

# The Bylaws of Tangible Grace Lutheran Fellowship Allen, Texas TBD, 2015

## **13.0 PROCEDURES FOR CALLING MINISTERS OF RELIGION**

13.1 When this Congregation calls an ordained minister of religion (Senior Pastor or any other ordained pastor), the guidelines of the district will be followed, as outlined below:

13.1.1 Every voting member of the Congregation will be provided opportunity to suggest one or more names for consideration.

13.1.2 A Search Team shall be appointed (or an existing team or committee designated) to serve as a screening and shall submit all suggested names to the district president for information and evaluation. The committee shall then present to the Congregation by public announcement its proposed list of candidates and their biographical sketches.

13.1.3 At a voters' assembly called for the purpose of calling a new pastor, the proposed list may be amended by a two-thirds vote of the assembly present. When possible, information regarding additional candidates shall be provided by the district president and/or his representative at the meeting.

13.1.4 Ballot voting shall continue until a two-thirds vote of those present determines the disposition of the call.

13.2 Although the Mission Support Team may be empowered to extend calls to commissioned ministers of religion on behalf of the Congregation, the voters' assembly has the final authority for calling commissioned ministers of religion and may choose to exercise its right of calling at any time. In this situation, the procedures for calling ordained ministers of religion will be followed.

## **14.0 LEADERSHIP STRUCTURE**

14.1 The leadership structure for Tangible Grace reflects the following principles:

14.1.1 Everything moves toward the mission. "The earth is the Lord's and everything in it; the world and all who live in it" (Psalm 24:1). The work of those who make financial forecasts is just as spiritual as the work of those who pray with the pastor. Those who serve as leaders of the Congregation have the opportunity to grow in faith as they work together to make key decisions and multiply next-generation leaders.

14.1.2 The Bible provides criteria for those who lead within the local church. Church leaders must be mature Christians, eager to serve and not just to govern. They must demonstrate self-control and the ability to manage others well (1 Timothy 3:1-13). If they are to encourage others in giving financially toward the mission of the Congregation, they must set an example through their own

generous giving (2 Corinthians 8:7). They should demonstrate loyalty to the Senior Pastor and other called workers, serving as trusted partners in ministry (Philippians 1:3-11).

14.2 Although the voters' assembly has ultimate authority in the business and affairs of the Congregation, it hereby intends to call, elect, appoint, and/or empower certain qualified individuals, officers, teams, and committees, as outlined in the Constitution and/or the Bylaws, to make decisions and provide day-to-day leadership for the Congregation in pursuit of its Mission. The interplay between the various leadership teams of the Congregation is intended to provide for a healthy system of checks and balances of leadership direction, financial accountability, spiritual guidance, and ministry implementation. The relationship between the two standing teams and the Staff of the Congregation is briefly outlined below:

14.2.1 The two standing teams of the Congregation shall be the Mission Support Team and the Elder Team, as defined in the Constitution (Section 9.0). They shall work in partnership with the Senior Pastor to provide oversight, direction, shepherding, and leadership to the whole church, thereby empowering it to fulfill its Mission. The Senior Pastor shall be a voting member of the Mission Support Team

14.2.2 The Elder Team shall designate a Chairman on an annual basis, and said Chairman shall be an ex officio member of the Mission Support Team, as outlined in Section 15.2.6 of these Bylaws, providing a key link between the two standing teams.

14.2.3 The implementation of the direction set by the two standing teams shall be entrusted to the Staff and ministry leaders of the Congregation, under the leadership of the Senior Pastor. This system of organizational management, known as Policy Governance, empowers the Staff and ministry leaders to maximize their talents as they make practical decisions on how to implement the short- and long-range plans agreed upon by the Congregation and/or its designated representatives.

14.3 The Officers of the Mission Support Team shall carry out the following duties:

14.3.1 The President of the Congregation shall be the principal Officer of the Congregation. The President shall preside over the voters' assembly (in accord with accepted parliamentary procedure) and the Mission Support Team and shall sign all legal documents with the Secretary, on behalf of the Congregation. The President shall enforce the Constitution and Bylaws and perform such additional duties as may be directed by the voter's assembly from time to time. The President shall also appoint the Nominating Team.

14.3.2 The Secretary of the Congregation shall keep accurate records of all voters' assembly meetings. Prior to all such meetings, the Secretary shall prepare for distribution at such meetings the agenda and the minutes of the previous meetings. The Secretary shall maintain an accurate list of all members of the voters' assembly and all Officers of the Congregation. The Secretary shall maintain an accurate copy of the Constitution and Bylaws of this Congregation, as amended, and any other documents vital to the legal and business interests of the Congregation. The Secretary shall sign all legal documents, with the President, on behalf of the Congregation.

14.3.3 The Treasurer of the Congregation shall oversee the financial assets of the Congregation as the principal financial and accounting officer of the Congregation. The Treasurer shall be responsible for seeing that the collection, receipt, custody, and disbursement of all funds and securities is properly managed and provided for, and that all moneys and other valuable effects in the name and for the credit of the Congregation are deposited in banks or other depositories. The Treasurer shall be responsible for seeing that the policies of the Congregation relating to the approval, grant, or extension of credit by the Congregation are carried out and that adequate insurance for the Congregation is procured and maintained. The Treasurer will oversee the persons responsible for the maintenance of adequate books of account for the Congregation, and will monitor and ensure that accurate records of the financial position of the Congregation are kept on the fiscal year basis. The Treasurer will make recommendations to the Mission Support Team concerning financial trends and planning.

14.4. The Constitution and Bylaws of this Congregation describe the boundaries and process for calling ordained and commissioned ministers of religion (Sections 6.0 and 13.0). Hiring of staff who are not eligible for a call, who are neither ordained nor commissioned, shall be approved by majority vote of the Mission Support Team.

## **15.0 NOMINATIONS, ELECTIONS, APPOINTMENTS, AND TERMS OF OFFICE**

15.1 The President of the Mission Support Team shall appoint a Nominating Team of voting members whose responsibility shall be to develop a slate of eligible members of the Congregation, to be approved each year to fill the vacancies created by expired terms of Officers and/or at-large members of the Mission Support Team. The Nominating Team will consist of one member of the Mission Support Team, one member of the Elder Team, and two voting members who do not serve on either the Mission Support Team or the Elder Team. The Nominating Team will function for one year only; and will report its recommendations to the voters' assembly. The Called Pastors will be ex officio members of the Nominating Team

15.2 The procedure for the nomination and election of Mission Support Team members shall be as follows:

15.2.1 Every member of the Congregation shall be provided opportunity to suggest to the Nominating Team one or more names for consideration. The slate presented to the Congregation at the time of election shall normally provide one name for each office. No person shall be nominated without his or her consent. Nominees shall be at least 18 years old. Those who are nominated as officers of the Congregation must be voting members.

15.2.2 The voters' assembly shall elect to the Mission Support Team a President, a Secretary, and a Treasurer, who shall be the Officers of the Congregation. The Mission Support Team may ask the voters' assembly to also elect up to three at-large members to the Mission Support Team. If this request is ratified by the Congregation, these elected at-large members, along with the three Officers and the Senior Pastor, shall comprise the voting members of the Mission Support Team.

15.2.3 The elected term of office shall be for two years, with approximately one half of the Mission Support Team being elected each year. Mission Support Team members shall serve no more than three full successive terms. In the event the Nominating Team cannot identify a suitable candidate for an office, the term limit can be waived by a two thirds vote of the Congregation.

15.2.4 A majority of the votes cast shall be required for all elections. Candidates receiving the lowest number of votes shall be eliminated in each succeeding ballot.

15.2.5 Mission Support Team members shall be commissioned and inducted into office in a public Worship Gathering of the Congregation.

15.2.6 In case of a vacancy in an elective office, the Mission Support Team shall appoint a successor to fill the unexpired term from a list of candidates provided by the Nominating Team. Service for more than one half of a term shall constitute a full term.

15.3 The procedure for the appointment of Elder Team members shall be as follows:

15.3.1 Qualified men shall be considered to fill any vacancies on the Elder Team. The number of men serving alongside the Senior Pastor at any one time on the Elder Team shall be no fewer than three (3) and no more than six (6) individuals. After being identified and appointed by the Senior Pastor, these appointments must be ratified by the Mission Support Team. In his capacity as a member of the Mission Support Team, the Senior Pastor shall not vote on the appointments.

15.3.2 The Called Pastors shall be the only staff member of the Congregation serving on Elder Team.

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15.3.3 Those appointed to the Elder Team shall be voting members of the Congregation who appear to be, and express their commitment to be and remain, fit and qualified to serve as overseers of the Church under the terms of 1 Timothy 3.

15.3.4 The members of the Elder Team shall serve two (2)-year staggered terms. Each member of the Elder Team may succeed himself indefinitely, provided each term is approved by the Mission Support Team and provided the member is willing and able to serve..

15.3.5 Newly appointed Elder Team members shall be announced to the Congregation and inducted into office in a public Worship Gathering of the Congregation.

15.3.6 The Elder Team shall designate a Chairman on an annual basis, and said Chairman shall be an ex officio member of the Mission Support Team. This individual may succeed himself in this position, if ratified by the Mission Support Team.

## **16.0 OFFICIAL DUTIES**

Officers and members of teams and committees shall perform the duties as provided in the Constitution. The Congregation shall also have the right to detail and expand upon those responsibilities by the development of job descriptions developed by the Mission Support Team and approved by the voters' assembly.

## **17.0 MEETINGS**

17.1 The voters' assembly shall meet at least annually. The day and hour of the annual meeting shall be set by the Mission Support Team to happen on a Sunday no later than February 15<sup>th</sup>., and publicized in keeping with the Congregation's Constitution. The notification shall contain an agenda of items to be considered as well as any slate of nominees for election. The President or other designated officer of the Congregation shall preside at all voters' assembly meetings.

17.2 The Mission Support Team of the Congregation shall meet at least quarterly and may be called more frequently at the request of the Senior Pastor, President, or any two Mission Support Team members. The presence of a majority of the Mission Support Team shall constitute a quorum for any meeting. Minutes of each meeting shall be kept in typed form and remain the property of the Congregation. Minutes duly disclosing all actions taken by the Mission Support Team shall be available to any voting member upon request. All reports and records of the Treasurer shall also remain the property of the Congregation.

17.3 The Chairman of the Elder Team of the Congregation shall attend all Mission Support Team Meetings as an ex officio member.

## **18.0 RULES OF ORDER**

In addition to principles laid down in Scripture and in the Constitution and Bylaws of this Congregation, accepted parliamentary procedures such as Robert's Rules of Order shall be followed when congregational meetings are being conducted.

## **19.0 SEXUAL HARASSMENT AND MISCONDUCT**

## TGF Bylaws 6-23-15 V4.0

19.1 Cases involving allegations of misconduct by a rostered member of the ordained clergy or lay person in this Congregation shall be promptly reported to the President of the Texas District.

19.2 Allegations of abuse against a minor are to be reported immediately to state authorities. All instances of child abuse are to be immediately reported to the civil authorities regardless of personal confidentiality issues.

19.3 Sexual misconduct committed by congregational employees should be reported to the pastor, officer of the Mission Support Team, or Elder Team member.

19.4 Tangible Grace is committed in all areas to providing a work environment that is free from harassment. Harassment based upon an individual's sex, race, ethnicity, national origin, age, religion or any other legally protected characteristics will not be tolerated. All workers are expected and required to abide by this policy. No person will be adversely affected in employment with the employer as a result of bringing complaints of unlawful harassment.

19.5 Sexual harassment is behavior of a sexual nature that is unwelcome and offensive to the person or persons it is targeted toward. Examples of harassing behavior may include unwanted physical contact, foul language of an offensive sexual nature, sexual propositions, sexual jokes or remarks, obscene gestures, and displays of pornographic or sexually explicit pictures, drawings, or caricatures. Use of Tangible Grace computer system for the purpose of viewing, displaying, or disseminating material that is sexual in nature may also constitute harassing behavior.

## **20.0 AMENDMENTS**

These Bylaws may be amended in a properly convened meeting of the voters' assembly.

20.1 Amendments shall be adopted by a majority of all votes cast, provided the proposed change has been announced in a previous meeting or has been submitted in writing at least two weeks prior to the meeting to all communicant members.

20.2 The revised Bylaws shall, as a condition of continued membership in The Lutheran Church—Missouri Synod, be submitted to the president of the district for review by the district's constitution committee and favorable action by the district's board of directors before being placed into practice by the Congregation.