

**Bylaws of  
The Good Shepherd Lutheran Church**

**Amended June, 2003**

**PART I. Vision Statement**

***By the grace of God, the Good Shepherd, we are called to grow in faithful stewardship of God's gifts through teaching the Gospel, loving one another, and serving Christ joyfully within the Lakeway Community and the world.***

**PART II. Congregational Meetings**

- A. In order that The Good Shepherd Lutheran Church may faithfully and effectively carry out its God-given mission it shall gather for Congregational Meetings three times each year.
  - 1. In May, the Congregation shall meet to elect Mission Council members to lead in carrying out the ministry plans of the congregation and to thank outgoing Mission Council members, and tend to other items considered necessary by the Mission Council.
  - 2. In November, the Congregation shall meet to adopt a budget which supports the ministry plans of the congregation and to tend to other items considered necessary by the Mission Council.
  - 3. In January, the Congregation shall meet to receive the annual Report of the Congregation and tend to other items considered necessary by the Mission Council.
- B. The Congregational President shall in consultation with the Mission Administration Team prepare the agenda for each Congregational Meeting. The Mission Council shall approve each agenda prior to the Congregational Meeting.
- C. The Congregational President or Vice President shall preside over all Congregational Meetings.
- D. All Congregational Meetings are subject to Chapter Ten of the Constitution of The Good Shepherd Lutheran Church.

**PART III. Mission Council**

- A. To lead it in carrying out its mission, The Good Shepherd Lutheran Church shall have a Mission Council consisting of the following eleven members:

B. Mission Administration Team (Executive Committee)

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Youth Representative
6. Pastor

C. Ministry Team Leaders

1. Outreach
2. Worship
3. Discipleship
4. Christian Education
5. Fellowship and Recreation
6. WELCA Representative

D. Members of The Good Shepherd Lutheran Church who represent the following congregational organizations shall have voice but not vote on the Mission Council:

1. Thrivent Financial
2. Others designated by the Council

E. Term of Service: With the exception of Youth Representative, the members elected to the Mission Council shall serve no more than three consecutive two-year terms. At least one year shall pass before they are eligible for re-election. The Youth Representative shall be elected to a one-year term and may not serve more than three terms.

F. Planning Retreat: The Mission Council shall hold an annual summer retreat or the purpose of training new Mission Council members, team building, and preparing for the upcoming ministry cycle.

G. Frequency of Meetings: The Mission Council shall meet monthly or as frequently as necessary to faithfully and effectively lead The Good Shepherd Lutheran in carrying out its mission.

H. Agenda: Every Mission Council meeting shall include a sharing of the Good News of Jesus Christ, prayer, reports from the Officers and Mission Team Leaders, actions that promote the congregation's mission and any other necessary business.

I. Open to All Members: All Mission Council meetings shall be open to the members of The Good Shepherd Lutheran Church. Members who wish to address the Mission Council shall first inform the President of the matter and request inclusion on the Mission Council's agenda. Inclusion on the agenda will be decided by the Mission Administration Team.

## **PART IV. Qualifications and Responsibilities of Mission Council Members**

- A. Qualifications: In addition to the qualifications stated in Chapter Twelve of the Constitution of The Good Shepherd Lutheran Church the members of the Mission Council shall meet the following qualifications: They shall be –
1. Confirmed, communing and contributing members of The Good Shepherd Lutheran Church;
  2. Willing and able to set an example of Christian discipleship and active participation in worship, learning, fellowship, and other Congregational ministries;
  3. Qualified and willing to serve in the position to which they are nominated.
- B. Responsibilities: The members of the Mission Council shall -
1. Participate in Sunday and other special days of worship, Sunday School, fellowship activities, and other ministries of The Good Shepherd Lutheran Church;
  2. Participate annually in at least one educational event that relates directly to their Mission Teams' ministry;
  3. Seek to be well informed about The Good Shepherd Lutheran Church, Holston-Heritage Conference, Southeastern Synod, and the ELCA;
  4. Pray; including The Good Shepherd Lutheran Church, Holston-Heritage Conference, Southeastern Synod, and the ELCA in their prayers;
  5. Recruit members to serve on the Mission Team they lead; seeking to include a mix of male and female; youth and adult; as well as new (0 - 3 years), mid-term (3 - 10 years), and long-term (10 or more years) members who are willing and able to carry out the responsibilities of the Mission Team;
  6. Prepare the agenda for and preside over the meetings of the Mission Teams they lead;
  7. Inform all Mission Team members, the President, and Pastor of all Mission Team meeting dates and times;
  8. Lead their respective Mission Teams in setting specific, achievable, measurable goals which are consistent with the Congregation's mission and the responsibilities of the Mission Teams they lead;
  9. Attend all meetings of the Congregation and Mission Council;
  10. Inform the President prior to meetings when they must be absent;
  11. Prepare and deliver regular reports to the Congregation and monthly reports to the Mission Council;
  12. In collaboration with the other Mission Council members lead the Congregation in discerning, stating, planning, and carrying out its mission

and ministry;

13. Offer to and receive from the other Mission Council members encouragement, support, and constructive criticism concerning Congregational, Mission Council, and Mission Team ministries;
14. Resolve conflicts in peace, according to our Lord's commands to love, forgive, and bear with one another;
15. Not serve on Mission Teams other than the ones they lead when such service would be detrimental to their service as a Mission Council member and Mission Team Leader.
16. When retiring provide support and assistance to their newly-elected successors.

## **PART V. Elections to Mission Council**

- A. The members of the Mission Council shall be elected by the voting members of the Congregation.
- B. Election to the Mission Council shall be planned such that each year -
  1. About half are serving the last year of a two year term;
  2. About half are serving the first year of a two year term;
  3. The Youth Representative is serving a one year term.
- C. At the May Congregational Meeting, the Nominating Committee shall present a slate of six or more candidates. Prior to the voting, the presiding President shall call for nominations from the floor.
  1. Only voting members as defined by the Constitution of The Good Shepherd Lutheran Church shall vote (Section C.8.02);
  2. When the number of nominees equals that of the positions to be filled the presiding president may call for a voice vote for election of the candidates by acclamation;
  3. When there are more nominees than Mission Council positions to fill, election shall be by written ballot;
  4. Election shall be by simple majority;
  5. Tied ballots affecting the outcome must be settled before the meeting is adjourned.
- D. Transitions
  1. Vacancies: If a Mission Council member misses four consecutive Mission Council meetings without being excused by the President, that Mission Council member's position shall be declared vacant;
  2. Filling Vacancies: If a Mission Council position is declared vacant, the President in consultation with the Mission Administration Team shall

recruit and nominate a replacement to be presented at the next Mission Council meeting. The Mission Council must confirm the President's nomination by a majority vote. At the May meeting of the Congregation an election shall be held to fill any unexpired term on the Mission Council.

**PART VI. Congregational Officers and Mission Administration Team  
(Executive Committee)**

- A. Purpose: The Mission Administration Team serves The Good Shepherd Lutheran Church by overseeing its life, mission, and ministry.
- B. Responsibilities: This Mission Team shall be responsible for -
1. leading the Congregation in discerning and stating its God-given mission;
  2. coordinating, with the Mission Council, the development of the Congregation's mission plan;
  3. preparing the agenda for all Congregational and Mission Council meetings;
  4. managing all of the official reports, records, contracts, and other administrative responsibilities of the Congregation, especially the annual report of the Congregation to the Southeastern Synod and ELCA, tax forms, incorporation forms, insurance policies, and Parish Register;
  5. overseeing the Nominating, Auditing, Mutual Ministry, and other Congregational Committees and taskforces;
  6. conducting, when necessary, the business of the Congregation between Mission Council Meetings;
  7. fulfilling other needed administrative responsibilities of the Congregation.
- C. Participants: The Mission Administration Team shall have the following participants:
1. **The President who shall** -
    - a. preside over all meetings of the Congregation, Mission Council, and Mission Administration Team;
    - b. prepare the agenda, in consultation with the Mission Administration Team, for all meetings of the Congregation, Mission Council, and Mission Administration Team.
    - c. be responsible along with the Mission Administration Team for seeing that the Congregation, Mission Council, and Mission Administration Teams carry out their respective privileges and responsibilities as mandated by the Constitution and Continuing Resolutions of The Good Shepherd Lutheran Church;
    - d. be an ex-officio member of all the Mission Teams;
    - e. have the tie-breaking vote on the Mission Council and Mission Administration Team in decisions that require a simple majority vote;

- f. confer with the Pastor on disbursements from the Shepherd's Fund;
  - g. fulfill other needed responsibilities consistent with the office of President.
2. **The Vice President who shall** -
- a. assist the President of the Congregation;
  - b. carry out the ministry of the President during the absence of or at the direction of the President
3. **The Secretary who shall** -
- a. take accurate minutes of all Congregational and Mission Council meetings;
  - b. distribute minutes of the above meetings to Mission Council members within one week of the meeting;
  - c. present at each Congregational, Mission Council, and Mission Administration Meeting minutes of the previous respective meetings;
  - d. maintain an archive of all minutes, officer reports, Mission Team reports, and other important records;
  - e. send out written notices of all Congregational, Mission Council, and Mission Administration Team meetings following constitutional guidelines (see C10.03);
  - f. oversee the maintainance of accurate records of the members of The Good Shepherd Lutheran Church in the office Parish Register;
  - g. report membership information to the Congregation, Mission Council, and Mission Administration Team on a regular basis;
  - h. fill out the Annual Congregation Report and submit it to the Office of the Southeastern Synod of the ELCA;
  - i. oversee the informing of members of their membership status;
  - j. oversee the transferring of membership;
  - k. fulfill other needed responsibilities consistent with the office of Secretary.
4. **The Treasurer who shall** -
- a. keep accurate records of all deposits into and disbursements from the bank accounts of The Good Shepherd Lutheran Church;
  - b. pay current financial obligations (1) by or prior to the date due (2) as directed by the congregation or Mission Council;
  - c. give a detailed written and brief verbal report at every Congregational, Mission Council, and Mission Administration Team meeting concerning deposits and disbursements;

- d. give a detailed written report detailing the Congregation's financial condition at its January meeting;
  - e. submit the Congregation's financial books and records to the Audit Committee for the annual audit;
  - f. prepare the financial section of the annual report to the Southeastern Synod of the ELCA;
  - g. oversee the responsibility of collecting, counting, recording, and depositing monies received from contributing members and other sources;
  - h. recruit, train, and schedule Tellers to assist with the counting, recording, and depositing of all monies received;
  - i. oversee the providing of offering envelopes for all current and new members;
  - j. keep accurate records of all monies received from contributing members and other sources;
  - k. maintain a separate accurate record of memorials and other special offerings given to the congregation;
  - l. oversee the keeping of accurate records of member's estimates of giving;
  - m. review quarterly and year-end financial giving and distribute quarterly and year-end financial statements to contributing members in a timely manner. Quarterly statements shall be distributed in April, July, October. In January a combined Quarterly/Year-end statement shall be distributed;
  - n. in consultation with the Mission Council members; annually prepare a proposed Budget of the Congregation.
  - o. be responsible for the Congregation's insurance policies and other financial responsibilities as designated by the Congregation or Mission Council;
  - p. provide quantitative giving information to the Congregation, Mission Council, and Mission Administration Team without violating the confidentiality of the givers;
  - q. submit records to the Audit Committee for the annual audit;
  - r. preside over Mission Council meetings when both the President and Vice President are absent;
  - s. fulfill other necessary responsibilities consistent with the office of Treasurer.
5. The Youth Representative who shall -
- a. serve a one year term and be limited to three consecutive terms;

- b. not be older than eighteen years but otherwise subject to the Constitutional guidelines (Chapter 12) and the Continuing Resolutions (Part IV) concerning Mission Council members;
  - c. serve as an assistant to the Youth Mission Team Leader;
  - d. fulfill other necessary responsibilities consistent with the office of Youth Representative
6. The Pastor who shall -
- a. serve according to Chapter 9 of the Constitution of The Good Shepherd Lutheran Church;
  - b. not be eligible to serve as an officer or Mission Team Leader but will devote himself or herself to the duties of the Pastor as stated in the ordination vows of the Service of Ordination and Chapter 9 of the Constitution of The Good Shepherd Lutheran Church;
  - c. shall have voice and vote on the Mission Council and Mission Administration Team;
  - d. shall be an ex-officio member of all Mission Teams, Congregational Committees, and other Congregational organizations.
- D. Meetings: The Mission Administration Team shall meet -
- 1. Frequency: Prior to Congregational and Mission Council meetings;
  - 2. Agenda: Each Meeting shall include a sharing of the Good News of Jesus Christ, prayer, reports, actions that fulfill its responsibilities, and other necessary items.
- E. Terms of Service on the Mission Administration Team shall be those described in Part III, IV, and V of these Bylaws

**PART VII. Fiscal Year**

The fiscal year will begin on January 1 and end on December 31. The fiscal year will correspond to the calendar year.

**PART IV. Alterations**

These Continuing Resolutions may be changed or deleted or other Continuing Resolutions may be adopted by a two-thirds majority vote of the Mission Council at any regular or properly called meeting.