

**The Bylaws
of
ACTS Lutheran Church of Lakeway
Lakeway, Texas
August 25, 2011**

13.0 PROCEDURES FOR CALLING THE SENIOR PASTOR

When this Congregation calls a Senior Pastor, the guidelines of the Texas District will be followed, as outlined below:

13.1 Every member of the Congregation shall be provided opportunity to suggest one or more names for consideration.

13.2 A Search Committee shall be appointed [or an existing team or committee designated] to serve as a screening committee 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.

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

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

13.5 Although the Management Team is ordinarily empowered to extend calls to all other ordained and/or commissioned ministers on behalf of the Congregation, the voters' assembly may choose to exercise its right of calling in certain circumstances. In this situation, the procedures for calling the Senior Pastor will be followed.

14.0 LEADERSHIP STRUCTURE

The principles of leadership structure for ACTS Church Lakeway include the following.

14.1 Everything is spiritual. "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 ACTS Church will have the amazing opportunity to grow in faith as they together make key decisions and multiply next-generation leaders.

14.2 The Bible makes a distinction of gifts and appointments. “It was he who gave some to be apostles, some to be prophets, some to be pastors and teachers, to prepare God’s people for works of service, so that the body of Christ may be built up” (Ephesians 4:11-12). A local church with gifted leadership will equip and release people in the areas of their strengths. The Scriptures open up certain roles to both genders and/or to a wide range of ages, while other roles are restricted. A healthy leadership structure will strive to be as inclusive as the Scriptures allow.

14.3 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 ACTS, they must set an example through their own generous giving (2 Corinthians 8:7). They should be loyal to the Pastor, serving as trusted partners in ministry (Philippians 1:3-11).

14.4 A plurality of leaders is needed to discern the will of God, to fortify the Mission, and to ensure that the local church has proper day-to-day leadership. The Senior Pastor serves within the local church as ‘first among equals.’ The Senior Pastor serves as a voting member of both standing teams of the Congregation: the Management Team and the Pastoral Advisory Team.

14.4.1 The ACTS Church Management Team is elected by the Congregation. This team, made up of both men and women, holds the Senior Pastor accountable to the Mission, values, and annual goals of ACTS. They support the Mission by giving oversight to financial, business, human resource, and legal issues. They set boundaries, principles and parameters for the Congregation’s ministry but do not supervise staff or day-to-day activities. They may appoint other teams or committees at will, (ie: Search Committee or Stewardship Committee), which assist the Congregation in pursuit of its Mission.

14.4.2 The ACTS Church Pastoral Advisory Team is appointed, with ratification by the Management Team. This group, made up of men only, provides encouragement and prayer support to the Senior Pastor. They advise him on spiritual matters and assist him in the ministry of the Word and the Sacraments. These trusted individuals also provide avenues for pastoral care, conflict resolution, discipline, and restoration. The Pastoral Advisory Team shall designate a Chairman on an annual basis, who will serve as an ex-officio member of the Management Team.

14.4.3 A Board of Directors for the ACTS Church Network focuses on the What, the Why, and the Where of the unfolding Mission. They ensure that each local ACTS Church has competent leadership and is living up to the Mission and values of ACTS. They interact with LCMS districts and schools to select/recommend Missionary Church Planters/ Pastors to be called to ACTS Churches. They are the premier fund-raising organ of the ACTS Church Network. A portion of this team may be made up of men and women who come from outside the community of ACTS Church. The ACTS Church Network Team is governed and guided by its own articles of incorporation and Bylaws.

14.4.4 The staff and ministry teams of ACTS Church are called and/or appointed to develop the How and the When of the agreed-upon direction of the Congregation. The Constitution describes the process for calling the Senior Pastor and other called workers (Section 6.1). Hiring of staff not covered in Section 6.1 of the Constitution must be approved by majority vote of the Management Team. The called workers and staff are entrusted to implement the annual goals and carry out the Mission, under the leadership of the Senior Pastor.

14.5 A flat and fluid leadership structure best serves an innovative, growing ministry. The Constitution and Bylaws for ACTS Church contain the non-negotiable basics of the organization; everything else is contained in a Policy and Procedures document which periodically changes (Mark 2:22). Authority and decision-making are pushed down the organization as much as possible.

15.0 NOMINATIONS, ELECTIONS, APPOINTMENTS, AND TERMS OF OFFICE

15.1 The procedure for the nomination and election of Management Team members shall be as follows.

15.1.1 The voters assembly shall elect to the Management Team a president, a secretary, and a treasurer, who shall be the officers of the Congregation. As the needs of the Congregation change, the Management Team may ask the voters assembly to also elect up to three at-large members to the Management Team. These at-large members, along with the three officers and the Senior Pastor, shall comprise the voting members of the Management Team.

15.1.2 The elected term of office shall be for two years, with approximately one half of the Management Team being elected each year. Management Team members shall serve no more than two full successive terms.

15.1.3 The Management Team shall annually appoint a nominating committee whose responsibility will be to develop a slate of nominees to be elected each year to fill the vacancies created by expired terms of Management Team members. The nominating committee shall contain a majority of voting members not on the Management Team; shall function for one year only; and shall report their nominations to the voters' assembly. The Senior Pastor shall be an ex officio member of the nominating committee.

15.1.4 Every member of the Congregation shall be provided opportunity to suggest one or more names for consideration. The slate presented to the Congregation 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.

15.1.5 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.

15.1.6 Management Team members shall be inducted into office in a public Worship Gathering of the Congregation.

15.1.7 In case of a vacancy in an elective office, the Management Team shall appoint a successor to fill the unexpired term from a list of candidates provided by the nominating committee. Service for more than one-half of a term shall constitute a full term.

15.2 The procedure for the appointment of Pastoral Advisory Team members shall be as follows.

15.2.1 Those appointed to the Pastoral Advisory 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.

15.2.2 Qualified men shall be considered to fill the three spots on the Pastoral Advisory Team. After being identified and appointed by the Senior Pastor, these appointments must be ratified by the Management Team. In his capacity as a member of the Management Team, the Senior Pastor shall not vote on the appointments.

15.2.3 The Senior Pastor shall be the only staff member of the Congregation serving on the Pastoral Advisory Team. No other employee or immediate family member of an employee of the Congregation shall serve as a member of the Pastoral Advisory Team.

15.2.4 The members of the Pastoral Advisory Team shall serve two (2)-year staggered terms. Each member of the Pastoral Advisory Team may succeed himself indefinitely, provided each term is approved by the Management Team and provided the member is willing and able to serve. The Senior Pastor shall be a voting member of the Pastoral Advisory Team without term limits.

15.2.5 Newly appointed Pastoral Advisory Team members shall be inducted into office in a public Worship Gathering of the Congregation.

15.2.6 The Pastoral Advisory Team shall designate a Chairman on an annual basis, and said Chairman shall be an ex officio member of the Management Team. This individual may succeed himself in this position, if ratified by the Management 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 Management 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 Management Team 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 Management 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 Management Team members. The presence of a majority of the Management 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 Management Team shall be available to any voting member upon request.

17.3 The Pastoral Advisory Team of the Congregation shall meet at least quarterly and may be called more frequently at the request of the Senior Pastor or by any one of the Pastoral Advisory Team members. The presence of a majority of the Pastoral Advisory Team shall constitute a quorum for any meeting.

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

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 Management Team, or Pastoral Advisory Team member.

19.4 ACTS Church Lakeway 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 ACTS Church Lakeway's 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.