fund budgeted area projected to be short of funds for a particular year no more than two percent (2%) of the Operating Fund total budgeted receipts, and then only if it is anticipated that such budgeted area or areas from which funds are to be transferred will have a surplus of funds. The total of such transferred funds for any budget year cannot exceed ten percent (10%) of the total annual budgeted receipts; and
 - g. may authorize expenditures in excess of budgeted expenditures within any special fund an amount not to exceed a figure greater in total for each specific fund than two percent (2%) of the Operating Fund receipts so as to not to exceed the total dollar amount in that special fund without specific congregational approval.
8. Operating Fund shall be used for benevolence/outreach, staff, program, materials, maintenance and other such items as may be needed for parish operations during the church year.

9. Memorial and Special Gifts Fund

- a. Donations may be made for Council approved items either as memorials or special gifts.
- b. The Church Council, at least annually, will review and approve the items for this fund for which designated memorial and special gifts may be made.
- c. There will be an undesignated category for donations which will be allocated at the Council's direction

10. Building Maintenance and Improvements Fund

- a. Items chargeable to this fund shall include only major replacements, additions or improvements to the building, building equipment or land improvements of Our Saviour's Lutheran Church. This would include such items as re-roofing a section of the building, replacement of the boiler, major plumbing changes, resurfacing the parking lot, rewiring the building and like replacements, additions or improvements.
- b. Ordinary maintenance repairs and minor replacements (under \$1,000) to the building, building equipment or land improvements shall be considered current Operating Fund items.
- c. Other than as specified in The Constitution and Bylaws, expenditures must be approved by this congregation either on a specific project basis or as part of a budgetary plan for a given year.

11. Ministerial Loan Fund

- a. There shall be a fund for the purpose of aiding full-time professional church staff members (pastors, congregational operating officer, and lay associates) to purchase living quarters.
- b. The full-time professional church staff members (pastors, congregational operating officer, and lay associates) may upon approval of the Congregation Council borrow from this fund for the purpose of purchasing property as living quarters.
- c. The interest rate for the loan shall be the applicable Federal rate (semiannual compounding as of the date the loan is made as follows:
 - Federal Short-term rate – Terms up to three (3) years.
 - Federal Mid-term rate – Terms over three (3), but not over nine (9) years.
 - Federal Long-term rate – Terms over nine (9) years.
- d. This loan shall be secured by a first or second mortgage on the property.
- e. Repayment shall be made over a period of time that is equal to the term of the mortgage on the property, or a period that is shorter if so requested by the borrower.
- f. The loan is callable ninety (90) days after termination of employment, at the termination of the call, or at the pastor(s) or lay associate(s) ceasing to perform called duties.
- g. The loan is always callable at the time of the closing of the sale of the property for which the loan was made.

12. Furniture and Equipment Fund shall only be used for the purchase of, the replacement of, or major repairs to furniture (chairs, tables, desks, etc.) or office machines and equipment (duplicators, copiers, computers, typewriters etc.).

13. Our Saviour's Endowed Funds shall include Mission Endowed Funds pursuant to C5.05. and other designated endowed funds as appropriate and described in Continuing Resolutions.
 - a. The Mission Endowment Fund Committee shall manage gifts and funds that have both unrestricted and restricted purposes and conditions, for uses consistent with the constitution of Our Saviour's Lutheran Church.
 - b. The Mission Endowment Fund Committee shall manage gifts and funds of an unrestricted nature and make recommendations to the Church Council concerning the uses of those funds, which shall be consistent with Church Council resolutions.
 - c. The Mission Endowment Fund Committee shall manage gifts and funds of a restricted nature if the gift has been accepted by the Church Council, and shall do so in accordance with the restrictions placed at the time of the gift by the donor.
 - d. Distributions of principal of any fund managed as part of the Mission Endowment Fund may only be accomplished if it does not violate a restriction placed on the fund by the donor, if the Mission Endowment Fund Committee recommends such an action to the Church Council, and if such action is approved both by the Church Council and a two-thirds majority vote of voting members present and voting at a duly called congregational meeting.

Revised: February 20, 2005

Saved: Documents/Leadership/Governing Documents/2005/Bylaws, February 20, 2005