

**BY-LAWS OF  
CONCORDIA EVANGELICAL LUTHERAN CONGREGATION  
STEAMBOAT SPRINGS  
ROUTT COUNTY  
COLORADO**

**ARTICLE I: AUTHORITY OF THE CONGREGATION**

A. General

1. The Officers of the congregation shall consist of the President, Vice-President, the Treasurer, the Secretary, the Financial Secretary, the Elders, and the Trustees elected by the Voter's Assembly from among the voting membership. The President of the congregation (or the Vice-President when acting in the President's capacity), shall have a voice on all administrative boards, but his right to vote shall be limited to such boards or boards on which he may hold membership. The Pastor of the congregation shall be ex-officio, a member of all boards and their associated committees, and may, at his discretion, attend any or all meetings related to congregational activity of any kind.
2. The Parish Council shall consist of the Pastor and the following elected officials: the President, the Vice-President, the Treasurer, the Secretary, the Financial Secretary, and the chairpersons of the Board of Elders, the Board of Trustees, the Board of Outreach and Assimilation, the Board of Fellowship, the Board of Christian Education, the Board of Youth Ministry, and the Board of Stewardship.

B. Meetings-Voter's Assembly Meetings

1. Regular meetings shall be held four times a year in January, April, July and October.

C. Procedure for calling a minister of religion, ordained or commissioned:

1. A call committee shall be appointed by the President of the congregation and approved by the parish council.
2. When a pastor or commissioned minister is to be called, every member of the congregation shall be provided opportunity to nominate one or more names for consideration. The period for nomination is suggested to be 30 days, the beginning and ending dates being determined by the call committee and approved by the parish council. Those dates shall be published and posted, and also publicly announced to the congregation in advance of the beginning date.
3. The call committee shall submit all suggested names to the district president and request that, in addition, he prepare a list of district recommended candidates for consideration by the call committee. The district president will provide biographical and other pertinent information on all candidates to the call committee.
4. The committee shall then prayerfully review the candidates and the accompanying information and prepare a list of select candidates for consideration by the congregation. This list shall be presented to the congregation by public announcement.
5. At a voters meeting called for the purpose of calling a new pastor, the proposed list of candidates may be amended by a two-thirds vote of the assembly. In such case any additions will be referred back to the call committee for additional consideration. If this should occur, the meeting will be ended and the call committee will promptly prepare an updated list of candidates for consideration by the congregation at a later meeting.
6. At this meeting or successive meetings, ballot voting shall continue until a two-thirds vote determines the disposition of the call.

**ARTICLE II: NOMINATION AND ELECTION OF OFFICERS**

- A. The nominating committee shall consist of at least the following immediate past officers: the President of the congregation, the immediate past chairpersons of the Elders and the Trustees. The Pastor shall serve as an ex-officio member.
- B. The nominating committee shall give each person considering a position an updated job description. Everyone nominated for an office must be a communicant member of the congregation at the time of his or her nomination, and at least 18 years of age. In addition, only male members may be nominated for the office of President, Vice-President, or Member of the Board of Elders.
- C. The nominating committee shall present a written slate of candidates at least 30 days before the October Voter's Assembly. Any other nominations may be placed on the ballot by petition. A petition for nomination will be deemed valid if it is signed by five members of the congregation and submitted at least one week before the ballot distribution date. A ballot will be distributed to each voting member the last Sunday of September. The ballots must be returned on or before the call to order of the October meeting. The slate proposed by the nominating committee shall consist of at least one name for each office. No person shall be nominated without his or her consent.
- D. Those elected shall take office at the beginning of the next fiscal year.

**ARTICLE III: DUTIES OF OFFICERS; FUNCTIONS, POWERS, AND ORGANIZATION OF ADMINISTRATIVE BOARDS AND THE PARISH COUNCIL.**

A. Duties of Officers

The following officers shall be elected for a one year term.

**1. President**-the President shall:

- a. preside at the Voter's Assembly and Parish Council meetings;
- b. after consulting with the Parish Council, prepare an agenda for all Voter's Assembly and Parish Council meetings;
- c. be the executive director of the congregation's total program, responsible that all elected and appointed officers, boards, and committees are carrying out their prospective responsibilities;
- d. be an ex-officio member of all standing committees and personally attend or designate the Vice-President to attend committee meetings as necessary or advisable;
- e. meet semi-annually with the Pastor and the Vice-President to analyze past progress and plan future efforts and emphases;
- f. delegate definite responsibilities to the Vice-President
- g. together with the Pastor and Vice-President discuss needs, ways, and means of officer training;
- h. appoint ad hoc committees as the need arises;
- i. shall fill any vacancy by appointment with the approval of the Parish Council;
- j. sign all checks in the absence of the Treasurer.

**2. Vice-President**-the Vice-President shall:

- a. assume the responsibilities of the President in his absence;
- b. be a member of the Board of Stewardship;
- c. be the Head Usher responsible for recruitment and training of ushers;
- d. meet semi-annually with the Pastor and the President to analyze past progress and plan for future efforts and emphases of the congregation.

**3. Secretary**-the Secretary shall:

- a. be responsible for the safekeeping of all permanent minutes, past, and present, of the congregation;
- b. faithfully record, type-written, the permanent minutes of meetings of the Voter's Assembly and Parish Council;
- c. conduct the official correspondence of the Voter's Assembly and Parish Council;
- d. keep an accurate record of attendance at the Voter's Assembly meetings;
- e. maintain an accurate list of voting members;
- f. be responsible for the counting of ballots in all elections;
- g. stand ready upon request to supply information as recorded in the Voter's Assembly and Parish Council minutes;
- h. be responsible to record and date any amendments to the Constitution passed by the Voter's Assembly (see Article IX-B-2).

**4. Treasurer**-the Treasurer shall:

- a. be responsible for the safekeeping and disbursement of all funds;
- b. be responsible for monthly remission of offerings for missions and church agencies and prompt payment of salaries and bills as authorized by the Voter's Assembly and Parish Council;
- c. be responsible for accurate recording of congregational receipts and disbursements according to proper accounting procedures;
- d. present a written, duplicated financial report at Voter's Assembly and Parish Council meetings;
- e. submit permanent financial records for annual audit.

**5. Financial Secretary**-the Financial Secretary shall:

- a. have an assistant appointed by the President with the approval of the Parish Council;
- b. be responsible for the accurate counting, recording, and depositing of all receipts for the congregation in a financial institution;
- c. be responsible for issuance of regular quarterly statements to members;
- d. be responsible for ordering of offering envelopes;
- e. present a written, duplicated financial report at the Voter's Assembly and Parish Council meetings.

**B. Functions, Powers, and Organizations of Parish Boards and Subcommittees**

**1. General Duties and Powers of Parish Boards**

- a. Each Parish Board shall submit a report of its activities at each regular meeting of the Voter's Assembly and on such other occasions as the Voter's Assembly may require. Such reports shall include specific recommendations (if any) for congregational action and/or approval.
- b. Each Parish Board shall initiate and carry out such activities and programs within the congregation as will enable it to effectively perform the functions and duties assigned to it by the Constitution, or by specific resolution of the Voter's Assembly.
- c. Each Board shall keep a permanent set of minutes for each meeting and such minutes shall be the property of the congregation.

**2. Organization and Meetings of Parish Boards**

- a. Each Parish Board shall be under the direct control and supervision of the Chairperson of that Board.
- b. The time and frequency of Board meetings shall be at the discretion of the Chairperson of that Board and the Board members, except that, for good and sufficient reasons, either the President of the Congregation or the Pastor may call a meeting of the Board at any time. Meetings thus called shall be classified as special meetings and each person involved shall be notified of the date, time and purpose of such a meeting.

## C. Specific Nature and Duties of Parish Boards

### 1. **Board of Elders**

The nature and duties of this Board requires that only men noted for their Christian character, zeal and who have a heart for Christ's Church should be elected by the Voter's Assembly to serve as Elders. The basic objectives of this Board are the spiritual welfare of the Pastor and congregation members, individually and corporately, and the supervision of everything pertaining to congregational worship. That the objectives of this Board may be carried out, the Board, either corporately or through specifically designated individuals shall:

- a. each be elected by the Voter's Assembly for three years with one third elected each year;
- b. have at least three members and shall annually select a chairman who will serve on the Parish Council;
- c. be assigned ex-officio membership to the Board of Outreach and Assimilation, the Board of Christian Education and Board of Youth Ministry, and the Board of Stewardship and shall receive meeting times and agendas so as to act as a liaison between that Board and the Board of Elders;
- d. have as its concern the spiritual welfare of congregation members, individually and corporately;
- e. collectively and individually pray regularly for the Pastor and other spiritual leaders;
- f. by word and action, encourage the Pastor in his work;
- g. stand ready at all times to help the Pastor in different problems of his special ministry;
- h. be concerned about the spiritual, emotional, and physical health and welfare of the Pastor and his family (adequate compensation, housing, free time, vacation, assistance in time of illness, etc.);
- i. be responsible with the Pastor for arranging pulpit and altar assistance, guest speakers, and special services;
- j. arrange for pastoral services when a vacancy occurs and exercise leadership in properly calling another pastor;
- k. be concerned with congregation member's attendance at the public worship of God and use of the Sacraments, and shall establish a personal calling program on those who become lax or delinquent in worship, participation in Holy Communion, or baptism of newborn children;
- l. be concerned for aged and shut-in members and establish a program of visitation for fellow members as well as the Pastor and responsible Elder;
- m. be concerned about thorough instruction of youth and adults for confirmation and church membership;
- n. be responsible for friendly personal welcome, orientation, and integration of new members;
- o. meet at least once a month;
- p. regularly inform themselves on the programs of nature and action for children, youth, and adults being carried out by other committees;
- q. hold in strict confidence those individual spiritual problems upon which they may be called to act;
- r. submit an annual budget request in the form and at the time requested by the Parish Council.

### **Worship Committee**

The Worship Committee shall:

- a. be responsible to and annually appointed by the Board of Elders and consist of the Pastor and at least two other members;
- b. supervise the music program for the congregation;
- c. evaluate and suggest new forms of worship, liturgies, and hymns for use in public worship;

- d. inform the Altar Guild Chairperson of any changes or needs for the worship service;
- e. coordinate the decorations in the worship area;
- f. assist the Pastor in planning the worship services;
- g. arrange and publicize special services as required;
- h. submit an annual budget request in the form and at the time requested by the Parish Council.

## 2. **Board of Trustees**

The basic objectives of this Board are the management and supervision of all church properties including financial matters relating to the properties, and supervision of necessary maintenance and repairs of church property, the representation of the congregation in all legal, insurance, or other contractual matters, and the general protection of the congregation against loss or damage of whatever nature. That the objectives of this Board may be carried out, the Board, either corporately or through specifically designated individuals shall:

- a. each be elected by the Voter's Assembly for a three year term with one third elected each year;
- b. have at least three members and shall annually select a chairperson who will serve on the Parish Council;
- c. make a semi-annual inspection of church properties, and recommend needed repairs and improvements;
- d. carry out all resolutions of the Voter's Assembly and Parish Council on purchases, repairs, and replacement of church property and equipment;
- e. determine and engage, with congregational approval, adequate custodial help;
- f. negotiate service contracts for organ, office machines, etc.;
- g. determine and establish, with congregational approval, regulations governing use of church property and equipment;
- h. make and issue keys for church property, and keep and review annually a list of keys issued;
- i. annually check adequacy of all types of insurance and negotiate insurance contracts;
- j. enlist work crews for special repairs, improvement, cleaning, painting, decorating, landscaping, and other projects;
- k. obtain legal information necessary for wise consideration of contracts, deeds, etc. by the congregation;
- l. sign official documents and contracts that have been negotiated and approved by the congregation;
- m. make an annual inventory of official documents in safekeeping, and enter it in the official minutes of the congregation;
- n. obtain legal information on the laws governing non-profit organizations;
- o. set all policies and fees for rental, use, and lending of church property;
- p. submit an annual budget request in the form and at the time requested by the Parish Council.

## 3. **Board of Outreach and Assimilation**

The basic objectives of this Board are the bringing of the Gospel to the unchurched, the enlistment of all God's people in the work of spreading the Gospel, the deepening of the faith, and the full and dynamic participation in the ministry of this Body of Christ. That the objectives of this Board may be carried out, the Board, either corporately or through specifically designated individuals shall:

- a. have a Chairperson elected by the Voter's Assembly who serves one year;
- b. have a minimum of two other members appointed by the Chairperson with the advice and consent of the Pastor and Elders and ratified by the Parish Council, and have an Elder as an ex-officio member;
- c. review with the Elders any curriculum decisions and spiritual matters that may arise;
- d. be genuinely concerned for the lost and share with the Pastor in the entire program of proclaiming the Gospel to all people;

- e. encourage prayer in church and home for sincere concern toward reaching out to all people;
- f. foster a climate that encourages congregation members formally and spontaneously to share Christ with one another, and the unchurched;
- g. maintain an ongoing visitation program;
- h. promote and direct congregation-wide outreach opportunities;
- i. be responsible for a program of community relations that identifies the congregation with the Gospel of Christ;
- j. utilize the outreach potential of synodical or Christian mass media programs;
- k. emphasize, in conjunction with the Board of Christian Education and Board of Youth Ministry, child and youth outreach and assimilation;
- l. emphasize outreach and encourage all societies and auxiliary organizations of the congregation, to see themselves as having outreach and assimilation as essential to their purpose;
- m. be responsible for maintenance of and follow-up of a prospect file;
- n. be responsible for enlistment and training of greeters and lay visitors;
- o. be concerned for the reception, orientation and integration of new members into the congregation, and review their progress after six months;
- p. be conscious of the atmosphere of friendliness in the congregation toward members and visitors, and suggest ways and means of improvement;
- q. review, adopt or adapt suggestions by the Evangelism Departments of the Synod or District;
- r. submit an annual budget request in the form and at the time requested by the Parish Council.

#### 4. **Board of Fellowship**

The basic objectives of this board are to provide a wide variety of opportunities for Christian fellowship through the congregation; to cultivate a spirit of Christian harmony; to promote friendships; and to foster an atmosphere of caring and acceptance. That the objectives of this board may be carried out, the board, either corporately or through specifically designated individuals shall:

- a. have a Chairperson elected by the Voter's Assembly who serves one year, and who shall be a voting member of the Parish Council;
- b. have a minimum of five other members appointed by the chairperson with the advice of the pastor and ratified by the Parish Council;
- c. seek a variety of ways to foster Christian fellowship throughout the congregation;
- d. schedule and coordinate congregational gatherings and meals such as summer picnics, Epiphany dinner, covered dish dinners, soup suppers, breakfasts after services, and the like;
- e. coordinate with the Outreach Board and be responsible for new member reception meals (3 or 4 times per year)
- f. provide for small group activities among members;
- g. provide for the establishment of church athletic teams and/or events as seem appropriate;
- h. communicate with other boards and organizations in the congregation to coordinate fellowship activities and schedules;
- i. prepare and submit an annual budget request in the form and in the time requested by the Parish Council;
- j. submit an annual report describing the full scope of the board's work for the past year.

#### 5. **Board of Christian Education**

The basic objectives of this Board are to plan and administer the total educational programs of the congregation, to determine policies, to select personnel for the various agencies, and to provide the necessary means and facilities for the agencies. That the objectives of this Board may be carried out, the Board, either corporately or through specifically designated individuals shall:

- a. have a Chairperson elected by the Voter's Assembly who serves one year.

- b. consists of the elected Chairperson and the identified leaders from each of the education and Bible studies currently in place, and an Elder as an ex-officio member;
- c. review with the Elders any curriculum decisions and spiritual matters that may arise;
- d. be responsible for the Christian nurture of children, youth, and adults in the congregation, and through them, in the community and beyond;
- e. establish objectives, set policies, and oversee the total educational program for each educational agency in the congregation;
- f. approve curriculums, review the performance of each educational agency, and seek constant improvement;
- g. continually review existing agencies to determine whether all age groups are being served, and recommend revisions and additions as needed;
- h. make an annual analysis, by age groups, to determine the degree of participation of total membership of the congregation in its total educational program;
- i. be concerned for the assimilation of newly confirmed youth into appropriate agencies for study and activity;
- j. provide, in conjunction with the Board of Outreach and Assimilation, for the recruitment of pupils for the educational agencies of the church;
- k. encourage increasing participation of every congregational member in Bible study, privately and in formal or informal groups;
- l. recruit and appoint administrators for the various educational agencies, and provide adequate job descriptions for those positions;
- m. establish a system of commendation for the recognition of faithful service by all persons involved in the educational task of the congregation;
- n. promote the family as the basic unit of Christian education;
- o. consider special classes, courses, conferences, retreats, and the like, for special purposes and special groups;
- p. provide for the growth of the educational staff through conferences, conventions, continuing education, and the like;
- q. provide and/or promote subscriptions to church periodicals and the maintenance of the Church Library;
- r. review, adopt or adapt helps suggested by the educational departments of the Synod or District;
- s. annually examine the educational facilities and equipment, and make recommendations to the Board of Trustees as to safety, upkeep, repairs, and replacement needed, as well as new equipment needed;
- t. Prepare and submit an annual budget request in the form and at the time requested by the Parish Council.

## **6. Board of Youth Ministry**

The basic object of this Board is to involve the young people of the congregation in the work of Christ, provide for their spiritual growth and nurture, and to promote Christian fellowship. That the objectives of this Board may be carried out, the Board, either corporately or through specifically designated individuals shall;

- A. Have a chairperson elected by the Voter's Assembly who serves one year;
- B. Have a minimum of two other members appointed by the chairperson with the advice and consent of the Pastor and Elders and ratified by the Parish Council, and an Elder as an ex-officio member;
- C. Have the option of selecting a High School youth representative to the Board of Youth Ministry and, as a non-voting member to the Parish Council;
- D. Select, train and assist youth counselors for the young people's program;
- E. Promote attendance and involvement of the youth at all youth activities;
- F. Provide the continuing spiritual growth of the young people of the congregation through Bible study, prayer, and Christian service;
- G. Involve youth leaders in developing a planned parish program for young people;
- H. Plan special events for the involvement of the youth in the congregation;
- I. Provide for public recognition of various youth achievements and accomplishments;
- J. Plan and coordinate activities for youth with other Lutheran churches;

- K. In conjunction with the Board of Outreach and Assimilation; train and involve the young people of the congregation in bringing others to faith in Christ;
- L. For administrative purposes and program development, supervise the work of all youth and young adult groups in the congregation;
- M. Provide counseling for the spiritual, moral, social, and vocational development of young people;
- N. Encourage young people for full time service in the church as pastors, teachers, and the like;
- O. Involve college students during the year in as many ways as possible;
- P. Prepare and submit an annual budget request in the form and at the time requested by Parish Council.

## **7. Board of Stewardship**

The basic objectives of this Board are to initiate programs for the development of good stewardship attitudes in the members of the congregation with the respect to time, talents, and treasures, and to provide for the training and utilization of members of the congregation for the work of Christ's kingdom. That the objectives of this Board may be carried out, the Board, either corporately or through specifically designated individuals shall:

- a. have a chairperson elected by the Voter's Assembly who serves one year;
- b. have a minimum of two other members (including the Vice-President) appointed by the Chairperson with the consent of the Pastor and Elders and ratified by the Parish Council, and an Elder as an ex-officio member;
- c. review with the Elders any curriculum decisions and spiritual matters that may arise;
- d. study the Scriptural principles regarding the total stewardship calling of the Christian-as a member of his or her family, a neighbor and citizen, and a congregation member-and share these insights with congregation members;
- e. contact and encourage new members and established members for service in the congregation and encourage them to use their talents and spiritual gifts for Christ's work;
- f. be responsible for maintaining a congregational talent file, and provide for the immediate recording of the talents of incoming members;
- g. provide opportunities for the development of talents (training courses, workshops, and the like);
- h. encourage the Gospel-motivated practice of joyous, worshipful, liberal, proportionate, first fruits giving in response to received blessings and recognized needs;
- i. annually give every member an opportunity to make a commitment of his or her time, talent and treasure for Kingdom work through the congregation;
- j. foster support for missions and charities through an ongoing program of mission information and education;
- k. administer the congregation's welfare program and help in conjunction with the recommendations of the Board of Elders;
- l. annually prepare and submit, as part of the budget of the Board, a selected list of charities for the congregation;
- m. evaluate and make recommendations for gifts of love by individuals and the congregation as a whole;
- n. screen all outside appeals for funds and make recommendations to the Voter's Assembly, or initiate the necessary action appropriate to such appeal;
- o. review, accept, or decline all offers of non-solicited gifts to the congregation in conjunction with the Board of Trustees;
- p. evaluate various programs for endowments and gifts from wills, bequests, and the like;
- q. evaluate the offerings of the congregation regularly, and share these evaluations with the members of the congregation;
- r. Submit an annual budget request in the form and at the time requested by the Parish Council.



#### D. Parish Council

The Parish Council shall consist of the President, Vice-President, Secretary, Treasurer, Financial Secretary, the Chairperson of the Administrative Boards, and the Pastor of the Congregation. The Parish Council shall normally meet monthly. Additional meetings may be called by the President of the congregation and/or the Pastor as required. A permanent set of minutes for each meeting shall be kept and shall be the property of the congregation. The basic objective of the Parish Council is to serve as a forum where activities of the Administrative Boards may be discussed, evaluated and coordinated, and where all such activities may be integrated into the overall congregational program. The duties of the Parish Council shall be to:

1. Serve as a liaison among the Pastor, the Officers of the congregation, and the various Administrative Boards in planning the total work of the congregation;
2. Settle jurisdictional disputes between the several Administrative Boards;
3. Present to the Voter's Assembly at the January meeting a yearly plan of activity for the entire congregation as well as long-range plans for the development and expansion of Christ's work in our midst;
4. Serve as the Budget Committee;
5. Set the dates and times for the Voter's Assembly meetings;

### **ARTICLE IV: CHANGING THE BY-LAWS**

A. Amendments to these By-Laws may be adopted at a regular Voter's Assembly meeting, provided;

1. that they do not conflict with the provisions laid down in Article III of the Constitution, or with any other Article that pertains to a Scriptural doctrine and practice;
2. that the proposed amendment has been published prior to the meeting at which the amendment will be acted upon;
3. that an affirmative vote of the majority of voters present is secured.

B. Any amendment to the By-Laws passed by the Voter's Assembly must be recorded and dated on the original document by the Secretary before the next Voter's Assembly.

Approved May 19, 2013 by Voter's Assembly

Article I "C" change (per Rocky Mountain District) approved by October 26, 2014 Voter's Assembly

Constitution and By-Laws for Concordia Lutheran Church approved by The Rocky Mountain District Board of Directors- January 5, 2015.

Signed by Congregation President: \_\_\_\_\_  
Mike Illenberger, January 15, 2015