

# **BYLAWS OF WORD OF PEACE LUTHERAN CHURCH**

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# TABLE OF CONTENTS

	<u>Page</u>
Part 1: Executive Team	2
Part 2: Strategic Planning Team	3
Part 3: Congregational Ministry Teams	4
Evangelism & Visitation	4
Life & Growth	5
Worship & Visual Arts	5
Social Ministry	5
Property	6
Education	6
Youth	7
Stewardship	7
Global Mission	8
Endowment Fund	8
Part 4: Nominating Process	8
Part 5: Definition of an Inactive Member	9
Part 6: Date of the Annual Congregational Meeting	9
Part 7: Definition of Absentee Voting	9
Continuing Resolutions	9
Part 1: Standing Committees	9
Cemetery Committee	10
Library Committee	10
Audit Committee	10

## **BYLAWS**

The duties of the Executive Team, Strategic Planning Team, Ministry Teams and appointees shall include but not be limited to the following. The Congregation may vote to assign other duties at an Annual or Special Meeting. All revisions to the Bylaws shall be in accordance with the provisions in Chapter 17 of the Constitution titled Bylaws.

### **PART 1: EXECUTIVE TEAM**

#### **PRESIDENT**

The responsibilities of the President include but are not limited to the following:

- a. Preside at the meetings of the Executive Team and attend Strategic Planning Team meetings when necessary.
- b. Preside at all meetings of the Congregation.
- c. Sign all legal documents pertaining to church business.
- d. Prepare agendas for Executive Team meetings.

#### **VICE-PRESIDENT**

The responsibilities of the Vice President include but are not limited to the following:

- a. Attend Executive Team meetings and Strategic Planning Team meetings when necessary.
- b. Assist the President with duties as needed.
- c. Prepare an agenda and preside over meetings in the absence of the President.
- d. Lead the process for preparing the annual budget.

#### **SECRETARY**

The responsibilities of the Secretary include but are not limited to the following:

- a. Attend Executive Team and Strategic Planning Team meetings when necessary.
- b. Record minutes at all Executive Team and Congregational meetings.
- c. Distribute minutes to the Executive Team and church staff in a timely manner for all Executive Team and Congregational meetings.
- d. Maintain all meeting minutes and documentation from the year and submit it to the Director of Administration at the end of the calendar year.
- e. Sign all legal documents pertaining to church business.

#### **TREASURER**

The responsibilities of the Treasurer include but are not limited to the following:

- a. Attend Executive Team and Strategic Planning Team meetings when necessary.

- b. Work with the Director of Administration to ensure that appropriate financial reports are made available to the Executive Team on a timely basis.
- c. Assist in preparing the annual budget, and present the budget to the Executive Team and Congregation for approval.
- d. Work with the Director of Administration to develop fiscal policies for recommendation to the Executive Team to ensure the financial integrity and sustainability of the organization.
- e. Work with the Executive Team and Director of Administration to develop long-term financial strategies.
- f. Assist Audit Committee, when necessary, with review of financial documents for the church.

### MEMBERS AT LARGE

The responsibilities of the Members at Large include but are not limited to the following:

- a. Attend Executive Team and Strategic Planning Team meetings when necessary.
- b. Participate in business activities and decisions brought to Executive Team meetings.

### **PART 2: STRATEGIC PLANNING TEAM**

The Strategic Planning Team shall consist of not more than six (6) members of this Congregation, one Pastor and one Executive Team member. The Congregation may increase or decrease the membership of the Strategic Planning Team at the Annual Meeting or at a specially called Congregational meeting as it deems necessary. Any voting member of this Congregation may be elected, subject only to the limitations on the length of continuous service permitted in that office. A member's place on the Strategic Planning Team shall be declared vacant if the member a) ceases to be a voting member of this Congregation or b) is absent from three (3) successive regular meetings of the Strategic Planning Team without cause. (For vacancy procedures refer to Chapter C13.02 of the Constitution.)

Six (6) voting members of the Congregation, including a Chairperson, shall be elected at the Annual Meeting to serve on the Strategic Planning Team for the term of two (2) years. Each member may serve no more than three (3) consecutive terms.

The responsibilities of the Chairperson include but are not limited to the following:

- a. Prepare the agenda for all Strategic Planning Team meetings.
- b. Preside at the Strategic Planning Team meetings.
- c. Record minutes at all Strategic Planning Team meetings and distribute minutes to the Executive Team and church staff in a timely

- manner.
- d. Call special Strategic Planning Team meetings when necessary.

### **PART 3: CONGREGATIONAL MINISTRY TEAMS**

A Ministry Team is formed for a specific ministry or ministries within the church that are of a common nature. The teams are charged with specific responsibilities but have the freedom to carry out those responsibilities in various creative ways under the support and direction of a staff liaison, the Executive Team and the Strategic Planning Team. The Ministry Teams meet regularly and the category remains a team unless an amendment to the Bylaws is made.

The Ministry Team members elected at the Annual Meeting shall serve on one of the following Ministry Teams: Endowment Fund Team, Evangelism and Visitation, Global Mission, Life and Growth, Worship and Visual Arts, Education, Youth, Social Ministry, Property, and Stewardship.

Each Ministry Team shall strive to have a minimum of five (5) members. Each Ministry Team member shall be elected for a two (2) year term with the option of an additional one (1) or two (2) year term.

No Ministry Team may spend more than the current budget allows without authorization of the Executive Team.

At the end of each year, each Ministry Team shall submit to the Strategic Planning Team, a written report to be included in the Annual Report of this Congregation of its present programs with a disposition of each, its priorities and goals, and its accomplishments of the past year. This information will be passed on to the new Strategic Planning Team and Ministry Team members.

#### CARE (Community, Action, Resource, Evangelism) TEAM

The CARE Team is responsible for reaching out to members of this church and the community.

- Welcoming prospective members and new members
- Encouraging members to become active in the church
- Witnessing to the community
- Reaching out to the unchurched
- Annual review and report of the membership roster.

Programs that fall under this Ministry Team may include but are not limited to:

- New members
- Inactive members
- Hospitalized and shut-ins
- Senior Ministry
- Ministering to hurting people

### LIFE AND GROWTH TEAM

The Life and Growth Team is responsible for enhancing the spiritual life and the well-being of this Congregation.

- Provide spiritual leadership in this Congregation
- Internal caring and ministering outside of worship services through fellowship and service to others

Programs that fall under this Ministry Team may include but are not limited to:

- Adult fellowship
- Family fellowship/events
- Couple's retreat
- Women's and men's retreat
- Service projects
- Special community events

### WORSHIP AND VISUAL ARTS TEAM

The Worship and Visual Arts Team is responsible for enriching the worship experience through art, music, and drama, as well as caring for the appearance and artistic expression of the church.

- Provide meaningful worship through artistic symbology
- Emphasize worship themes and the calendar year of the church
- Relay feedback from the Congregation about worship to the worship staff.

Programs that fall under this Ministry Team may include but are not limited to:

- Selection and placement of art and visual displays
- Interior and exterior signage
- Banners including sewing and quilting
- Drama presentations
- Interior design – visual aesthetics of the church
- Art festivals
- Art lending
- Perennial garden and annual flowers
- Assisting and coordinating other teams with visual displays or needs
- Rockin' Rogers float
- Providing doughnuts for Sunday morning fellowship
- Christmas and Easter display plants

### SOCIAL MINISTRY TEAM:

The Social Ministry Team is responsible for leading the Congregation in responding to the social needs of the local, regional and national community.

- Identifying major social needs
- Bringing these needs before this Congregation

- Providing opportunities for response
- Seeking change to bring greater justice and hope

Programs that fall under this Ministry Team may include but are not limited to:

- CROSS Food Shelf
- Refugee assistance
- Bread for the World advocacy for hunger
- Disaster response (local, regional, national)
- Stranded travelers
- Special gifts and donations
- Sharing and Caring Hands Soup Kitchen
- Habitat for Humanity
- Other avenues of direct service for those in need

### PROPERTY TEAM

The Property Team is responsible for the maintenance of the building and the grounds.

- Tending to the upkeep of the church and grounds
- Arranging for outside services to perform larger maintenance projects

Programs that fall under this Ministry Team may include but are not limited to:

- Lawn mowing and snow removal
- Recycling
- Landscaping
- Parking lot maintenance
- HVAC and boiler maintenance
- Painting
- Cleaning of the building (general, windows, etc)
- Lighting
- Kitchen equipment
- Irrigation system
- Flooring
- Storage – onsite and off site
- Fire protection
- General routine maintenance and upkeep of the property

### EDUCATION TEAM

The Education Team is responsible for providing support and leadership and supervision of the children, youth, and adult education ministries and to the education staff of Word of Peace Lutheran Church.

- Provide educational programs and opportunities
- Recruit and train leaders and teachers

Programs that fall under this Ministry Team may include but are not limited to:

- Sunday School
- Vacation Bible School
- Confirmation Ministry
- Adult forums and Bible studies
- Special educational opportunities
- Preschool Program
- Small Group Ministry

### YOUTH TEAM

The Youth Team is responsible for middle school and senior high youth programs.

- Providing a Christian community for youth
- Bringing direction and focus to youth programs
- Finding and training adults to take an active leadership role in youth activities

Programs that fall under this Ministry Team may include but are not limited to:

- Camp opportunities
- Day Trips
- Fundraisers
- Retreats and overnights
- Fellowship
- Special services projects

### STEWARDSHIP TEAM

The Stewardship Team is responsible for providing opportunities for this Congregation to give back to God from the many blessings He has given to each of us.

- Identifying the talents available to us
- Providing opportunities for people to give of themselves
- Encouraging responsible living and giving
- Educating the Congregation on biblical principles of stewardship

Programs that fall under this Ministry Team may include but are not limited to:

- Time and talent sheets
- Annual general fund pledge drive
- Congregational giving envelopes and contribution statements
- Fundraisers
- Promotion of Direct Giving program



### GLOBAL MISSION TEAM

The Global Mission Team is responsible for leading the Congregation in responding to the global mission concerns of the world.

- Identifying major global mission needs
- Bringing these needs before the Congregation
- Providing opportunities for response
- Seeking change to bring greater justice and hope

Programs that may fall under this Ministry Team may include but are not limited to:

- Mission outreach, child sponsorship
- International mission trips
- Missionary support
- International Congregational Companionships
- World Hunger issues
- International Refugee support
- International disaster response
- Operation Christmas Child
- Alternative Gift Fair/Trade Fair
- Special gifts and donations

### ENDOWMENT FUND TEAM

The Endowment Fund Team is responsible for enhancing the mission of this Congregation apart from the general operations of the church. The Endowment Fund Team reports directly to the Executive Team and uses the Governing Document to Administer and Manage the Word of Peace Endowment Fund for guidance.

- Manage the assets and affairs of the Endowment Fund
- Evaluate the purpose and objectives of the Endowment Fund five (5) years from the date of its creation on January 30, 2006 and every five (5) years thereafter. The results of each evaluation shall be reported to the Executive Team.

Programs that fall under this Ministry Team may include but are not limited to:

- Production of materials that inform the Congregation on the Endowment Fund
- Promotion of the Endowment Fund
- Acceptance of gifts
- Education of the Congregation
- Investment of funds
- Distribution of funds

### **PART 4: NOMINATING PROCESS**

Nominations for the Executive Team and Strategic Planning Team shall be recommended by the Pastors and staff. Nominations for Ministry Teams shall be

recommended by the Pastors, staff and current Ministry Team members. The Congregation has the opportunity to nominate members for these same positions during the Annual Meeting.

Communication with the nominees for Executive Team and Strategic Planning Team will be through the Pastors.

Communication with the nominees for Ministry Teams will be through the Volunteer Coordinator assisted by the staff liaison for each Ministry Team.

#### **PART 5: DEFINITION OF AN INACTIVE MEMBER**

A member may be declared inactive by recommendation of the Evangelism and Visitation Team, and with the confirmation of the Executive Team if the member has not communed and/or participated in the life and worship of this Congregation, and/or made a contribution of record to this Congregation during the current or preceding year (See C8.02(c)).

#### **PART 6: DATE OF THE ANNUAL CONGREGATIONAL MEETING**

The Annual Meeting of this Congregation shall be held in January as decided by the Executive Team. Notice of the Annual Meeting shall be given sixty (60) days in advance.

#### **PART 7: DEFINITION OF ABSENTEE VOTING**

Absentee ballots shall be submitted to the Secretary prior to or at the Annual Congregational Meeting before voting proceeds for any congregational officers, Executive Team, Strategic Planning Team and Ministry Team members. An absentee ballot for a Congregational Meeting where the election of congregational officers, Executive Team, Strategic Planning Team and Ministry Team members are on the agenda shall be sent to any voting member of the Congregation upon his/her request.

### **CONTINUING RESOLUTIONS**

#### **PART 1: STANDING COMMITTEES**

A Standing Committee is one that is appointed by the Executive Team and formed for a specific task. Standing Committees do not meet on a regular basis but as needed in order to meet their objectives. The Standing Committees are Cemetery Committee, Library Committee, and Audit Committee.

No committee may spend more than the current budget allows without authorization of the Executive Team.

The appointment guidelines and duties of the Standing Committees shall be specified in the Continuing Resolutions.

The duties of the Standing Committees shall include but not be limited to the following:

#### CEMETERY COMMITTEE

The Cemetery Committee shall be appointed by the Executive Team and shall report directly to the Director of Administration.

The duties of the Cemetery Committee shall be to arrange for burial preparations; establish and maintain the policies; have an updated map of cemetery plots, do needed landscaping and maintenance; notify cemetery users of the perpetual care fund, collect fees for lots and control the sale of lots and any resale or transfer of lots.

The Cemetery funds shall be managed by the Director of Administration, and a written report shall be submitted annually to the Executive Team including a financial statement and an activity report, which will be included in the Annual Report of the Congregation.

#### LIBRARY COMMITTEE

The Library Committee shall be appointed by the Executive Team, and shall report directly to the Executive Team.

The duties of the Library Committee shall be to maintain and add to the library collection; to maintain financial records, and to present an Annual Report to the Executive Team to be included in the Annual Report of this Congregation.

#### AUDIT COMMITTEE

An Audit Committee consisting of three (3) members shall be appointed annually by the Executive Team to conduct audits of the financial records. Audit Committee members shall hold no other office in this Congregation during their term. The Audit Committee will provide a written report of its findings and recommendations to the Director of Administration to be included in the Annual Report of this Congregation.