

CONGREGATION BYLAWS

C5.04.01 Organizational Structure

The Lutheran Church of The Good Shepherd (LCGS) is considered a corporate or large congregation in terms of how its leadership, committee, and staff must function to use God's gifts most effectively. The current LCGS structure has evolved over many years. Much of the form comes from trial and error. The Congregation Council seeks to balance the culture of its diverse and growing membership while establishing an empowering and discipleship organizational structure.

The current organization described below is intended to clarify the primary LCGS leadership structure. While changes in the leadership and/or Ministry Team structure are welcome and anticipated, such change needs to be carefully considered and implemented only after the Congregation, Council and staff fully understand and embrace proposals to change.

The structure shall include but not be limited to, the Congregation, the Trust Board, the Congregation Council, the Executive Committee, the Pastors and Staff, a Nominating Committee, an Audit Committee, a Management Team, Ministry Teams, a Business Management Committee, a Congregation President, two Vice-Presidents and a Secretary. From time to time the Council will create and/or dissolve other advisory boards, committees, or task force groups as it deems necessary to carry out the mission and ministries of the LCGS.

- a. Congregation – The Congregation has the overall responsibility and authority for decisions. The adopted constitution and by-laws provide the controlling frame work and the like with the Evangelical Lutheran Church of America. The congregation elects the Congregation Council, issues letters of call to its Pastors and Associates in Ministry, and elects the Trust Board. The Congregation also approves the annual budget and any property or debt (outside of budget) decisions.
- b. Trust Board – This Board was created by the Congregation for the purpose of independently managing large financial gifts, endowments, annuities, et. al., for the long-term ministries of the LCGS. The Trust Board only manages the gifted funds. The Council manages the ministries, staff, facilities, and programs with funds provided by the Trust Board and other financial gifts from the Congregation.
- c. Congregation Council – The council is responsible for managing all programs, facilities, and ministries through its officers, committees, ministry teams and members of the congregation. The Council elects the President, the Vice Presidents for Programs and Business, hires the Administrator and the Ministries Coordinator, and appoints two at-large Council members to serve on the Executive Committee with the elected Council officers.
- d. Management Team – The day-to-day management of church programs and staff is carried out by this team – the Lead Pastor, Council President (or Vice President for Business in the absence of the President), the Ministries Coordinator and the Administrator, using the Policy Manual and other Council direction.

- e. Ministry Teams – Each Ministry Team has several ministry groups, ad hoc committees, and advisory groups that assist the Ministry Team in fulfilling its purpose. The Ministry Team Coordinators function under the direction of the Vice President for Programs. It is the responsibility of the Ministry Team Coordinators (Team Chairs) and the Vice President for Programs to ensure that the direction of all the subgroups or committees follow the Council policies and procedures. The Ministry Teams are listed in the Council Policy Manual with their purpose, groups, and activities.

- f. Business Management Committee (BMC) – This committee functions under the direction of the Vice President for Business, and includes the following ministry groups:
 - 1) Facility Management Committee
 - 2) Human Resources Committee
 - 3) Financial Management Committee
 - 4) Building Committee

- g. Policy and Guidance Communications Flow – To facilitate consistent communications and program direction, the direct line of responsibility and accountability for policy and guidance communication is as follows:
 - 1. Council
 - 2. Executive Committee
 - 3. Management Team
 - 4. Vice President for Programs, or Vice President for Business
 - 5. Ministry Team Coordinators
 - 6. Ministry Groups (committees, ad hoc groups, task forces, etc.)

C18.01.01 Continuing Resolutions and Policy Manual

The Congregational Council shall maintain a Policy Manual that contains the Continuing Resolutions that are enacted by the Congregation Council.

The Council Policy Manual shall also contain the policy that describes the function of the various committees and organizations of this church, financial and investment policies, personnel policies and policy for use of facilities.

The Policy Manual shall not conflict with the constitution and the bylaws of the Congregation.