

BYLAWS OF OUR FATHER LUTHERAN CHURCH

Article 1 Baptized and Confirmed Members

- A. Baptized members shall be those who have been baptized in the name of the Father, and of the Son, and of the Holy Spirit, and have been received by the congregation.
- B. Confirmed (or Communicant) members are those who have been baptized in the name of the Father, and of the Son and of the Holy Spirit: who have been instructed in the Lutheran faith; who accept the Confessional Standard of Article III of the Constitution of Our Father Lutheran Church and who have been received into membership by the congregation.

Article 2 Attainment of Membership and Responsibilities

- A. Persons seeking to attain baptized or confirmed membership, or someone on their behalf, shall make that fact known to the Senior/Lead Pastor. He shall ascertain a) the understanding and commitment to the purpose and confessional standard contained in Articles II and III of the constitution, b) whether baptism is appropriate, and c) whether additional training is needed and the appropriate method for that training. Confirmed or Communicant members are received into this congregation by:
 - 1. Confirmation within this congregation,
 - 2. Adult baptism after instruction,
 - 3. Presentation of a letter of transfer from another Lutheran congregation, or
 - 4. Affirmation of faith.
- B. The Senior/Lead Pastor is authorized to extend baptized and/or confirmed membership to the person on behalf of the congregation and shall announce that in a public service.
- C. It is expected of all confirmed members that they:
 - 1. Accept the purpose and confessional standard listed in Articles II and III of the Constitution.
 - 2. Familiarize themselves with the doctrines of the Lutheran Church Missouri Synod.
 - 3. Partake of the Lord's Supper.
 - 4. Participate in continuing Christian education.
 - 5. Provide for the Christian training of their children by making use of the educational agencies of the congregation.

Article 3

Voting Membership

Voting members are all confirmed members who demonstrate their desire to be accepted into voting membership by attending a Voters' Assembly.

Article 4

Termination of Membership

Confirmed membership in the congregation may be terminated or transferred as follows:

- A. A member desiring transfer to another congregation shall make that fact known to the Senior/Lead Pastor, who shall cause the creating and mailing of a letter of transfer to the receiving congregation.
- 13. Members who have moved from the area or are known to have joined another congregation, or whose whereabouts are unknown, after a period of one year, may be removed from membership by Senior /Lead Pastor in consultation with the Parish Council.
- C. A member shall be considered self-excluded when unresponsive to the witness and ministry of the church. All discipline in this congregation shall be administered in accordance with Matthew 18:15-20, under the direct supervision of the Parish Council in consultation with the Senior/Lead Pastor. The purpose of any disciplinary action is to renew a member's relationship with the Lord and with the congregation.

Article 5

Voters' Assembly

- A. The Voters' Assembly shall meet at least once a year for the election of officers, approval of the annual ministry plan and budget. The day and hour of the annual meeting and any other agenda items to be considered shall be set by the Parish Council and publicized at least one month in advance. The notification shall contain an agenda of items to be considered as well as the slate of nominees forelection.
- B. The Voters' Assembly may meet at other times of the year subject to a call by the Senior/Lead Pastor, the Parish Council or at the request of any twelve (12) confirmed members of the congregation. Notice of any such special meeting shall be publicized as far in advance as possible but no less than one week in advance. The notice shall contain an agenda of items to be considered. No agenda items may be added once notification of any meeting is publicized. The President, Vice President or their designated Parish Council member shall preside at all Voters' Assembly meetings.

- C. A quorum of no less than fifty (50) of the voting membership must be present to conduct the business of the Voters' Assembly. If a quorum is not present, the meeting shall be continued one time only by announcement at the meeting to a time, date and place certain to provide opportunity to gather a quorum.

Article 6 Called Workers

- A. Calling into Office of Called Workers
1. After authorization is received from the Voters' Assembly, the Parish Council shall create and appoint a Call Committee consisting of confirmed members of the congregation. Unless otherwise determined by the Parish Council for cause, the Senior/Lead Pastor or designated representative shall be an ex-officio member of the Call Committee. No more than one-third of the Call Committee members may be members of the Parish Council.
 2. The Call Committee shall consult with those in the affected ministry area and with the President of the Rocky Mountain District of the Lutheran Church, Missouri Synod as part of their efforts to secure the names of candidates.
 3. The Call Committee will present a final list of candidates to the Voters' Assembly for issuance of the Call.
8. Removal from Office of Called Workers. Any Called Worker may be removed from office by the Voters' Assembly by a three-fourths majority of those present, by secret ballot vote, because of persistent adherence to false doctrine, scandalous life, inability (or failure) to perform official duties, or willful neglect, all as may be determined by the Voters' Assembly as called for the specific purpose of consideration of such removal.
- C. The Senior/Lead Pastor shall report directly to the Parish Council. All other Called Workers shall report directly to the Senior/Lead Pastor in the coordination of their respective areas of ministry to which they were called.

Article 7 Officers

- A. The officers of the congregation which shall include:
- I. A President who shall:
 - a. Preside at all meetings of the Voters' Assembly and Parish Council.
 - b. Appoint any necessary boards, committees, task groups or action teams in consultation with the Senior/Lead Pastor and the Parish Council, each of which shall be made accountable and report directly to, the

- Senior/ Lead Pastor (or Ministry Council) or Parish Council as the President shall direct.
- c. Enforce the Constitution and Bylaws of the congregation.
 - d. Perform the general duties as are common for the office, including such additional duties as may be directed by the Voters' Assembly from time to time.
 - e. In the absence of the Vice President, appoint an officer or member-at-large to serve as Acting Vice President and fulfill the responsibilities of the Vice President, as required.
2. A Vice President who shall:
- a. Perform all of the duties of the President in the latter's absence and such other additional duties which may be directed by the Voters' Assembly or by the President from time to time.
 - b. Serve on, and in the absence of the President preside at all meetings of, the Parish Council.
 - c. Chair and appoint a Nominating Committee with the advice and consent of the Parish Council.
3. A Secretary who shall:
- a. Perform the duties commonly required of that office, especially to arrange for and oversee the keeping and preserving of accurate records of all Voters' Assembly and Parish Council meetings (which shall be made available to voting members upon request), handling such correspondence as the congregation may require, and the maintenance of the records of official acts and rosters of confirmed and baptized members of the congregation under the supervision of the Senior/Lead Pastor.
 - b. Serve on the Parish Council.
4. A Treasurer who shall:
- a. Perform the duties commonly required of that office, especially the oversight of the Finance Committee, which shall be accountable and report directly to the Parish Council and which shall be chaired by the Treasurer, and shall include the Assistant Treasurer, the Financial Secretary and such other persons as the Parish Council may designate from time to time in consultation with the Treasurer.
 - b. The Treasurer and the Finance Committee shall have the oversight of the preparation of and adherence to the annual budget of the congregation.
 - c. Serve on the Parish Council and report to and communicate with the Senior/Lead Pastor and the Ministry Council as needed.
 - d. Report the financial condition of the congregation at all meetings of the Parish Council and Voters' Assembly.

- e. Assure accuracy and propriety of all financial records and transactions of the congregation.
5. An Assistant Treasurer who shall:
 - a. Perform the duties commonly required of that office, including the distribution, expenditure and investment of all funds of the congregation in accordance with the annual budget and in consultation with the Finance Committee or as otherwise directed by the Parish Council.
 - b. Confirm, keep and preserve adequate and accurate information of all expenditures and maintain the financial records of the congregation and submit a written report at all regular meetings of the Finance Committee and as requested by the Parish Council.
 - c. In the absence of the Treasurer, serve as Acting Treasurer for the congregation, Parish Council and the Finance Committee, and fulfill the responsibilities of the Treasurer, as required.
 6. Financial Secretary who shall:
 - a. Oversee the collection and deposit of all moneys received by the congregation and report all such transactions to the Treasurer.
 - b. Confirm, keep and preserve adequate and accurate records of all receipts of the congregation and submit a written report of them at all regular meetings of the Finance Committee and as requested by the Parish Council.
 - c. In the absence of the Secretary, serve as Acting Secretary for the congregation and Parish Council and fulfill the responsibilities of the Secretary, as required.
 7. Such other positions as needed to administer the business of the congregation as the Parish Council or the Voters' Assembly may establish from time to time, provided that all such appointments shall be approved and ratified by the Voters' Assembly.

B. Nomination

1. The Vice President shall annually appoint a Nominating Committee whose responsibility will be to develop a slate of candidates for the officers and other members of the Parish Council to be elected each year. The Nominating Committee shall be selected from confirmed members of the congregation, the majority of whom are not then serving on the Parish Council. The Nominating Committee shall function for one year only, and shall report their nominations to the Voters' Assembly for action at the annual meeting. The Senior/ Lead Pastor shall be an ex-officio member of the Nominating Committee.
2. All nominees shall be voting members who have attained legal age and who are noted for their Christian knowledge, zeal and experience in the spiritual

work in the Kingdom of God. Specific criteria for elected positions shall be outlined by the Nominating Committee prior to accepting any nominations. In addition to the Nominating Committee's slate of candidates, any voting member may nominate candidates. Such nominations shall be called for at the annual Voters' Assembly meeting prior to the time that nominations are closed.

C. Election

Nominees who receive more than fifty percent (simple majority) of the ballots cast at the Voters' Assembly shall be elected to their designated offices or positions.

D. Term of Office

Each person serving in an elected officer position shall serve for a term of one year and shall serve no more than three full successive terms in that position without a break of at least one year in that position (except for the Treasurer, Assistant Treasurer and Financial Secretary who can serve up to three full successive terms). Including time as an elected member-at-large, no officer shall be elected or serve on Parish Council for more than five consecutive years without a break of at least one year. The term of office commences on the first day of January of the next calendar year immediately following the election.

E. Removal from Elected Office

Any officer may be removed from office by the Voters' Assembly by more than fifty percent (simple majority) secret ballot vote because of persistent adherence to false doctrine, scandalous life, inability (or failure) to perform official duties, or willful neglect, all as may be determined by the Voters' Assembly as called for the specific purpose of consideration of such removal.

Article 8

Senior/Lead Pastor and Ministry Council

A. Senior/Lead Pastor

The Senior/Lead Pastor shall:

- I. See to it that all activities of the church reflect the purpose and confessional standards of the congregation.
2. Oversee the implementation of the budget, ministry plans and directives of the Voters' Assembly.
3. In consultation with professional staff appoint, oversee, equip or remove Ministry Coordinators, boards, committees, task forces, action teams, or other

- persons or entities (other than the Parish Council and those reporting directly to it), to carry out the purpose, mission and ministry of the congregation.
4. Report directly to the Parish Council on his own behalf as well as that of the Called Workers and the Ministry Council.

B. Ministry Council

The Ministry Council shall be under the supervision of the Senior/Lead Pastor, shall be chaired by the Senior /Lead Pastor or his designated representative; and shall consist of the Ministry Coordinators as appointed by the Senior/Lead Pastor in consultation with the professional staff and ratified by the Parish Council. Members of the Ministry Council may not receive compensation from the congregation.

C. Time in Office

Each Ministry Coordinator shall serve for one year. No Ministry Coordinator shall serve more than five (5) consecutive years without a break in service and every effort should be made to assure that at least one-third of the Ministry Coordinators are retained in office from year to year. Vacancies shall be filled by the Senior/Lead Pastor.

D. Meetings

The Ministry Council shall meet at least bimonthly to communicate and coordinate the respective ministry and administrative activities of the Ministry Coordinators and may be called more frequently at the request of the Senior/Lead Pastor or any three Ministry Council members. Formal minutes of the meetings of the Ministry Council shall be taken at each meeting by such person as the Senior/Lead Pastor shall designate for that purpose. The minutes shall be approved and signed by the Senior/Lead Pastor, and made available to both the Ministry Council and Parish Council and any voting member upon request, and shall disclose all actions taken.

E. Purpose and Powers

The Ministry Council under the direct supervision of the Senior/Lead Pastor shall be responsible for the implementation and oversight of the ministry and related administrative activities consistent with the budget, ministry plan, and directives of the Voters' Assembly. Those matters as may be beyond or inconsistent with the scope of the current budget or ministry plan shall be referred to the Parish Council for consideration and resolution. The Ministry Council shall have no authority beyond that conferred upon them by the Constitution, Bylaws or Voters' Assembly.

Article 9

Parish Council

A. Membership

The Parish Council shall consist of the Senior/Lead Pastor, President, Vice President, Secretary and Treasurer, plus a minimum of four (4) confirmed members elected at-large by the Voters' Assembly. The exact number of at-large members shall be determined by the Parish Council prior to annual elections. Where possible, in order to encourage the broadest possible participation of the members of the congregation, members of the Parish Council should not chair any group that reports directly to the Parish Council, except the Call Committee, the Nominating Committee, or such special teams as require close coordination with the Parish Council. Members of the Parish Council may not receive compensation from the congregation.

13. Nomination and Election

The nomination and election of at-large members shall take place at the same time and in the manner described above for officers.

C. Term of Office

The term of office for at-large members shall be one (1) year. Every effort shall be made to assure that approximately one-third of the Parish Council is retained in office from year to year. At-large members shall serve no more than five (5) full successive terms on the Parish Council in any capacity without a break of at least one year. The term of office commences on the first day of January of the next calendar year immediately following the election.

D. Vacancies

In the event of a vacancy, the President shall nominate at least two candidates from which the Parish Council will elect an individual to serve until the next election for that particular position.

E. Meetings

The Parish Council shall meet at least bimonthly and may be called more frequently at the request of the President, the Senior/Lead Pastor or any three members of the Parish Council. An elected officer shall be present and preside with four members of the Parish Council to constitute a quorum for any meeting. Notice of each meeting shall be published and posted. The minutes shall fully disclose all actions taken and be signed by the officer presiding at the meeting along with the Secretary or person

designated to take the minutes of the meeting. Minutes of the meetings shall be made available to voting members upon request.

F. Removal from Elected Office

Any at-large member of the Parish Council, who is unable or is willfully neglectful in the performance of his official duties, may be removed from office by the Voters' Assembly as called for the specific purpose of consideration of such removal.

Article 10
Purpose, Powers and Duties of the Parish Council

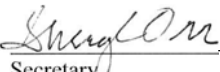
- A. Except as reserved to the Voters' Assembly in the Constitution or Bylaws, the Parish Council, as the chief governing council of the congregation (and board of directors of the corporation as required by the laws of the State of Colorado) shall have overall responsibility for and shall act in all matters pertaining to the legal and general welfare of the congregation, including the hiring or termination of all services and consultants as necessary with the authority to delegate day-to-day operations as appropriate in consultation with the Senior/ Lead Pastor. In consultation with the Senior/Lead Pastor and the Ministry Council, the Parish Council shall develop and approve the annual ministry plan and budget of the congregation for presentation to and approval by the Voters' Assembly at its annual meeting, and shall be responsible for approval of governing policies of the parish council, and all appropriate long range and strategic planning.
- B. The President and the Parish Council may appoint any subcommittees as may be appropriate to carry out its purposes and functions.
- C. In the event of emergency, conflict, indecision, or failure of the Senior/Lead Pastor and/or Ministry Council to adequately carry out their obligations, the Parish Council shall have final authority as to all matters of congregational life, except as specifically reserved by the Voters' Assembly.
- D. The Parish Council shall provide for mediation as needed to maintain the peaceful repose of the congregation and resolve any dispute or disciplinary action as may arise either through direct resolution or the appointment and empowerment of an ad hoc mediation panel. A mediation panel, where appropriate, should include the Senior/Lead Pastor or other Called Worker and at least two confirmed members of the congregation, who may or may not be elected officers of the congregation. The mediation panel shall report directly to the Senior/Lead Pastor, the Parish Council or the Voters' Assembly as appropriate to provide final resolution of the issue.

Article 11 Amendments

Amendments to these Bylaws may be made in the following manner:

- A. A copy of the proposed amendment(s) shall be posted two weeks prior to a Voters' Assembly meeting at which the amendments will be considered and made available to all confirmed members upon request.
13. At this meeting, the vote shall be taken on the amendment(s) and two-thirds of the voting members present shall secure adoption.

Adopted the 21st day of September, 2001 and revised the 8th day of December, 2002, the 12th day of December, 2004, and the 14th day of December, 2008 and the 15th day of December, 2013.

| | |
|--|-----------------------|
|  Secretary | <u>5/6/18</u> Date |
| Our Father Lutheran Church 6335 S Holly Street Centennial, CO 80121 | |