

BYLAWS OF GOOD SHEPHERD LUTHERAN CHURCH OF SOUTH HILLS

418 Maxwell Drive, Pittsburgh, PA 15236

Article I: Membership

A. Admission of New Members

The qualifications for membership in this congregation are set forth in Article VI of the Constitution.

Persons desiring to join the Congregation shall notify the Pastor, who shall review their qualifications for membership with the Chairman of the Elders. Being qualified and approved by the Board of Elders.

B. Transfer, Release, and Excommunication of Members

Members wishing to leave the Congregation shall notify the Pastor. He shall be authorized to issue the transfer or release without delay, after discussion with the Elder Chairman and Board of Elders. In the case of members subject to excommunication, or who have refused to submit to church discipline, or whose lack of interest and participation in worship services or the Sacraments evidences their severance from the Congregation, the Elders shall recommend the appropriate action to the Council and be approved by the voters.

C. Removal from Office

Article XI of the Constitution defines valid and urgent reasons for removal or dismissal from office: persistently adhering to false doctrine, sinful conduct, willful neglect of official duties, or is mentally, physically or emotionally incapable of performing prescribed duties. This section of bylaws describes the removal/dismissal procedure. This procedure shall only be used after prayerful consideration and in a Christian manner as described in Matthew 18:15-20, I Timothy 5:19-20 and Colossians 4:17.

1. When a member has a complaint against an elected church officer or a called worker, that member will speak directly to the person involved, and seek prayerfully to resolve the issue. If the member believes that the church officer or called worker is involved in persistently adhering to false doctrine, deliberate sinful behavior, willful neglect of duties, or is mentally, physically or emotionally incapable of performing prescribed duties, the member will speak directly to the church officer or called worker about these concerns. If the member is of the opinion that the church officer or called worker is not responding in an appropriate manner to the complaint, the member will again speak to the church officer or called worker accompanied by an elder and a pastor (or two elders if a pastor is a party to the dispute).
2. If the member is still not satisfied with the results of the previous discussion, the member and the accused shall be referred to a committee of five voting members appointed by the Council. A statement of charges against the officer or called worker will be given to the committee, along with a review of prior procedures and proceedings. The committee

will seek advice from the Circuit Counselor, the Area Vice President, and District President, in that order. The committee shall request the presence of both parties to the complaint to gather as much information as possible. Others may be requested to appear before this committee if the need arises. The goal is always to restore God pleasing harmony so that the entire congregation can move forward in its mission and ministry.

3. After prayerful and scriptural consideration of the Committee's report, if the Council deems the complaint worthy of further investigation or action, they shall pursue the concerns, always attempting to bring about a peaceful solution. All parties to the issues shall be aware of the implications of any actions taken both for the individuals involved and for the reputation and future ministry of the congregation.
4. If no peaceful solution is forthcoming or the church officer or called worker refuses to accept the recommended solution, the Council shall take the matter to the Voter's Assembly with a recommendation concerning the continued service of the officer or called worker. The congregation and the church officer, or called worker, must be fully informed and notified of the recommendation by mail that is received at least 10 days prior to the Voter's Assembly.
5. At the Voter's Assembly, a careful, biblically based discussion of the recommendation will be held. A ballot vote shall be taken on the recommendation. Only those voters present at a validly called meeting shall be eligible to cast a vote.

The same percentage vote required to elect a called worker shall be required to remove a called worker. The same percentage vote required to elect a church officer shall be required to remove an elected church officer. Called workers have access to appeal the decision for removal through the Synod's official reconciliation process, if they desire.

6. When a called worker is removed, the congregation will make appropriate arrangements for the care of the person, in consultation with District officials.

Article II: The Council

A. Eligibility

All voting members shall be eligible for nomination to the Council if they meet the requirements of Article VI, Section C, of the Constitution of Good Shepherd Lutheran Church of South Hills.

B. Membership, Responsibilities, etc.

The Council shall consist of the Pastor(s), President, Vice-President, Secretary, Treasurer, Financial Secretary, the Chairman of the Elders, and the Chairs or their alternate, of Commissions: such as Stewardship, Education, and Buildings & Grounds. Any called Professional Church Worker(s) may be designated a member of Council in the call document

or by a majority vote in a congregational meeting.

The Council shall be the executive body for the functioning of the Congregation. As such, it shall have the responsibility for the transmission of the Word of God and the Sacraments. It shall recommend policy and implement the policy decisions of the Congregation, coordinate the work of the Commissions, and shall act for the Congregation between regular meetings as occasion may arise. To discharge these responsibilities it may authorize individual expenditures to the amount of \$25,000.00, provided such an amount is available in the total working balance of the Congregation. The Pastor, the President and the Vice-President shall be ex-officio members of all committees and commissions.

The Council shall be and act as the Board of Directors of the Corporation in accordance with the provisions of the Charter. The Council shall represent the Congregation in legal matters and shall conscientiously carry out all resolutions of the Congregation referring to the control and acquisition of the properties of the Congregation, such as making contracts, borrowing money, employing workmen, approving bills for projects authorized by the congregation, etc. Whenever the Directors act in the name of the Congregation, the latter shall be responsible.

Article III: Elected Officials

A. Elected Officials and Their terms of Office

The Officers of the Congregation shall consist of a President, a Vice-President, a Secretary, and a Treasurer. In no case shall husband and wife serve as President and Vice-President. Other elected officials shall consist of a Financial Secretary, Elders, members of the Preschool Board, a Sunday School Superintendent, and all Committee Chairs such as Stewardship, Education and Buildings & Grounds.

All officials shall be elected for a term of two years. An official shall not be limited to the number of terms held in any office, or combination of offices. Members can be elected to any open office.

In the event of a vacancy created in any position except that of President, a special election shall be held as soon as practicable to fill the unexpired term. If a vacancy exists in the office of President, the Vice-President shall immediately succeed to the office of President and the office of Vice-President shall be filled as above.

B. Responsibilities of the Officers

1. The President shall be the chief executive officer of the Congregation. As such the President shall supervise the welfare of the Congregation, shall preside at all meetings of the Congregation and Council, and shall perform all duties, which usually are associated with the office of President. The President shall have the power to call meetings as stipulated in these Bylaws and to appoint and dismiss such committees as the President may deem necessary. Membership of such committees shall be for

defined periods. Committee members can be re-appointed.

2. The Vice-President shall assume the responsibilities of the President in the President's absence and shall assist the President whenever called upon. In event of a vacancy in the office of the President, the Vice-President shall succeed to the office of President for the remainder of the term.
3. The Secretary shall keep accurate minutes of the meetings of the Congregation and of the Council for the permanent records of the Congregation and shall perform other duties in keeping with the office of secretary.
4. The Treasurer shall receive, disburse, and record all monies of the Congregation. The Treasurer shall sign all notes and checks of the Congregation (except as provided below), and shall notify the Council immediately when notes are called. The Treasurer shall present a report at all regularly scheduled Council and Congregational Meetings, and shall submit the Treasurer's books to the Congregation annually for auditing. The Treasurer shall be an ex-officio member of the Stewardship Commission.

In case of emergency, checks may be signed by the President or Elder Chairman. At no time shall two members of the same household be allowed to sign checks.

C. Responsibilities of Other Elected Officials

1. The Financial Secretary shall keep an accurate record of all receipts of the Congregation and of individual contributions for all members and shall prepare periodic statements for all confirmed members. The Financial Secretary shall prepare a report for each regular meeting of the Congregation and the Council. The Financial Secretary shall be an ex-officio member of the Stewardship Commission.
2. The Board of Elders, comprised of men within the Congregation, shall be the lay spiritual advisors of the Congregation. They shall organize annually and elect a Chairman, a Vice-Chairman, and a Secretary. The Chairman shall coordinate the work of the Elders and shall prepare a report for each regular meeting of the congregation and council. Together with the Pastor(s) the Chairman shall be satisfied that all applicants for membership in the congregation fulfill requirements specified in the constitution. The Vice-Chairman shall assume the responsibilities of the Chairman in his absence and shall assist him whenever called upon. The secretary shall keep accurate minutes of the meetings of the Board of Elders.

Specific responsibilities of the Elders shall include the following:

- a. Ensure, by the grace of God, that Lutheran Doctrine and Christian discipline are preserved in the congregation, and that the children are brought up in the sound doctrine of the church.

- b. Assist the Pastor(s) in all matters pertaining to the spiritual welfare of the congregation.
 - c. Assist in the administering of the Sacraments.
 - d. Use their good office to adjust differences and dissensions in the Congregation and restore peace.
 - e. Oversee all matters pertaining to worship services.
 - f. Make every effort to induce members who have been negligent in their worship participation, in the use of the Sacraments, and in the financial support of the church, to completely fulfill the responsibilities of their membership.
 - g. Be examples of Christian conduct and Christian witness.
 - h. The Chairman of the Board of Elders and the President shall meet each year with the Pastor(s) and other Professional Church Workers to discuss matters pertaining to their welfare and ministry, including matters of salary and remuneration.
 - i. Submit to the Stewardship Commission and/or President and Treasurer, in the appropriate form and at the time requested, a budget request for the coming year's work, which shall include salary recommendations for the Pastor(s) and other Professional Church Workers.
 - j. Oversee planning and coordinating Congregational worship services in collaboration with Pastor, and appropriate Congregational Professional Church Worker(s).
 - k. Oversee efforts to provide choir directors, musicians, and other personnel involved with conducting worship services, coordinating their activities, and recommending appropriate compensation to the Stewardship Commission and/or President and Treasurer for their services.
3. As the executive leader of the Sunday School, the Sunday School Superintendent shall direct its affairs and be responsible for the Education Commission and maintaining good order and discipline. The Sunday School Superintendent shall supervise the keeping of Sunday School records. Together with the Pastor(s), the Sunday School Superintendent shall enlist new teachers and workers and see to their training and the conscientious discharge of their duties.
4. The Chairs of each Commission shall coordinate the work of the respective Commission so that its responsibilities as outlined below are met and shall prepare a report for each regular meeting of the Congregation and Council. The Chair shall appoint the members of the Commission, subject to the approval of the Council. The Chair of each

Commission shall recommend necessary expenditures for the work of the Commission for inclusion in the Congregational budget.

Article IV: Responsibilities of the Commissions

- A. The Stewardship Commission shall be responsible for conserving and fostering of all financial resources of the Congregation and for identifying and tabulating the spiritual gifts and talents of the members of the Congregation. The Treasurer and Financial Secretary shall be ex-officio members of this commission. The following specific responsibilities are assigned to the Stewardship Commission:
 - 1. Encourage the Gospel-motivated practice of first fruits proportionate giving leading to the Tithe and beyond in response to received blessings and recognized needs and give every member an opportunity to make a commitment of their treasures for Kingdom work through the congregation.
 - 2. Be responsible for receiving, counting, and safely depositing all monies received by the congregation.
 - 3. Annually prepare and present a budget to the congregation and recommend its adoption at the June meeting of the Voter's Assembly. Included with the budget shall be a list of mission projects and charities outside the congregation.
 - 4. In consultation with the Buildings & Grounds Commission, ensure that the congregation's physical property and estate is protected against loss or damage. In the January Council meeting, it shall report upon the insurance of the property for the congregation and shall see that the policies are renewed in time.
 - 5. See that deeds and other valuable and important papers of the congregation are kept securely.
 - 6. Appoint a "Computer Systems Coordinator" who shall maintain all the computer hardware, software and file (including financial reports) in the church's computer, provide required reports for all needs, and provide system backup files on a regular basis (off site).
- B. The Education Commission in conjunction with the Pastor(s) and other Professional Church Workers shall supervise all Christian education in the congregation, except the Preschool. The following specific responsibilities are assigned to this Commission:
 - 1. Establish objectives, set policies for, and supervise the total education program, subject to the approval of the congregation, including the Sunday School, Vacation Bible School, Confirmation Classes, Youth and Adult Bible Classes, and all other educational groups within the congregation, except the Preschool.

2. Continually review existing agencies to determine whether all age groups are being served, and recommend revisions and additions as deemed advisable.
 3. Maintain a "people accounting system" to record members' participation in the educational ministry of this church and encourage increased participation by every member in Bible study, privately and in formal and informal groups.
 4. Make recommendations to the congregation regarding the calling or employment of Professional Church Workers in the area of Christian Education, except the Preschool.
 5. Enlist, train, place and continue to train lay teachers and leaders as the congregation's needs require.
- C. The Buildings & Grounds Commission shall be responsible for maintaining the congregation's buildings, equipment, and grounds, recommending alterations, improvements, and additions as it deems wise and/or necessary. The following specific responsibilities are assigned to this Commission:
1. It is authorized to make unbudgeted expenditures up to \$5,000.00 without a special order of the congregation or the council, provided such amount is available in the total working balance of the congregation.
 2. With the approval of Council, it is responsible for procuring a janitor, including salary remuneration, defining the janitor's duties and supervising the janitor's work.
 3. It shall supervise any repairing, painting, decorating, and cleaning of the Congregation's buildings and the planning and maintenance of the Congregation's grounds, including procuring and decorating the Christmas tree.
 4. It shall have the duty and authority to grant permission to members and organizations of Good Shepherd Lutheran Church of South Hills who seek to borrow Congregation equipment that is not in the custody of one of the church organizations. This obligation also applies to other congregational, synodical, or government officials who seek to borrow the Congregation's property.

Additional commissions shall be established by the President on an as needed basis.

Article V: Preschool

- A. The Preschool Board shall operate a Preschool as a Mission of Good Shepherd Lutheran Church. All members of the Preschool staff must be professed Christians. The Preschool is not an independent body separate from the Church. The Preschool operates at the discretion of the greater church and according to the direction of the congregation through its elected representative of the Chair of the Preschool Board and the Pastor(s). The

Preschool Director shall be accountable to the Preschool Board and advised by the Pastor(s). The Preschool Board, and its Chairperson, is elected by the Congregation. The Chair of the Preschool Board is a member of the Church Council and reports to the President. The Preschool Director shall be a non-voting member of the Preschool Board. The Preschool Board is encouraged to appoint a Preschool Parent each school year to serve as a non-voting advisor. The Preschool Board is responsible to implement the purpose and mission of the Preschool to share the Good News of Jesus Christ with young children and their families while laying a strong educational foundation for their life. The Preschool Board has the following responsibilities:

1. Engaging the Preschool Director, faculty and staff to ensure a quality program, Lutheran distinctiveness and the achievement of the preschool purpose and mission.
2. Develop preschool policies that will guide and direct the Director in the daily management and operation of the preschool. The Board will work with, support, and supervise the Director in all aspects of the preschool's operation.
3. Reviewing the educational program to ensure it fulfills the preschool's purpose and mission, meets state requirements, and implements any desired concepts in line with current trends and research in early childhood education.
4. Providing for the promotion of the preschool both within and outside the congregation and helping keep its focus related to the preschool's and congregation's mission statements.
5. Supervising the financial management of the preschool and reporting to Council.
6. Ensuring the strategy and operation of the Preschool are coordinated with the larger Church. The Preschool Board shall be aware of and take into consideration larger church strategies, missions and directives when determining their own plans.
7. Preparing reports to the congregation on the operation and future plans of the preschool. The report shall be given twice a year at the congregational meetings.

The Preschool Director shall be responsible for the daily operation and management of the preschool and is responsible for preparing the curriculum for the preschool. Other responsibilities and duties of the Preschool Director shall be assigned by the Preschool Board.

Article VI: Meetings

Congregational meetings shall be at a minimum, held twice per year, preferable in January and June. Special meetings may be called by the Pastor(s), the President, five members of the Council, or a petition from ten voting members of the Congregation. Only such business for which the special

meeting was called shall be transacted. Every Congregational meeting shall be announced by two separate prior notifications. The quorum for the Congregational meeting shall be fifteen voting members.

The regular Council meetings shall be held eight times per year. Special meetings may be called by the Pastor(s), the President, or any four members of Council. The quorum for a Council meeting shall consist of five members. While substitutes are permissible, a majority of those participating in Council meetings must be elected individuals.

Article VII: Nominations and Elections

A Nominating Committee of three members, at least one of who shall not be a member of the Council, shall be appointed by the President at the January Congregational meeting. The committee shall consult with the President, Chairman of the Elders, and the Pastor(s) and shall prepare a slate, which shall be published for two Sundays preceding the June Congregational meeting. Additional nominations may be made from the floor at the June meeting, at which time the election is to be held. Election shall be by ballot when there is more than one nominee for any office. A majority of the votes cast is necessary for election. The officers-elect shall assume their respective duties on July 1.

Article VIII: Amendments

Amendments to these Bylaws may be adopted, provided that the proposed amendment has been submitted in writing, and two-thirds of the voting members present and voting at a Congregational meeting vote in favor of such amendment.

Article IX: Parliamentary Authority

Where there is no appropriate coverage in the Constitution or Bylaws, Roberts Rules of Order Revised shall be the parliamentary authority for Council and Congregational meetings.

Revisions History

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William G. Kratz, Jr., Secretary

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Lois J. Toski, Secretary

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William G. Kratz, Jr. Chairman

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Constitution and Bylaws Review Committee

Hal Hoffman, Chairman

Jack Johnson

Bill Kratz

Ken Meyer

Scott Thurston

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