

Black Forest Lutheran Church (BFLC)  
Colorado Springs, CO

**Bylaws**

February 1, 2018

## Bylaws

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Bylaws

Listing of Changes

- January 26, 2014 At the Annual Meeting on January 26, 2014, the Congregation approved a series of changes, primarily modifying committee responsibilities to incorporate guidance from the previous Continuing Resolutions.
- January 31, 2016 At the Annual Meeting on January 31, 2016, the Congregation approved changes regarding Marriage and Wedding practices as they impact the role of the Pastor (13.06.14g) and use of the church facility (13.06.05m), the Duties of the Treasurer and Accountant (11.01.01d), and the responsibility of the Finance Committee (13.06.04).
- January 29, 2017 At the Annual Meeting on January 29, 2017, the Congregation approved additions to Bylaw 10.01.02, Annual Meeting Agenda and 11.02.01, Election of Officers. These changes give the Congregation better visibility of each council member's term and ensures the Congregation can re-elect them for a second term if so desired.
- January 28, 2018 At the Annual Meeting on January 28, 2018, the Congregation approved an addition to Bylaw 10.05.01 regarding election of Council Members.

#### **Bylaw 4.04.01 Organization Structure**

- a. The Congregation
- b. Church Council, including Officers and Pastor (s)
- c. Standing and Ad Hoc Committees appointed by Council.
- d. Congregational Organizations and Activities
- e. Staff

#### **Bylaw 4.05.01 Mission Statement**

- a. This Congregation recognizes that we are the people of God, both corporately and individually. We have been chosen and called by God through our baptism to be His people. We recognize through faith that "united" we can better be that people and so, led by the Spirit, we participate in forming and being a part of His Holy catholic Church.
- b. Our mission, as those chosen by God, is to reach out to the world and especially to the communities where we are, with the Gospel of our Lord Jesus Christ. This happens through Worship, Education, Service, Witness and Benevolence, as we fulfill Christ's ministry today.
  1. Worship, as we gather in thanks and praise to God to hear His Word and participate in the Holy Sacraments.
  2. Education, as we study His Word and His World seeking to better know His will and His way.
  3. Service, as we reach out in love to serve brothers and sisters in need.
  4. Witness, as we share the gospel of our Lord with those inside and out of our spiritual community inviting all to acknowledge Christ as Lord.
- c. Benevolence, as we share time, talents, and treasures, with an annual goal of at least 15% of the annual operating budget.
- d. Empowered by the Holy Spirit, we, the members of this Congregation, in gratitude to God for all of His blessings, commit ourselves to the support of this mission and ministry.

### **Bylaw 5.04.01 Selection of Delegates/Alternates to Meetings**

This Congregation has delegated responsibility for selection of delegates/alternates for conferences, convocations, meetings, etc. where we are entitled to be present, to the Church Council. The Church Council may appoint delegates/alternates or they may be elected at a Congregation meeting, if so designated by the Council. In addition to the BFLC ordained minister being a voting delegate (NALC Constitution paragraph 7.02), the Council will elect Council member(s) as lay delegate(s). At the NALC Convocation, determine the anticipated NALC percentage benevolence target for the Congregation and advise the Finance Committee and the Council of this target percentage and number.

### **Bylaw 5.05.01 Mission Endowment Fund**

- a. The members of the Black Forest Lutheran Church have an opportunity to exemplify Christ's ministry through the establishment and use of a Mission Endowment Fund. These funds will be used to assist causes which reflect the Lord's love of all people. This Bylaw provision hereby establishes the Black Forest Lutheran Church Mission Endowment Fund, as called out in Constitution provision 5.05.
- b. The philosophy behind the Mission Endowment Fund is:
  1. Jesus said it is more blessed to give than to receive.
  2. Giving benefits the giver more than the recipient.
  3. Because people have a "built-in" need to give, the church actually ministers when it helps people give more efficiently.
  4. Stewardship education includes gift planning, a service provided to members rather than a way of getting funds.
- c. Funds in the Mission Endowment Fund are assets of the Black Forest Lutheran Church
- d. The purpose of the Mission Endowment fund is to provide a way for planned giving to be received in order to enhance mission work of Black Forest Lutheran Church beyond the operational budget of the Congregation. Contributed funds are to become assets of an investment portfolio, which will be expended in support of ministries identified by the Mission Endowment Fund Committee and in accordance with donor guidance, when applicable. Disbursements from the fund will never exceed 10% per year of the total value of the fund. The Mission Endowment Fund Committee will inform Church Council prior to any disbursement of funds and include information regarding its impact on MEF assets. It is the desire of the Black Forest Lutheran Church to encourage, receive, and administer these gifts in a manner consistent

with the loyalty and devotion to our Lord expressed by the donors and in accord with the policies of the congregation. The Mission Endowment Fund shall be used in a manner to confess and proclaim Jesus Christ as the Head of the Church, God's people, called into being with the Holy Spirit. Every action and mission in the disbursement of these funds should bear witness to the Holy Scriptures as the revelation of God's sovereign will and saving grace in Jesus Christ. The Mission Endowment Fund is established to receive contributions, gifts, bequests, and special gifts and to manage and disburse the income from the Mission Endowment Fund in a Godpleasing way.

**Bylaw 8.01.01 Process for Becoming Members**

- a. The Church Council acts upon applications for confirmed membership. This application need not be a formal document and may be made by discussion with the pastor.
- b. The application for transfer of membership from another Lutheran Congregation may be made by request to the Pastor. The Church will approve/disapprove all applications for membership.

**Bylaw 8.05.01 Maintaining Active Membership**

- a. Active membership in this Congregation is maintained by receiving communion and by making a contribution of time, talents, and/or treasures within the current or preceding calendar year. The Church Council may retain youth that are attending school outside the community as active members. The criteria in this paragraph must be met to maintain voting membership.
- b. Persons who move from the community without requesting a transfer or removal of their name from the rolls or who do not meet the criteria for active membership shall be removed from the membership rolls by voice vote of the Church Council. The Pastor, under extenuating circumstances, may keep selected persons on the rolls when the above conditions exist but shall advise the Church Council President of this listing of individuals on an annual basis.

**Bylaw 10.01.01 Annual Meeting Time**

The annual meeting of the Congregation shall be held, nominally, late January, but NLT February 15 of each year. The actual day, time of day, and location of the meeting shall be set by the Church Council no later than three weeks before the planned meeting date. This is necessary to meet Congregation notification requirements of the Constitution, section 10.03.

### **Bylaw 10.01.02 Annual Meeting Agenda**

- a. The Pastor(s) shall submit a written pastoral report to the Congregation at the annual meeting, and may make an oral presentation.
- b. Other written reports shall be made to the annual meeting by the following:
  1. President
  2. Vice President shall submit a written report outlining council member's service dates and when they are eligible for re-election.
  3. Secretary
  4. Treasurer
  5. Financial Secretary
  6. Directors Reports
  7. Chairperson of Standing Committees and BFLC Organizations conducting business in the name of the Church, as appropriate
  8. Chairperson of Task Forces/Ad hoc Committees
- c. The written reports of the Standing Committees shall include the statement of the governing Constitution/Bylaw(s) provisions along with accomplishments per provision, plus the committee goals for the following year.
- d. Oral presentations may be made when appropriate.

### **Bylaw 10.01.03 Definitions of Year for Congregation Business**

- a. The fiscal year of the Congregation shall be January 1 through December 31.
- b. The Congregational year shall be from annual meeting to annual meeting.

### **Bylaw 10.05.01 Voting at Congregation Meetings**

Only voting members present at Congregation meetings, unless the Church Council approves proxy voting according to the BFLC Constitution provision C10.05, shall be allowed to vote. See Constitution, section 8.02 for definition of voting member. All candidates for election will be listed on a single ballot with incumbents identified.

### **Bylaw 11.01.01 Duties of Officers**

The primary ongoing duties of the Church Council/Congregation officers are listed below. Additional duties may be assigned as needed by the Church Council. The additional duties, if expected to last beyond the end of the current Congregational year, shall be included in a Continuing Resolution for the office until such time as the Congregation approves any revision to this Bylaw.

- a. President:
  1. Preside at all meetings of the Congregation and Church Council.

2. Enforce the Constitution and Bylaws of the Congregation and carry out the expressed will of the Congregation as embodied in the resolutions of the Congregation.
  3. Receive reports from all boards, committees, auxiliaries, groups, etc. in the Congregation.
  4. May participate in any and all meetings of boards, committees, auxiliaries, groups, etc. of the congregation.
  5. Endeavor to coordinate the functions, plans, and activities of the Congregation.
  6. Insure Council allocation of benevolence portion of the annual operating budget between the North American Lutheran Church and the Social Ministry, Christian Education, and Evangelism Committees.
- b. Vice President
1. In the absence of the President, act for and in the stead of the President.
  2. Be available for whatever duties the President may assign.
  3. Serve as the Chair of the Nominating Committee
- c. Secretary
1. Keeps an accurate record of all proceedings of Church Council meetings and of Congregation meetings.
  2. Ensures that records of actions of the Church Council and of the Congregation meetings are forwarded to others, as needed.
  3. Ensures that the central file of the Constitution, Bylaws, and Continuing Resolutions is maintained. See Constitution Chapters 16 and 17. The central file shall consist of maintaining the master file(s) at an on-site secure location and at an off- site location.
  4. Each year, after the election of Council members, ensure each Council member has a current copy of the Church Constitution, Bylaws, and Continuing Resolutions.
  5. Serve as the Chair of the Constitution Committee.
  6. Maintain a listing of organizations conducting business in the name of the Church (reference Constitution Chapter 14) and the committee with oversight responsibility for each listed organization. Ensure the each Committee liaison on Council is informed of the oversight responsibility for the committee. Provide recommendations to Council on which organizations, if any, would report at the annual meeting.
- d. Treasurer
1. Evaluate budget needs of the Congregation's ministry in light of financial commitments by Congregation membership and make recommendations to the Church Council for necessary revisions.



2. In coordination with the Mutual Ministry Committee, determine a breakdown of each employee's total compensation into salary and fringe benefits.
3. Work with Audit Committee to provide information needed for audits.

The Treasurer shall either:

- a) perform the following additional duties, or
  - b) supervise/support these duties provided a church accountant is utilized.
4. Handle disbursements and disbursement records of all funds of the Congregation.
  5. Ensure prompt payment of all salaries, bills, benevolences, and other items, as authorized by the Church Council and the Congregation.
  6. Maintain records of gross receipts from offerings and other sources and of all disbursements.

#### **Bylaw 11.02.01 Election of Officers**

- a. The newly elected Church Council shall, within seven days of the annual meeting, elect officers, except when the Treasurer has been elected by the Congregation according to Chapter 11 of the Constitution. Installation of the Church Council shall be the first Sunday following the election of the officers or as soon after as convenient.
- b. The officers to be elected include:
  1. President
  2. Vice President
  3. Secretary
  4. Treasurer
- c. All Council Members willing to serve a second term must be re-elected at an annual meeting.

#### **Bylaw 12.04.01 Church Council Committee Liaisons**

- a. The Church Council may assign a liaison for each Standing Committee and may also assign a liaison to Ad Hoc Committees and/or organizations conducting business in the name of the Church.
- b. The liaison is the primary conduit for the flow of information between the committees and the Church Council.
- c. The liaison provides for the committee to receive information and direction from the Church Council

- d. The liaison provides information and requested Council action from their respective liaison committee.

#### **Bylaw 12.04.02 Sexual Harassment**

The Congregation Council shall adopt a Continuing Resolution to assist in protecting congregation members of all ages from sexual harassment and misconduct within the congregation, and to respond to allegations of sexual harassment and misconduct within the congregation. This policy applies to clergy, staff, rostered laypersons, employees, volunteers, and all members of the congregation when conducting church business or participating in church sponsored events.

#### **Bylaw 12.06.01 Church Business Not Specifically Covered in Constitution**

- a. The selling of goods or services in the name of the Church must conform to all state and federal laws and must conform with policies as established by the Church Council..
- b. The Church Council may establish Continuing Resolutions relating to any business and activity of the Church.
- c. The Church Council will determine those organizations conducting business in the name of the Church and will designate the appropriate committee to provide oversight. The Council may also request a Continuing Resolutions for certain organizations.

#### **Bylaw 13.02.01 Nominating Committee**

The Nominating committee is responsible for identifying candidates for positions within the governing Church Council and designated committees.

- a. Prepare a list of open positions that will need to be filled by vote of the Council or by vote of the Council and subsequently the Congregation at the next annual meeting. This includes positions on the Church Council, the Audit Committee, and the Mission Endowment Committee (the latter elected by the Committee and approved by Council).
- b. Prepare a list of nominees from the voting members of the Congregation for these open positions, including soliciting recommendations from the Congregation.
- c. Submit the listing of nominees to the Church Council sufficiently before the Annual Meeting that the listing may be publicized to the Congregation.

### **Bylaw 13.03.01 Audit Committee**

Each year the Audit Committee will conduct a review of the church books for the previous year, to include:

- a. Review of check register, bank statements, credit card statements, cash reimbursements and payroll records for supporting documentation and congruence with General Ledger and financial statements.
- b. Review all of the above records for accuracy and completeness.

### **Bylaw 13.04.01 Call Committee**

The committee shall follow the guidelines found in the call procedures of the North American Lutheran Church.

### **Bylaw 13.06.01 Standing Congregational Committees**

- a. The following standing committees are established to support the Church ministry:
  1. Christian Education
  2. Evangelism
  3. Finance
  4. Property
  5. Social Ministry
  6. Stewardship
  7. Long Range Planning
  8. Youth
  9. Worship
  10. Congregational Life
  11. Mission Endowment Fund
  12. Columbarium
  13. Mutual Ministry
  14. Constitution Committee
- b. Responsibilities of each committee are described in its Bylaw and any corresponding Continuing Resolution.
- c. The Pastor shall act as an ex-officio member of the above listed committees and any organizations conducting business in the name of the Church.

### **Bylaw 13.06.02 Christian Education Committee**

The Christian Education Committee is responsible for the planning, development and execution of a total Christian educational program that meets the needs of all age groups in the Congregation, to include preparation for and instruction in First Communion, Confirmation, and Sunday School.

- a. Monitor educational materials of all programs to insure that they are in keeping with the Scriptures, are complete and meaningful, and are consistent with the doctrine of the North American Lutheran Church.
- b. Recommend educational policy for Church Council consideration and approval, and initiate action for the revision of programs as conditions indicate.
- c. Maintain the Church library of educational and devotional publications and audio-visual materials.
- d. Coordinate educational opportunities relating to stewardship, worship, evangelism and social ministry concerns and issues with the appropriate committee(s).
- e. Plan for and implement a Vacation Bible School and a Nursery care program, as appropriate.
- f. Identify and implement, as appropriate and as funding allows, a process for a competitive Christian Education scholarship program.
- g. Report to the Congregation, at the Annual Meeting, on the spending of the annual operating budget benevolence allocation.

#### **Bylaw 13.06.03 Evangelism Committee**

The Evangelism Committee is responsible for developing and implementing evangelical outreach for Black Forest Lutheran Church.

- a. Reach out to others in the community with the Gospel.
- b. Encourage active participation in Christ's Church.
- c. Provide Evangelism benevolence to include but not limited to Lay Calling, welcoming and greeting visitors, performing visitor followup, new members sponsorship program, communications, advertising, bulletin boards, brochures, directories, presentations, community outreach and benevolent support to Evangelism at the local, regional, and global levels.
- d. Report to the Congregation, at the Annual Meeting, on the spending of the annual operating budget benevolence allocation.

#### **Bylaw 13.06.04 Finance Committee**

The finance committee is responsible for the following matters related to Church finances and makes recommendations to the Church Council for approval.

- a. Provide leadership in and oversight of the financial affairs of the Congregation:
  1. After each NALC Annual Convocation, in coordination with the BFLC delegate (s), determine the anticipated NALC benevolence

- target for the Congregation and advise the Council of this target number.
2. Prepare a draft annual budget for approval of the Church Council and the Congregation. The Annual Budget preparation process begins with distribution of budget worksheets to Church Council committee liaisons no later than the October Church Council meeting.
  3. Ensure expenditures are for authorized purposes.
  4. Ensure that Church financial obligations are met properly.
  5. Ensure weekly offerings and other receipts are counted and deposited under proper controls.
  6. Maintain appropriate accountability for and records of receipts, disbursements, bank accounts, investment funds, and other receipts.
  7. Supervise the Church operating fund investment and insurance programs.
  8. Provide data for annual audits of the financial accounts and records of the Congregation.
  9. Plan for and manage memorials and present proposed memorial fund expenditures, as recommended by the Memorial Committee, to the Church Council for approval.
    - (a) Prior to disbursement, coordinate memorial expenditures with committees which are affected by the expenditure. All individual planned expenditures which exceed one-half of one percent of the annual budget will be presented to Council for approval prior to disbursement of funds.
    - (b) Contributions received which are designated “in honor of” will be directed for a particular/appropriate use consistent with the family’s wishes. When possible, a committee member will contact a family member of the person in whose name the funds were donated to determine where the funds will be directed. Undesignated funds will be used at the discretion of the Finance Committee.
  10. Coordinate financial matters with the Treasurer and Financial Secretary.
- b. The Treasurer and Financial Secretary shall be ex-officio members of this committee.
  - c. Financial Secretary
    1. A financial secretary will be elected by the Finance committee and approved by the Church Council. The holder of this office cannot be a Council member.
    2. The financial secretary
      - (a) Ensures that records of individual and family giving are maintained, whether financial or in-kind, and provides at least annual statements to members. Contribution records are

confidential and known only to the Financial Secretary and the Pastor.

- (b) Analyzes records of both the giving and the pledging of the Congregation. Share these analyses with the Finance Committee for the purpose of budget planning as well as with the Church Council and the Congregation.

d. Church Accountant

1. A church accountant may be utilized by the Finance Committee to assist with on-going bookkeeping and other responsibilities when deemed appropriate by the Finance Committee.
2. The accountant may be either a volunteer or a paid position. If a hired accountant is selected, the Finance Committee shall include this expense in its annual budget request.

**Bylaw 13.06.05 Property Committee**

The Property Committee is responsible for the operations, maintenance, and preservation of the Church property, including vehicles and the maintenance of the columbarium grounds. This responsibility includes, but is not limited to:

- a. Maintain an accurate inventory of all Church property.
- b. Maintain insurance coverage in coordination with the Finance Committee.
- c. Analyze property usage and energy consumption records utilizing the information to maximum effectiveness.
- d. Develop and coordinate building cleaning schedules.
- e. Maintain property maintenance equipment, e.g., lawn movers, tools, etc.
- f. Establish vendor services, e.g., snow plowing, lawn mowing, etc., as required, in coordination with the Finance Committee.
- g. Schedule maintenance and repairs, as required.
- h. Purchase materials and supplies, as required.
- i. Ensure that records of building and vehicle use are maintained.
- j. Establish vehicle usage policy.
- k. Identify future physical plant and vehicle requirements, and coordinate these projections with the Finance Committee and the Long Range Planning Committee.
- l. Maintain the Columbarium grounds.
- m. Consistent with Chapter 3 of the BFLC Constitution, Nature of the Church, use of the Church facility for weddings and/or related events is prohibited except for those between one man and one woman.

**Bylaw 13.06.06 Social Ministry Committee**

The Social Ministry Committee is responsible for providing mission and benevolence support for a wide range of activities related to Church outreach.

- a. Continually evaluate needs as they arise and bring them to the Congregation's awareness.
- b. Educate, challenge, and offer opportunities for members of the Congregation to be the "hands, feet, and heart of Christ."
- c. Communicate the need for action to the Congregation concerning local, regional, national, and global concerns.
- d. Coordinate for the Congregation with the North American Lutheran Church in the communication of concerns.
- e. Report to the Congregation, at the Annual Meeting, on the spending of the annual operating budget benevolence allocation.

#### **Bylaw 13.06.07 Stewardship Committee**

The Stewardship Committee is responsible for planning and implementing an annual Church stewardship campaign and encouraging service of time, talents, and treasures.

- a. Gather and evaluate members' spiritual gifts, talents, interests, and availability for various areas of service in and outside of the Congregation.
- b. Interface with Church Council and other Church committees on stewardship matters.
- c. Motivate members of this Congregation to be good stewards.
- d. Conduct the annual stewardship drive.
- e. Plan and conduct special and recurring stewardship events, especially focusing on making a difference in the world, through support for local, regional, national programs.

#### **Bylaw 13.06.08 Long Range Planning Committee**

The Long Range Planning Committee is responsible for community environment research, developing and maintaining long range plans and objectives, briefing Council on an annual basis regarding strategies, plans and programs, and conducting other research as directed by Council.

- a. Study, research, analyze, and explore community environments to determine impact upon the Congregation's capability to fulfill its mission.

- b. Develop and maintain coordinated and fully integrated long-range goals and objectives that contribute to the attainment of the Congregation's mission as embodied in the mission statement, and brief Council for approval/modifications of such at the beginning of each new Council year.
- c. Develop and present, on an annual basis, for Church Council and Congregation consideration, strategies, plans, policies, and conceptual programs to meet goals and objectives as approved by Council in b. above.
- d. Conduct studies, as directed by Church Council, on any issue that has long range implications.

**Bylaw 13.06.09 Youth Committee**

The Youth Committee is responsible for providing a balance of activities, to include worship participation, service internal and external to our Church fellowship activities, and personal growth through educational programs. Responsibilities include but are not limited to:

- a. Plan and implement youth events.
- b. Enlist the support of adults as leaders for the youth ministry.
- c. Involve the youth in the total life of the congregation.
- d. Raise up and train student leaders to assume responsibility for various components of the youth ministry.
- e. Encourage establishment of a safe haven environment for the youth of our Congregation.

**Bylaw 13.06.10 Worship Committee**

The Worship Committee is responsible for planning congregation worship services, the conduct of Sacraments and providing personnel and materials support for these activities.

- a. Assist the Church Council in seeing that worship is conducted regularly and in accordance with the traditions and guidelines of the North American Lutheran Church.
- b. Ensure the sacraments of Holy Baptism and Holy Communion are provided in accordance with the traditions and guidelines of the North American Lutheran Church
- c. Recruit and provide training for worship assistants (assisting ministers, prayer ministers, altar guild, usher, readers, acolytes and crucifers.
- d. Provide care for altar area, worship materials, musical instruments and supplies to include paraments, vestments, banners, communion ware, and flowers.



- e. Establish a process for selection of assisting ministers and prayer ministers.

#### **Bylaw 13.06.11 Congregational Life Committee**

The Congregational Life Committee is responsible for activities and ministries that directly support Black Forest Lutheran Church members, specifically Church wide fellowship and special events.

- a. Fellowship activities include between worship services coffee hour and refreshments, recreational and social outings, picnics, etc.
- b. Other activities include prayer chain, shepherding, small groups, college and military care boxes, etc.
- c. Ministries include homebound, crisis meals, prayer shawl, Stephen Ministers, card, etc.
- d. Develop and support fellowship activities for age range and interest specific groups, to include inter-generation activities.

#### **Bylaw 13.06.12 Mission Endowment Fund Committee (MEFC)**

The committee of five members each serving a staggered four-year term, elected by the MEFC and approved by church council. Members may be elected to a 2<sup>nd</sup> term. This committee is responsible for BFLC Mission Endowment to further extend our outreach in evangelism, education and/or social ministry of Black Forest Lutheran Church by:

- a. Encouraging members to contribute to the Mission Endowment Fund to include establishment of an education and marketing plan
- b. Accept and invest consistent with Biblical teachings and NALC policies
- c. Providing leadership in the investment and operations of the fund.
  - 1. Establishing procedures for the accounting of gifts given to the Mission Endowment Fund.
  - 2. Keep Church Council fully informed prior to the disbursement of funds from the Mission Endowment Fund, extending further outreach in evangelism, education and/or social ministry.
- d. Reporting at the Annual Congregational meeting on the status of giving, investments, and distribution of funds

#### **Bylaw 13.06.13 Columbarium Committee**

The Columbarium Committee is responsible for Columbarium operations, to include development of procedures for availability, use, financial matters, and

record keeping, and ensuring operations are focused on providing a sanctuary for prayerful reflection.

- a. Keep the Congregation informed regarding the availability of the columbarium and the procedures for inurnment
- b. Keep accurate records of columbarium niche purchases.
- c. Manage the columbarium funds in conjunction with the Treasurer for operations, maintenance of the Columbarium structure, and future growth.
- d. Operate the Columbarium as a sanctuary of quiet reflection on those who have passed on.
- e. Be responsible to the Council and the congregation for sound oversight.

**Bylaw 13.06.14 Mutual Ministry Committee**

The Mutual Ministry Committee is responsible for support to the Church staff and membership regarding all matters related to employment and compensations.

- a. Act as a “sounding board” between the Church staff and membership.
- b. Serve as a personal and confidential support group to the pastor and staff.
- c. Serve as agents of reconciliation in time of conflict in the Congregation.
- d. Serve as personnel committee of the church, to include preparation of job descriptions for staff positions, establishing an appropriate group to search for and interview candidates for open staff positions, annual review of details on compensation, housing, pension, and other benefits provided for Pastor and staff, and serve as the exit interview group when the Pastor or a staff member leaves the Congregation. The committee will carry out these responsibilities for paid positions which involve, on average, more than 21 hours per week.
- e. Ensure that national, regional/state and county/city background checks have been obtained, as appropriate, on final staff candidates prior to execution of hiring documents.
- f. Identify continuing education possibilities and needs of the pastor and staff in light of mission and ministry goals of the Congregation and the North American Lutheran Church.
- g. Ensure that this congregation’s Pastor (s), when undertaking pastoral acts outside the congregation (i.e. presiding at a family wedding out of town), conform their behavior to the congregation’s beliefs, as described in the BFLC Constitution, in particular Chapter 3, Nature of the Church.

**Bylaw 13.06.15 Constitution Committee**

The Constitution Committee is responsible for codifying the Black Forest Lutheran Church governing Constitution, Bylaws, and Continuing Resolution(s) and providing recommended updates to these documents and processing updates to NALC convocation approved actions.

- a. Maintain the Church Constitution, Bylaws, and Continuing Resolution(s) as outlined in Bylaw 17.01.01
- b. Maintain master copies of the Constitution, Bylaws, and Continuing Resolution(s) at a secure on-site location and at an off-site location.
- c. Coordinate with the Church Council for presentation to the Congregation, any amendments to the NALC Constitution and other NALC matters requiring Congregation vote consistent with the Church Constitution, paragraphs 17.03 and 17.04.
- d. Coordinate with the Church Council for presentation to the Congregation, any amendments to the BFLC Constitution and Bylaws consistent with the Church Constitution, paragraphs 16.03, 17.01, and 17.02.
- e. Support development of, and presentation to Council for approval, Continuing Resolution(s) consistent with the BFLC Constitution, paragraphs 18.01 and 18.02.
- f. On behalf of the Congregation and the Church Council, serve as the gatekeeper for proposed or directed changes to the NALC and BFLC Constitution, Bylaws, Continuing Resolution(s), and other matters and governing documents requiring vote by the Congregation and/or Church Council.
- g. Provide a parliamentarian for all Annual or Special meetings of the Congregation.

**Bylaw 17.01.01            Maintenance of Constitution, Bylaws, and Continuing Resolution(s)**

These documents provide a coordinated package to guide the Church Council, the Pastor, and the Congregation in supporting our Church Ministry in a consistent, fair, and legal manner. This package must be maintained year to year, with all parts to be kept together and updated as needed, by the Constitution Committee.

- a. Requirements for amending the Constitution, Bylaws, and Continuing Resolution(s) are stated in the Constitution. Note that there may be mandatory revisions to the Constitution required after each ChurchWide Convocation.
- b. A specific numbering scheme is to be used. When used consistently, this provides good tie-ins between the appropriate sections of the Constitution, Bylaws, and Continuing Resolution(s).

- c. The original documents for the Constitution, Bylaws, and Continuing Resolution(s) need to be kept together in a well-marked binder(s) in the Church Administrative Office. Duplicates may be kept with the minutes of the various Church Council and Congregation meetings. Maintenance of these documents shall be the responsibility of the Constitution Committee.
- d. All new Church Council members should review the Constitution, Bylaws, and Continuing Resolution(s).

**Bylaw 18.01.01 Continuing Resolutions**

- a. Continuing Resolutions are adopted by the Church Council to establish church-wide policy and are reviewed annually by Council.
- b. The Continuing Resolution(s) will be referenced on the Table of Contents of the Combined Constitution and Bylaws document. The complete set of Continuing Resolutions will be filed with the Constitution and Bylaws.