

Bylaws Of Our Savior Evangelical Lutheran Church Of St. Matthews, Kentucky

For the purposes of this document the following terms will be used within the defined context. CONGREGATION, comprised of both the Day School and Parish, will include all facilities, functions and persons being involved and interacting with the total organization of Our Savior Lutheran Church. DAY SCHOOL will include those facilities, functions and persons being involved with the Day School organization which is a segment of the total Congregational program. The PARISH indicates those facilities, functions, and persons which are a segment of the Congregational program but operate somewhat distinctly from the Day School segment. The purpose of these delineations is to assist the staff and department personnel in fulfilling their responsibilities and working effectively and harmoniously with others.

Our Savior Lutheran Church and School Statement of Faith

Our Savior Evangelical Lutheran Church of St. Matthews ~~Louisville~~, Kentucky, a Kentucky Corporation, herein Our Savior Lutheran Church and Day School, is part of The Lutheran Church-Missouri Synod. The LCMS is a mission oriented and Bible-based denomination that confesses the historic orthodox Christian Faith in the Triune God, Father, Son, and Holy Spirit, a faith built on “the foundation of the apostles and prophets, Christ Jesus Himself being the cornerstone” (Ephesians 2:20). With the universal Christian Church, The Lutheran Church-Missouri Synod teaches and responds to the love of the Triune God, who created all that exists; became man to suffer, die and rise again for the world’s redemption; and bring people to faith and new life through His Word and Sacraments. The three persons of the Trinity—Father, Son, and Holy Spirit—are coequal and coeternal, the one true God.

LCMS congregations voluntarily choose to belong to the Synod, and, although diverse in many ways, all hold to the shared confession of Jesus Christ as taught in the Holy Scriptures. We believe without reservation that the Scriptures of the Old and New Testament are the written Word of God and the only rule and norm of faith and of practice. In addition, the Synod accepts without reservation the writings contained in the *Book of Concord: The Confessions of the Evangelical Lutheran Church*. Believing in the authority of the Holy Scriptures and that the Lutheran Confessions are a correct interpretation and presentation of the Biblical Doctrine, our congregations agree to conform to all their teaching and practice to the Scriptures and the Confessions.

The Synod “is not an ecclesiastical government, exercising legislative or coercive powers” (LCMS Constitution, Article VII) concerning its member congregations and ministers. However, the voluntary association of member congregations and ministers include their agreement to respect and honor and uphold (Bylaw 1.7.2, 1.8.1) decisions (resolutions) made by the Synod in its national conventions regarding the understanding of the teachings of Scripture and the Lutheran Confessions and the practices that are consistent with such teaching. The Synod in convention in the “principle legislative assembly” of the LCMS (Bylaw 3.1.1) and its resolutions and statements are the position of the synod in matters of doctrine and life. The Constitution and Bylaws of the LCMS provide specific guidance for the implementation and supervision of the teaching and practice of its members (congregation and rostered church workers).

Constitution and Bylaws of Our Savior Lutheran Church approved by District Committee on Constitutional Matters on October 12, 1990. Rev. 1 adopted 9/15/96, approved 5/14/98. Rev. 2 of the Bylaws adopted 6/14/98. Rev. 3 adopted 10/24/99. Rev. 4 adopted 11/11/07. Rev. 5 adopted 11/07/10. Rev. 6 adopted 12/4/16 See last page for definition.

Congregations of the LCMS, while upholding the teaching and practices that are consistent with Scripture and the Lutheran Confessions and while honoring the Synod convention resolutions, are self-governed and establish policies based upon the local circumstance and expediency. An LCMS congregation or ministry operates according to its own constitution and bylaws—which are required by Synod Bylaws to be reviewed by the District through which the congregation holds membership in the Synod—and therein establishes an orderly way of making decisions and determines which individuals or entities in the congregation (i.e. the pastor, church council, board of elders) will have authority to act on behalf of the congregation in specific circumstances. The constitution and Bylaws of Our Savior Lutheran Church and School govern our decision-making and policies.

Our Savior Lutheran Church and School Statement on Biological Sex, Marriage and Morality

While recognizing that some individuals are born with sex chromosome anomalies which make them neither distinctly male or female, or whose physical characteristics make sex assignment at birth uncertain, we believe that it is the intent of the Creator that each individual be socially identified as either male or female (Genesis 1:26-27).

We believe the term marriage has only one meaning: the uniting of one man and one woman in a single, exclusive union, as designated in Scripture (Genesis 2:18-25). We believe God intends sexual intimacy to occur only between a man and a woman who are married to each other (I Corinthians 6:18; 7:2-5; Hebrews 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside marriage between a man and a woman.

We believe that any form of sexual immorality (including but not limited to adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matthew 15:18-20; I Corinthians 6:9-10). We will uphold the teachings of the Holy Scriptures on these matters, which is our final authority and rule.

Our Savior Lutheran Church and School Statement of Belief in the Sanctity of Life

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically and mentally challenged, and every other stage or condition from conception through natural death. (Psalm 139) We therefore are called to defend, protect, and value all human life. God calls we who are His own to speak on behalf of those who cannot speak for themselves; therefore we will defend and uphold God's will for the life of those who need us to speak on their behalf.

Our Savior Lutheran Church and School Marriage Policy

The marriage policy of Our Savior Lutheran Church of Louisville, Kentucky is and always has been consistent with the Synod's beliefs on marriage. We believe that marriage is a sacred union of one man and one woman (Genesis 2:24-25) and that God gave marriage as a picture of the relationship between Christ and His bride, the Church (Ephesians 5:32). The official position of the Lutheran Church-Missouri Synod, as set forth in 1998 Resolution 3-21 ("To Affirm the Sanctity of Marriage and to Reject Same-Sex Unions"), is that homosexual unions come under the categorical prohibition in the Old and New Testaments (Leviticus 18:22; 20:13; I Corinthians 6:9-10; I Timothy 1:9-10) as contrary to God's design (Romans 1:26-27). These positions and

Constitution and Bylaws of Our Savior Lutheran Church approved by District Committee on Constitutional Matters on October 12, 1990. Rev. 1 adopted 9/15/96, approved 5/14/98. Rev. 2 of the Bylaws adopted 6/14/98. Rev. 3 adopted 10/24/99. Rev. 4 adopted 11/11/07. Rev. 5 adopted 11/07/10. Rev. 6 adopted 12/4/16 See last page for definition.

beliefs can be found on the LCMS website, along with the other statements, papers, and reports on the subject of homosexuality and same-sex civil unions and marriage. Our pastors will not officiate over any marriages inconsistent with these beliefs and our church property may not be used for any marriage ceremony, reception, or other activity that would be inconsistent with our beliefs and this policy.

ARTICLE I – CONGREGATIONAL MEETINGS

Section A – Regular Meetings

Regular meetings of the Congregational Voters Assembly shall be held in the 1st, 2nd, and 4th quarters of each calendar year. Notice of the date, time and agenda for the meeting shall be posted in the church bulletin and/or by electronic communication at least two weeks prior to the meeting. In addition to other matters which are to be brought to the attention of the Assembly, the agenda for:

1. The 1st quarter meeting shall be for the purpose of:
 - a. Approval of the Elders
 - b. Approval of the appointed Department Vice-Chairs
 - c. Presentation of final calendar year reports by department heads.
 1. Department reports having been distributed to the congregation not less than two weeks prior to the meeting.
 2. Financial Report by the Treasurer to include ~~current and~~ the prior fiscal year summary and the current fiscal year-to-date summary, which shall be distributed to the congregation not less than two weeks prior to the meeting
2. The 2nd quarter meeting shall include the adoption of a budget; which was made available to the members at least two weeks prior to the meeting; and projected plans for the coming year.
3. The 4th quarter meeting shall be for the purpose of:
 - a. Elections
 - b. Financial Fiscal Year End Report by the Treasurer to include ~~current and~~ prior fiscal year summary which shall be distributed to the congregation not less than two weeks prior to the meeting.
 - c. Report of the Financial Review Committee concerning review of the prior fiscal year financial records of the church, which shall be distributed to the congregation not less than two weeks prior to the meeting.

Section B – Special Meetings

Special meetings may be called by the Church Council, by the President, or at the request of twenty-five voting members. The date, time and agenda for these shall be announced one week in advance to the members of the Congregation.

Section C – Quorum

A quorum necessary to conduct any Congregational meeting shall be 50 voting members.

ARTICLE II – ELECTIONS AND APPOINTMENTS

Section A – Balloting

Elections shall be by secret ballot. A member wishing to cast a ballot must be present at the time the ballot is collected. Absentee and proxy ballots cannot be counted.

Section B – Election of Congregational Officers and Department Heads

Constitution and Bylaws of Our Savior Lutheran Church approved by District Committee on Constitutional Matters on October 12, 1990. Rev. 1 adopted 9/15/96, approved 5/14/98. Rev. 2 of the Bylaws adopted 6/14/98. Rev. 3 adopted 10/24/99. Rev. 4 adopted 11/11/07. Rev. 5 adopted 11/07/10. Rev. 6 adopted 12/4/16 See last page for definition.

The Church Council shall nominate two persons for each of the Officer and Department Head positions to be elected and shall publish the list of nominations at least two weeks before the election. Additional nominations may be made from the floor. To be elected a person must receive a majority of the votes cast. If there is not a majority on the first ballot, the person with the least number of ballots cast is eliminated from the second ballot. The voting shall proceed in this manner until a person has received a majority of the vote.

Section C – Appointment

At the January Council Meeting, the President-elect shall submit for Church Council approval, the appointments of a Secretary, a Financial Secretary, Human Resources Advisor, Federation delegates and other positions as necessary.

Section D – Term of Office and Vacancies

Congregational Officer positions of President and Vice President shall be for a two-year term. The balance of the Department Head positions shall be for two-year terms. Congregational Officers shall serve no more than three consecutive full terms.

The Department Heads and Treasurer (who serves as the Head of the Department of Finance and administration) shall be elected on the following rotation: Worship & Music, Stewardship, Parish Education, Christian Relations, Missional Planning elected one year; Day School, Evangelism, Buildings & Grounds, Finance & Administration (Treasurer) and Elders elected the next. Department Heads shall serve no more than three consecutive full terms.

Vacancies in Department Head positions shall be filled by presidential appointment, with Church Council approval, until the next Congregational Voters Assembly meeting when the Congregation will elect the Department Head. The election shall be for the un-expired term of the vacant position.

All terms of office shall begin on January 1 unless otherwise specified. Newly elected Officers and Department Heads shall be installed in public service in January.

ARTICLE III – DUTIES OF THE CHURCH COUNCIL

The Church Council shall in addition to the duties and responsibilities otherwise specified:

1. Review regularly the overall organization and the performance of all departments giving serious thought as to the Congregation's operation of the previous year and to set the planning objectives for the immediate and future year(s).
2. Make administrative decisions including the approval of departmental policies, approval of non-routine expenditures over \$3,000.00 and review requests for use of Congregational facilities by specific organizations and individuals.
3. Review and approve the Budget and Salary plan proposed by the Department of Finance and Administration for final approval by the Congregational Voters Assembly.
 - a. Adhere to and maintain those budgeted allotments through the year, referring to the Congregational Voters Assembly the need for additional or borrowed funds.
 - b. Annually appoint a Financial Review Committee to review the prior fiscal year financial records of the church, which shall report its findings to the Church Council Congregation at least three weeks before the 4th quarter Congregational Voters Assembly.

Constitution and Bylaws of Our Savior Lutheran Church approved by District Committee on Constitutional Matters on October 12, 1990. Rev. 1 adopted 9/15/96, approved 5/14/98. Rev. 2 of the Bylaws adopted 6/14/98. Rev. 3 adopted 10/24/99. Rev. 4 adopted 11/11/07. Rev. 5 adopted 11/07/10. Rev. 6 adopted 12/4/16 See last page for definition.

4. In the event of a vacancy of a called office, review and approve a list of possible candidates. The candidate to be called shall be chosen by the Congregational Voters Assembly.
5. Have a quorum of a simple majority of its members to make any binding decisions and appointments.
 - a. Submit a summary of its Minutes to the Congregation.
 - b. A Department Head if unable to attend a Church Council meeting may be substituted by the Vice Chair of that department for the purpose of a quorum and binding vote.
6. Shall take to the Congregation at a specially called meeting any matter, which in the Council's opinion should involve more congregational input, to determine the Lord's will for Our Savior Lutheran Church and School.

ARTICLE IV – DUTIES OF THE CHURCH OFFICERS

Section A – President of the Congregation

The President of the Congregation shall:

1. Be responsible for seeing that the Church Council, various Departments, and appointed/elected officers are carrying out their responsibilities.
2. Be responsible for seeing that resolutions of the Congregational Voters Assembly are carried out.
3. Preside at all meetings of the Congregational Voters Assembly and the Church Council and conduct those meetings in accordance with Robert's Rules of Order so long as they do not impede the functioning of the organization.
4. Be an ex-officio member of all Departments and personally shall attend or designate the Vice President to attend 1 meeting per year of the Departments and attend additional meetings per year whenever necessary or advisable.
5. Meet at least once each month with the Pastor to analyze past progress and to plan future efforts and emphasis needed in the total Congregational program.
6. Sign (with the Vice President) in the name of the Congregation all legal documents.
7. In the interest of stewardship of time, encourage the Department Heads to provide concise written reports and well-worded recommendations to the Church Council.
8. Provide an assessment of the Congregation's status at each of the regularly scheduled meetings of the Congregational Voters Assembly.
9. Appoint, with Church Council approval, individuals to fill church officer and Department Head vacancies as well as ad-hoc committees as necessary.
10. Provide oversight of the church administrator (church secretary).

Section B – Vice President of the Congregation

The Vice President of the Congregation shall:

1. Serve as President in the absence of the President.
2. Sign (with the President) legal documents in the name of the Congregation.
3. Assume responsibilities assigned by the President.

Section C – Secretary of the Congregation

The Secretary of the Congregation shall:

1. Keep accurate Minutes of the meetings of the Congregational Voters Assembly and the Church Council and prepare a summary report of those meetings for the Congregation.
2. Be responsible for the filing and storage of all non-financial documents and the seal of the Congregation.

Constitution and Bylaws of Our Savior Lutheran Church approved by District Committee on Constitutional Matters on October 12, 1990. Rev. 1 adopted 9/15/96, approved 5/14/98. Rev. 2 of the Bylaws adopted 6/14/98. Rev. 3 adopted 10/24/99. Rev. 4 adopted 11/11/07. Rev. 5 adopted 11/07/10. Rev. 6 adopted 12/4/16 See last page for definition.

3. Register all persons attending the Congregational Voters Assembly and Church Council meetings and keep a list of eligible voters.

Section D – Treasurer of the Congregation

The Treasurer of the Congregation shall be responsible to the Church Council, serve as Head of the Finance and Administration Department and shall:

1. Be entrusted with the funds of the Congregation and shall be responsible and accountable for all such funds.
2. Assure appropriate level of bonding for the Congregation.
3. Receive from the Financial Secretary and/or office administrator a record of all contributions and other receipts and disbursements and see that such records are entered in books which shall be provided, and which are to be and remain the property of the Congregation.
4. Be authorized to pay all fixed expenses without order. All other budgeted disbursements shall be made upon authorization of the Department Heads or the Church Council. All accounts are to be carried in the corporate name of the Congregation: OUR SAVIOR EVANGELICAL LUTHERAN CHURCH OF ST. MATTHEWS, KENTUCKY.
5. Keep all records until the Financial Review Committee has examined all books and declared them to be correct. All church financial records are then to be stored according to the retention schedule or as otherwise required by Federal and State law.
6. Render written monthly reports to the Church Council and Congregation, and a detailed annual prior fiscal year report to the Congregation at the 4th quarter Congregational Voters Assembly.
7. Prepare and maintain a retention schedule for all church financial records to be approved by the Church Council.

Section E – Financial Secretary of the Congregation

The Financial Secretary of the Congregation shall be responsible to the Church Council and shall serve as a member of the Stewardship Department and shall:

1. Receive from the “money counters” and/or the bookkeeper a report of all monies received and assure accurate records of the same.
2. Assist the bookkeeper in the maintenance of the books which remain the property of the Congregation and in which shall be recorded
 - a. Individual contributions of the members, crediting them to their accounts.
 - b. Plate offerings of services.
 - c. All other offerings, contributions and payments received by the Congregation.
3. Assure that quarterly statements of contributions are sent to every Communicant member or household.
4. Keep all records until the Financial Review Committee has examined all books and declared them to be correct. All church financial records are then to be stored according to the retention schedule or as otherwise required by Federal and State law.

ARTICLE V – PASTORAL OFFICE

We authorize and obligate our called Pastor(s) to:

1. Proclaim and teach to us the Word of God in its full truth and purity as contained in the Sacred Scriptures of the Old and the New Testaments and as set forth in the confessional writings of the Evangelical Lutheran Church as found in the Book of Concord.
2. Administer the holy sacraments in accordance with their divine institution.

Constitution and Bylaws of Our Savior Lutheran Church approved by District Committee on Constitutional Matters on October 12, 1990. Rev. 1 adopted 9/15/96, approved 5/14/98. Rev. 2 of the Bylaws adopted 6/14/98. Rev. 3 adopted 10/24/99. Rev. 4 adopted 11/11/07. Rev. 5 adopted 11/07/10. Rev. 6 adopted 12/4/16 See last page for definition.

3. Perform the functions of Pastor in an evangelical manner; to aid, counsel and guide members of all ages and social conditions; to visit the sick and the dying; to admonish the indifferent and the erring.
4. Guard and promote faithfully the spiritual welfare of the members of this Congregation, in particular guide the instructions of the catechumens, both children and adults, in the Word of God and thus prepare them for communicant membership in the church.
5. Guide the Congregation in applying the divinely ordained discipline of the church in accordance with the Word of God.
6. Promote and guide the mission activity of the Congregation as it is related to the local community and to District and Synodical endeavors, in particular to train workers and guide them in evangelism activities and to enlist the support of the Congregation for mission work generally.
7. Serve the Congregation as an example of Christian conduct, to endeavor earnestly to live in brotherly unity with the members of the congregation and fellow workers and sister congregations in the District and the Synod, and by the grace of God to do everything possible within the sphere of his calling toward the edification of the Congregation and the building up of the Church in Christ.
8. Be an ex-officio member of the Church Council and Departments, and assist the Congregation in adopting administrative policies and procedures which will help carry out the mission of a Christian congregation.

ARTICLE VI – CALLING OF THE PASTOR OR OTHER PROFESSIONAL CHURCH WORKERS

We believe that the call of a professional church worker, pastor or otherwise is a DIVINE CALL. As such it is the Lord through the Holy Spirit who makes His choice known to His people through the call process. This process can take many forms and as long as the process looks to the Lord for His will to be done, through diligent prayer and study of the Word, its form can be varied and subject to change. To this end the Church Council shall draft, with congregational input, a ‘Call Policy’ encompassing the procedures the Church wishes to use to call its professional church workers, which may differ from pastor to other workers, and submit same to the 1st quarter Congregational Voters Meeting for approval. Not more than five years after the last review, Church Council shall review and revise as necessary the “Call Policy”, with congregational input, and submit the same to the 1st quarter Congregational Voters meeting for approval.

The Church Council or its designate, a Call Committee, shall in accordance with the Church “Call Policy” prepare a list of eligible and qualified candidates for the office of Pastor or other Professional Worker. The list shall be presented to the Congregational Voters Assembly at a properly convened meeting. The voters shall then adopt the list of candidates. At that meeting, or a subsequent meeting, the voters shall elect one of the proposed candidates by a three-fifths majority. If after a reasonable number of ballots, not to exceed three ballots, failing a three-fifths majority the call list ~~can shall~~ be withdrawn by appropriate motion, ~~from the floor, said motion may be made again, if defeated, after at least two more ballots.~~

1. If the call list has been withdrawn, the Church Council or its designate, a Call Committee, shall in accordance with the Church “Call Policy” prepare a new list of eligible and qualified candidates for the office of Pastor or other Professional Worker, any or all names previously submitted may be included on said list.
2. The new list shall be submitted to the congregation for approval as outlined above.
3. The election shall, if possible, be made unanimous.

ARTICLE VII – DUTIES OF THE CONGREGATIONAL DEPARTMENTS

Section A – General Duties of the Congregational Departments

Constitution and Bylaws of Our Savior Lutheran Church approved by District Committee on Constitutional Matters on October 12, 1990. Rev. 1 adopted 9/15/96, approved 5/14/98. Rev. 2 of the Bylaws adopted 6/14/98. Rev. 3 adopted 10/24/99. Rev. 4 adopted 11/11/07. Rev. 5 adopted 11/07/10. Rev. 6 adopted 12/4/16 See last page for definition.

In general, the Departments shall:

1. Provide for active expressions of Christian love and concern as an integral part of their total program.
2. Strive to have a membership reflective of the makeup of the Congregation.
3. Develop special programs that serve all members of the Congregation; i.e., single, married, young, old, male, female, divorced, widowed and handicapped.
4. Work with and assist various societies of the Congregation toward achieving a coordinated program.
5. Study and adopt or adapt suggestions and materials from the various Synodical Departments and Committees.
6. Be creative and willing to experiment.
7. Be responsible to the Congregation, through the Church Council, for the proper performance of their duties as hereafter outlined.
8. Establish, review and maintain up-to-date departmental policies and procedures.
9. Have each Department head appoint annually a Vice Chair for approval by the Church Council prior to submission for confirmation by the Congregational Voters Assembly.
10. Have in attendance at all Church Council meetings the Chairman or Vice Chairman.

Section B – Department of Elders

Based on the Biblical Precepts as interpreted in the Constitutional Requirements of the Lutheran Church–Missouri Synod, this department shall consist of only male persons. These persons shall be noted for their Christian knowledge, zeal, experience in the spiritual work of the Kingdom of Christ, and their exemplary adherence to Article 5D of the Congregational Constitution. Elders shall be appointed annually by the Head Elder and approved to membership by the Church Council, prior to submission for confirmation by the Congregational Voters Assembly. This department has as its special responsibilities to:

1. Assure that the Word of God is proclaimed and taught in all its truth and purity in accordance with Holy Scriptures and the Lutheran Confessions.
2. Supervise, with the Pastor, all regular and special worship services, pulpit and sacrament assistance, including guest speakers.
3. The Board of Elders will review in advance and agree upon the Worship plan developed by the Pastor and the Music and Worship Department before presentation to the Church Council for final approval.
4. Be concerned with the Congregation members' attendance at the public worship of God and use of Sacraments. They shall be responsible for calling on all those who are entrusted in their care, particularly those who become lax or delinquent in worship, in participation of Holy Communion, or in the Baptism of newborn children.
5. Prayerfully and diligently implement Church discipline in accord with the Word of God and full understanding of the purpose and importance of Church discipline.
6. Coordinate with the Evangelism and Stewardship Departments for a friendly personal welcome, orientation and integration of new members.
7. Be concerned about the thorough instruction of youth and adults for confirmation and church membership.
8. Be supportive of the Called Workers, in that they shall:
 - a. Collectively and individually pray regularly for the Pastors and other spiritual leaders.
 - b. By word and action encourage their Pastors and Called Workers in their work and stand ready at all times to help in difficult problems of their special ministries.

Constitution and Bylaws of Our Savior Lutheran Church approved by District Committee on Constitutional Matters on October 12, 1990. Rev. 1 adopted 9/15/96, approved 5/14/98. Rev. 2 of the Bylaws adopted 6/14/98. Rev. 3 adopted 10/24/99. Rev. 4 adopted 11/11/07. Rev. 5 adopted 11/07/10. Rev. 6 adopted 12/4/16 See last page for definition.

- c. Be concerned about the spiritual, emotional, and physical health and welfare of the Called Workers and their families (adequate compensation, housing, free time, vacation and assistance in times of illness).
 - d. Arrange for temporary Pastoral services when a vacancy in that Called Office occurs.
 - e. Arrange for temporary Director of Christian Education services when a vacancy in that Called Office occurs.
9. Supervise and implement special gatherings for the encouragement of fellowship among the members of the Congregation.

Section C – Department of Worship and Music

This Department shall have as its special concern the planning and execution of the Liturgical – Musical aspects of the Worship Service. To this end this Department shall:

- 1. Be concerned generally with the proper order, liturgical content and effectiveness of the various worship services held by the Congregation.
- 2. Plan with Pastor and church musicians a well-organized and integrated program of divine worship services and present for review and agreement with the board of Elders prior to presenting the Worship Plan to the Church Council for their approval.
- 3. Make recommendations to the Church Council on the calling or hiring of church musicians.
- 4. Be responsible for all church music activities.
- 5. Offer recommendations to the Department of Buildings and Grounds related to the use of the fine arts within church buildings and grounds.
- 6. Implement church policy on memorials and donated articles for the beautification of the church.
- 7. Work with the appropriate sub-groups in the matters of altar preparations, acolytes, ushering and the functioning of the nursery.

Section D – Department of Stewardship

This department has as its special concern to raise the level of Christian living and giving of the entire membership of the Congregation. To this end the department shall:

- 1. Encourage and assist the members in using their talents for the furtherance of the Kingdom by:
 - a. Maintaining a program to discover and enlist for Kingdom service, the talents God has given members, old and new, youth and adults, and keep a Congregational Talent File.
 - b. Providing opportunities in coordination with other departments for the development of talents (training courses, workshops).
 - c. Identifying for every member, especially those who are new, the privileges, opportunities and responsibilities of membership in the Congregation and the Lutheran Church-Missouri Synod.
- 2. Encouraging members to support their Congregation and Synod by:
 - a. Conducting a thorough ongoing program to contact every member personally concerning Biblical stewardship principles.
 - b. Annually giving every member an opportunity to make a financial commitment to the Congregation for the work of the Kingdom.
- 3. Be responsible for assisting and supervising the Financial Secretary's functions:
 - a. Regularly evaluate the member giving levels as compared with projections and needs and share these evaluations with the members.
 - b. Secure and monitor qualified individuals that assist in the recording of income to member records.
 - c. Establish and review effective procedures for the counting and recording of contributions and other income.

Constitution and Bylaws of Our Savior Lutheran Church approved by District Committee on Constitutional Matters on October 12, 1990. Rev. 1 adopted 9/15/96, approved 5/14/98. Rev. 2 of the Bylaws adopted 6/14/98. Rev. 3 adopted 10/24/99. Rev. 4 adopted 11/11/07. Rev. 5 adopted 11/07/10. Rev. 6 adopted 12/4/16 See last page for definition.

- d. Establish and be responsible for, in conjunction with the Treasurer/bookkeeper, procedures for depositing contributions and other income.

Section E – Department of Parish Education

This department has as its special concern the Christian growth of the total membership of the Congregation in the divine and eternal truths of God as manifest in increased Christian faith and life. To this end the department shall:

1. Provide those organizations necessary for the Christian education of the members of the Parish by:
 - a. Developing and reviewing general objectives for the total parish education program; specific objectives and curriculum in each educational ministry of the Parish such as Sunday School, Vacation Bible School, Confirmation Instruction and Bible Classes.
 - b. Providing and promoting use of effective teaching aids.
 - c. Reviewing existing educational ministries to determine whether all members are being served and make an annual analysis by age groups to determine the degree of participation of total membership of the Congregation.
 - d. Considering classes, courses, conferences and retreats for special purposes.
 - e. Annually examining the education facilities and equipment and make recommendations to the Department of Buildings and Grounds as to upkeep, safety, repair and replacement as needed.
2. Provide qualified leaders for such organizations by:
 - a. Appointing a Sunday School Superintendent or Co-Superintendents who shall be approved by the Church Council for a two-year term for a maximum of three consecutive terms.
 - b. Assisting the Sunday School Superintendent in the enlistment of teachers and providing for staff training meetings at specified intervals.
 - c. Enlisting, training and placing qualified lay leaders and counselors in all other Parish Education and youth agencies.
 - d. Establishing an ongoing program of active training and a system of commendation for faithful service.
3. Encourage members of the Congregation to study the Word of God by:
 - a. Promoting participation of every member in Bible Study, in church and privately, in formal and informal groups.
 - b. Promoting subscription to church periodicals.
 - c. Maintaining, improving and cultivating use of the church library.
4. In recognition of the importance of our ministry to our youth, give special attention to the spiritual nurture of the young people of our Congregation by:
 - a. Establishing youth organizations with adult and youth representatives under the supervision of the Director of Christian Education.
 - b. Being concerned about assimilation of new confirmed youth into appropriate organizations for Bible study activity.
 - c. Involving the youth in the work of the Church and promoting their genuine fellowship.
 - d. Recruiting young people for full-time Church service.
5. Work closely with the Department of Day School Education by:
 - a. Co-operative use of the educational resources, facilities and equipment.
 - b. Encouraging enrollment in the Day School of children from the Congregation.
6. Promote and encourage family ministry and spiritually strong families through:
 - a. Supporting family units with babies and youth, single parents, divorced members and the elderly,
 - b. Maintain a cradle roll of infants through age 3 and provide educational

Constitution and Bylaws of Our Savior Lutheran Church approved by District Committee on Constitutional Matters on October 12, 1990. Rev. 1 adopted 9/15/96, approved 5/14/98. Rev. 2 of the Bylaws adopted 6/14/98. Rev. 3 adopted 10/24/99. Rev. 4 adopted 11/11/07. Rev. 5 adopted 11/07/10. Rev. 6 adopted 12/4/16 See last page for definition.

- materials to assist parents of those infants.
- c. Regularly celebrate and acknowledge wedding anniversaries.
- d. Provide regular opportunities for parenting instruction and support.
- e. Develop opportunities for cross-generational support.

Section F – Department of Day School Education

This department has as its special concern the nurture of an elementary day school operation providing quality academic opportunities in a Christian environment. To this end the department shall:

1. Be responsible for the administration of the parish day school as an integral part of the Congregation's ministry.
2. Establish policies, set goals, and evaluate their achievement, in keeping with the school's purpose of providing a comprehensive Christian education.
3. Develop and keep current a School Handbook outlining policies, guidelines, and purposes of the school.
4. Supervise and assist the principal and faculty members in their implementation of policies and goals.
5. Ensure that the curriculum used in the day school is in accord with the Biblical and Confessional principles of the Congregation and that it maintains high and comprehensive academic standards.
6. Act as a Call Committee in making recommendations to the Church Council and the Congregational Voters Assembly in the calling or commissioning of Synodically trained teachers, and principal. To engage other employees such as secretaries, aides, substitute and temporary teaching personnel, and similar personnel as is deemed necessary within budgeted limits, developing job descriptions in consultation with the principal for these positions.
7. Be concerned with the well-being of the school faculty including salary and other material considerations.
8. Encourage spiritual, personal and professional growth and development by all faculty members to enable them better to fulfill their ministry.
9. Ensure that all legal requirements for operation of the day school as an educational institution are being met.
10. Support the day school principal and staff to assure that the physical facilities and needs are provided under the supervision of the Department of Building and Grounds
11. Work closely with the Department of Parish Education in co-operative and efficient use of the limited educational resources, facilities and equipment available to the congregation.
12. Counsel and supervise organizations that are auxiliary to the day school so that these organizations may support the purpose and policy of the day school.

Section G – Department of Evangelism

We believe all members of Our Savior Lutheran Church should be involved with the precepts of the mission as set forth by God's Great Commission (Matthew 28:19). Therefore, this department shall have as its special concern the planning, promotion and execution of a comprehensive evangelism program within the Congregation and in the community. To this end they shall:

1. Promote within the Congregation:

Constitution and Bylaws of Our Savior Lutheran Church approved by District Committee on Constitutional Matters on October 12, 1990. Rev. 1 adopted 9/15/96, approved 5/14/98. Rev. 2 of the Bylaws adopted 6/14/98. Rev. 3 adopted 10/24/99. Rev. 4 adopted 11/11/07. Rev. 5 adopted 11/07/10. Rev. 6 adopted 12/4/16 See last page for definition.

- a. A climate of loving and caring concern for all people by encouraging each member of the Congregation to witness personally of their faith in Jesus Christ by their own testimony and faithful service.
 - b. An ongoing emphasis on personal evangelism – in our Worship Services, Sunday School classes, youth activities, adult Bible classes, and social organizations.
 - c. Programs on witnessing, lay visitations and specific evangelism techniques and procedures.
2. Establish a means of reaching those who are outside the Congregation by:
 - a. Seeking to establish a Gospel-oriented, friendly spirit especially toward visitors and all members of the community.
 - b. Being responsible for the enlistment and training of lay visitors.
 - c. Periodically canvassing the neighborhood for prospective members.
 - d. Maintaining a prospect file and working with the Pastor and Congregational organizations to establish and carry out a formal new-members visitation schedule.
 - e. Reviewing the Congregation's promotional literature and prepare new material as needed.
 - f. Utilizing the evangelism potentials in the various Synodical mission and devotional materials, the Lutheran Hour and "Portals of Prayer."
 - g. Making use of available referral services which list the names of people moving into our community.
 - h. Organizing a Sunday Service "greeter" group to welcome visitors.
 - i. Organizing special services and meetings such as Fellowship Sundays and New Member Receptions.
 3. Prepare for a smooth introduction of new members to the Pastor, their Elder and the Stewardship Department.

Section H – Department of Christian Relations

This department has as its special concern the relationship between our Congregation, the Church-at-Large, and the community. To this end the department shall:

1. Keep the Congregation apprised and disseminate vital information from the Church Synod, District, Circuit or Federation through the church newsletter and bulletins.
2. Be responsible for a program of community public relations that identifies the Congregation with the Gospel of Christ.
3. Work with the Pastor in providing necessary Congregational representation and participation in various groups of the Lutheran Church-Missouri Synod and in the local community's religious efforts. Review invitations from community organizations to the Congregation to participate in group efforts and functions and to promote those that are considered appropriate.
4. Foster support for worldwide missions and charities by an ongoing program of mission information and education.
5. Encourage and assist the members in their social ministry to other Church members and to the surrounding community, in that they shall:
 - a. Solicit available Congregational resources in time of personal or material need, referring those problems beyond the Congregational abilities to appropriate agencies for professional help.
 - b. Assess the needs within the community requiring volunteers and resources and determine how those needs may best be met, and encouraging Congregational support.
 - c. Together with the Pastor and other Congregational organizations, study the possibilities of offering spiritual services and care to hospitals, homes for the aged, prisons and other institutions within the community.

Constitution and Bylaws of Our Savior Lutheran Church approved by District Committee on Constitutional Matters on October 12, 1990. Rev. 1 adopted 9/15/96, approved 5/14/98. Rev. 2 of the Bylaws adopted 6/14/98. Rev. 3 adopted 10/24/99. Rev. 4 adopted 11/11/07. Rev. 5 adopted 11/07/10. Rev. 6 adopted 12/4/16 See last page for definition.

- d. Screen all outside appeals for funds and make appropriate recommendations to the Church Council.

Section I – Department of Building and Grounds

This department shall have as its special concern the supervision of the physical property of the Congregation. Physical property is defined here as grounds, permanent structures, and interior/exterior accessories that are hung or permanently attached. To this end they shall:

1. Be responsible for the proper maintenance of the buildings and grounds within the budget guidelines and following established purchasing procedures.
2. Carry out special resolutions of the Church Council and Congregational Assembly on purchases, repairs and replacement of property and equipment.
3. Secure periodic cleaning and servicing of mechanical equipment including the organ, sound equipment, and air handling equipment.
4. Project and recommend necessary repairs and replacements of property and equipment, by keeping a current inventory list of Church equipment including acquisition date, approximate value and life expectancy.
5. Maintain an active program of regular inspection of the facilities and major equipment for operational and safety status.
6. Coordinate the regular economical purchase of expendable supplies with the Department of Finance and Administration and the Department of Day School Education.
7. Determine, engage and remunerate adequate custodial help, and meet periodically with custodians to discuss care of the buildings.
8. Enlist assistance from the Congregation for special repair and other projects.
9. Negotiate and make recommendations to the Church Council for property insurance and service contracts for work beyond the capacity or qualification of the department.
10. Establish and oversee, with the approval of the Church Council, regulations governing use of Congregational property and equipment
11. Issue keys for church property and change church locks as necessary.

Section J – Department of Finance and Administration

This department will be chaired by the Treasurer of the Congregation and shall have as its special concern the day-to-day operational and accounting functions of the Congregation. To this end it shall:

1. Initiate and supervise the annual preparation of the budget for adoption by the Church Council and the Congregational Voters Assembly.
 - a. Receive from the various department heads their annual budget requests.
 - b. In conjunction with the appropriate department heads prepare a comprehensive salary plan for our called, contract, hourly and part time employees.
 - c. Submit to the various department heads, drafts of the budget and salary plan for comment prior to council review and approval.
2. Be responsible for the financial activities of the Congregation.
 - a. Assure the recording and accounting of both income and expenses of the Congregation.
 - b. Engage and monitor a qualified individual(s) to maintain accurate financial records of the Congregation.
 - c. Establish procedures for maintaining the financial controls of the Congregation.
3. Be responsible for maintaining adequate administrative support for the parish needs (secretarial, janitorial, full or part time, and the like).

- a. Delegate to a hiring committee or Church Council authority to engage and monitor qualified individuals to perform the necessary administrative requirements of the parish.
 - b. Establish and periodically review job descriptions and remuneration of administrative staff.
 - c. Delegate to the office administrator (office secretary) authority to maintain adequate supplies and equipment for administrative functions.
 - d. Establish and monitor effective purchasing procedures for operational needs of the Congregation.
4. Be responsible for the retention and storage of Congregational financial documents and archival material.
 5. Assist the Congregation President in legal, regulatory and insurance matters by completing and filing appropriate forms, applications and records.

Section K – Department of Missional Planning

This department shall have as one of its primary responsibilities the preparation and implementation of a clear and concise living mission statement reflecting God's will for our whole Church. The statement shall express what we do based upon whom we serve and what we believe.

The Missional Planning Department shall also write a missional plan in order to coordinate the efforts of all Church departments and groups. The plan, mission statement and any other formal activities of the Missional Planning Department shall be reviewed by the Church Council and upon approval be presented to the Congregation for an acceptance vote. The Missional Planning Department activities include:

1. Prayerfully developing missions for the church with congregation members.
2. Committing the congregational visions into discrete goals, with measurable objectives, and overseeing the incorporation or implementation of these objectives within the framework of the church mission.
3. Continually monitoring, reviewing, evaluating and revising the goals and objectives consistent with any opportunities and/or challenges that arise.
4. Serving as a resource to any department or group in the implementation of the congregation's goals.
5. Periodically communicating commitments that are made to achieve the goals, which in turn help shape the congregation's identity and fulfillment of its missions.
6. Regularly working with other departments (i.e., Stewardship, Evangelism) to utilize congregation members' gifts of time, talent and treasure to achieve the Church's mission as outlined in the missional plan.
7. Recommending to the Church Council any structural, policy or procedural changes viewed as necessary to either eliminate any hindrances or provide the means to assist in turning the goals into realities.
8. Helping develop the infrastructure that will enable the Church to prepare for and implement goals outlined in the missional plan.
9. Assisting the Church Council in providing recommendations and assessments to build and sustain fellowship consistent with the Church's mission.
10. Assisting the Church Council by providing recommendations for operational plans consistent and necessary to implement the Church's mission.

ARTICLE VIII – DUTIES OF ADVISORS

Section A – Human Resources Advisor

The Human Resources Advisor shall:

Constitution and Bylaws of Our Savior Lutheran Church approved by District Committee on Constitutional Matters on October 12, 1990. Rev. 1 adopted 9/15/96, approved 5/14/98. Rev. 2 of the Bylaws adopted 6/14/98. Rev. 3 adopted 10/24/99. Rev. 4 adopted 11/11/07. Rev. 5 adopted 11/07/10. Rev. 6 adopted 12/4/16 See last page for definition.

1. Serve as an advisor to the president, pastor, school principal and board chairs for all human resources issues related to compensation and benefits, misconduct, conflict resolution, reduction in force, hiring and performance evaluations.
2. Develop and maintain a performance management system for all called and contract church staff. This would include oversight to ensure consistency and compliance with the program. The respective board chair would be responsible for completing the evaluations for any staff members that report directly to him/her.
3. Partner with the pastor, church council, school principal and board chairs to develop and maintain current human resources policies and procedures.
4. Coordinate the development and submission of salary plans and benefit programs for all called staff and contract church staff. Develop and implement an annual Compensation and Benefits review of all called staff and contract church staff to ensure compliance with approved programs.
5. Provide an annual review and advice on the legal HR postings and notifications required for employment of church and school staff.
6. Provide advice and counsel to the Church Council or its designate, a Call Committee, in accordance with the Church "Call Policy," when calling a pastor or other professional worker. Provide consultation to board chairs when hiring contract workers.
7. Develop and maintain a process for coordinating all information associated with the initial orientation of newly-hired staff members.
8. Participate in all "Reduction in Force" (RIF) evaluations. Directly administer all separations due to RIF or for cause.
9. Provide guidance and assist with conflict resolutions related to human resources issues as requested by the president.

Preferred education, knowledge, skills and abilities: A college degree, with practical knowledge of, or experience in, managing a human resources function.

This is the end of the by-laws.

Revision two adopted 6/14/98. These are the changes adopted at this time:

1. Refined the purposes of Congregational meetings: I.A.2.; I.A.3.
2. Updated the quorum for Congregational meetings: I.C.
3. Defined absentee and proxy ballots as invalid: II.A.
4. Refined Council responsibility regarding budgets and salary planning: III.3.
5. Refined Council composition and reporting regarding the acceptance of a department vice chair for the purpose of a quorum and voting: III.5.; III.6.; VII.A.9.; VII.A.10.
6. Refined responsibilities of Treasurer: IV.D.1; IV.D.5.
7. Refined responsibilities of Financial Secretary: IV.E.
8. Refined the procedure for calling professional church workers: VI.
9. Refined responsibilities of the Stewardship department: VII.D.3.d.
10. Refined responsibilities of the Finance department: VII.J.1.; VII.J.3.
11. Corrected misspellings of some words in the Missional Planning department: VII.J.1.; 3.; 5.; 8.

Revision three adopted 10/24/99 changed the wording of Article VII – Duties of the Congregational Departments,
Section B – Department of Elder, paragraph 3 which was:

3. review the worship plans for the year as set forth by the Pastor and the Worship and Music Department before presentation to the Church Council for final approval.

Constitution and Bylaws of Our Savior Lutheran Church approved by District Committee on Constitutional Matters on October 12, 1990. Rev. 1 adopted 9/15/96, approved 5/14/98. Rev. 2 of the Bylaws adopted 6/14/98. Rev. 3 adopted 10/24/99. Rev. 4 adopted 11/11/07. Rev. 5 adopted 11/07/10. Rev. 6 adopted 12/4/16 See last page for definition.

Section C – Department of Worship and Music, paragraph 2 which was:

2. plan with the Pastor and church musicians a well-organized and integrated program of divine services for the year.

Revision four adopted 11/11/07. These are the changes adopted at this time:

Article I – Congregational Meetings - Section A

- change “shall be held in January, May or June and October” to “shall be held in the 1st, 2nd, and 4th quarters of each calendar year”...
- change “notice of the date, time and agenda for the meeting shall be mailed...” to “notice of the date and time shall be posted in the church bulletin at least two weeks prior to the meeting with the agenda and any pre-read materials placed in church mailboxes...”
- Subsection 1 - change “May/June” to “2nd quarter”.
- Subsection 2 – change “October” to “4th quarter”; change “Financial Year End Report” to “Financial report to include current and prior year summary”...
- Subsection 3 - change “The January meeting” to “The 1st quarter meeting”; change “Department reports including out going department heads and a financial reconciliation to the budget fiscal year to date” to “Reports by department heads and a financial report”.

Article II – Elections and Appointments

- Section B - change “... the persons with the highest number of ballots cast together comprising a majority of those ballots cast shall be the candidates for the second ballot” to “the person with the least number of ballots cast is eliminated from the second ballot.”
- Section D – paragraph 1 - change Congregational Officer positions of President and Vice-President shall be for “a one-year term” to “a two year term”.

Article III – Duties of the Church Council – paragraph 3b

- change “October to 4th quarter”.

Article VI – Calling of the Pastor or the other Professional Church Workers – Paragraph 1

- change “every five years thereafter” to “not more than 5 years after the last review”
change “January” to “1st quarter” and remove the reference to 1999.

Revision five adopted 11/07/2010 These are the changes adopted at this time:

ARTICLE II – ELECTIONS AND APPOINTMENTS

Section C – Appointment

At the January Council Meeting, the President-elect shall submit for Church Council approval, the appointments of a Secretary, a Financial Secretary, **Human Resources Advisor**, Federation delegates and other positions as necessary.

ARTICLE VIII – DUTIES OF ADVISORS

Section A – Human Resources Advisor

The Human Resources Advisor shall:

1. Serve as an advisor to the president, pastor, school principal and board chairs for all human resources issues related to compensation and benefits, misconduct, conflict resolution, reduction in force, hiring and performance evaluations.
2. Develop and maintain a performance management system for all called and contract church staff. This would include oversight to ensure consistency and compliance with

Constitution and Bylaws of Our Savior Lutheran Church approved by District Committee on Constitutional Matters on October 12, 1990. Rev. 1 adopted 9/15/96, approved 5/14/98. Rev. 2 of the Bylaws adopted 6/14/98. Rev. 3 adopted 10/24/99. Rev. 4 adopted 11/11/07. Rev. 5 adopted 11/07/10. Rev. 6 adopted 12/4/16 See last page for definition.

- the program. The respective board chair would be responsible for completing the evaluations for any staff members that report directly to him/her.
3. Partner with the pastor, church council, school principal and board chairs to develop and maintain current human resources policies and procedures.
 4. Coordinate the development and submission of salary plans and benefit programs for all called staff and contract church staff. Develop and implement an annual Compensation and Benefits review of all called staff and contract church staff to ensure compliance with approved programs.
 5. Provide an annual review and advice on the legal HR postings and notifications required for employment of church and school staff.
 6. Provide advice and counsel to the Church Council or its designate, a Call Committee, in accordance with the Church "Call Policy," when calling a pastor or other professional worker. Provide consultation to board chairs when hiring contract workers.
 7. Develop and maintain a process for coordinating all information associated with the initial orientation of newly-hired staff members.
 8. Participate in all "Reduction in Force" (RIF) evaluations. Directly administer all separations due to RIF or for cause.
 9. Provide guidance and assist with conflict resolutions related to human resources issues as requested by the president.

Preferred education, knowledge, skills and abilities: A college degree, with practical knowledge of, or experience in, managing a human resources function.

Revision six adopted 12/04/16. These are the changes adopted at this time:

- Legal Definition of Terms
- Our Savior Lutheran Church and School Statement of Faith.
- Our Savior Lutheran Church and School Statement of Biological Sex, Marriage and Morality.
- Our Savior Lutheran Church and School Statement of Belief in the Sanctity of Life.
- Our Savior Lutheran Church and School Marriage Policy.

All Appended Prior to Article I

Revision seven xx/xx/19. These are the changes adopted at this time:

- Defined the congregation as comprising the Day School and Parish.
- Changed the church title from Our Savior Lutheran Church of Louisville to Our Savior Evangelical Lutheran Church of St. Matthews to align the title with the founding incorporation of the church as a Kentucky Corporation.
- Incorporated communication with the congregation by electronic means
- Added presentation of final calendar year reports to first quarter meeting.
- Added Financial Report by the Treasurer to 1st quarter meeting.
- Removed Financial Fiscal Year End Report from 4th quarter
- Added Report of the Financial Review Committee to the 4th quarter meeting.
- Changed expenditures approved by the Church Council from \$1,000.00 to \$3,000.00.
- Added duties of the Financial Review Committee.
- Added duties of the President and/or Vice-President to attend at least one meeting per year of the Departments, and provide oversight of the Church Administrator.
- Added records keeping requirements to the Treasurer and the Financial Secretary

Constitution and Bylaws of Our Savior Lutheran Church approved by District Committee on Constitutional Matters on October 12, 1990. Rev. 1 adopted 9/15/96, approved 5/14/98. Rev. 2 of the Bylaws adopted 6/14/98. Rev. 3 adopted 10/24/99. Rev. 4 adopted 11/11/07. Rev. 5 adopted 11/07/10. Rev. 6 adopted 12/4/16 See last page for definition.

- Modified balloting for Calling the Pastor or other Professional Church Workers by limiting ballots to three.
- Codified Department of Parish Education policy of appointing Co-Superintendents to Sunday School and added duties of the Parish Education Department.
- Added additional duties to the Department of Finance and Administration.
- Made spelling, punctuation, and grammatical changes throughout the document.

Constitution and Bylaws of Our Savior Lutheran Church approved by District Committee on Constitutional Matters on October 12, 1990. Rev. 1 adopted 9/15/96, approved 5/14/98. Rev. 2 of the Bylaws adopted 6/14/98. Rev. 3 adopted 10/24/99. Rev. 4 adopted 11/11/07. Rev. 5 adopted 11/07/10. Rev. 6 adopted 12/4/16 See last page for definition.