

CONSTITUTION OF
SAINT TIMOTHY'S LUTHERAN CHURCH
825 51st Avenue N. E. Columbia
Heights, Minnesota 55421
OF THE
EVANGELICAL LUTHERAN CHURCH IN AMERICA

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Saint Timothy's Lutheran Church

PREAMBLE

We, baptized members of the Church of Christ, responding in faith to the call of the Holy Spirit through the Gospel, desiring to unite together to preach the Word, administer the sacraments, and carry out God's mission, do hereby adopt this constitution and solemnly pledge ourselves to be governed by its provisions. In the name of the Father and of the Son and of the Holy Spirit.

Chapter 1. NAME AND INCORPORATION

- C1.01.** The name of this congregation shall be Saint Timothy's Lutheran Church.
- C1.02.** For the purpose of this constitution and the accompanying bylaws, and continuing resolution, the congregation of Saint Timothy's Lutheran Church is hereinafter designated as "this congregation."
- C1.11.** This congregation shall be incorporated under the laws of the State of Minnesota.

Chapter 2. CONFESSION OF FAITH

- C2.01.** This congregation confesses the Triune God, Father, Son, and Holy Spirit.
- C2.02.** This congregation confesses Jesus Christ as Lord and Savior and the Gospel as the power of God for the salvation of all who believe.
 - a.** Jesus Christ is the Word of God incarnate, through whom everything was made and through whose life, death, and resurrection God fashions a new creation.
 - b.** The proclamation of God's message to us as both Law and Gospel is the Word of God, revealing judgment and mercy through word and deed, beginning with the Word in creation, continuing in the history of Israel, and centering in all its fullness in the person and work of Jesus Christ.
 - c.** The canonical Scriptures of the Old and New Testaments are the written Word of God. Inspired by God's Spirit speaking through their authors, they record and announce God's revelation centering in Jesus Christ. Through them God's Spirit speaks to us to create and sustain Christian faith and fellowship for service in the world.
- C2.03.** This congregation accepts the canonical Scriptures of the Old and New Testaments as the inspired Word of God and the authoritative source and norm of its proclamation, faith, and life.
- C2.04.** This congregation accepts the Apostles', Nicene, and Athanasian Creeds as true declarations of the faith of this congregation.
- C2.05.** This congregation accepts the Unaltered Augsburg Confession as a true witness to the Gospel, acknowledging as one with it in faith and doctrine all churches that likewise accept the teachings of the Unaltered Augsburg Confession.
- C2.06.** This congregation accepts the other confessional writings in the Book of Concord, namely, the Apology of the Augsburg Confession, the Smalcald Articles and the Treatise, the Small Catechism, the Large Catechism, and the Formula of Concord, as further valid interpretations of the faith of the Church.
- C2.07.** This congregation confesses the Gospel recorded in the Holy Scripture and confessed in the ecumenical creeds and Lutheran confessional writings, as the power of God to create and sustain the Church for God's mission in the world.

Chapter 3. NATURE OF THE CHURCH

- C3.01.** All power in the Church belongs to our Lord Jesus Christ, its head. All actions of this congregation are to be carried out under his rule and authority.
- C3.02.** The Church exists both as an inclusive fellowship and as local congregations gathered for worship and Christian service. Congregations find their fulfillment in the universal community of the Church, and the universal Church exists in and through congregations. The Evangelical Lutheran Church in America, therefore, derives its character and powers both from the sanction and representation of its congregations and from its inherent nature as an expression of the broader fellowship of the faithful. In length, it acknowledges itself to be in the historic continuity of the communion of saints; in breadth, it expresses the fellowship of believers and congregations in our day.
- C3.03.** The name Evangelical Lutheran Church in America (ELCA or "this church") as used herein refers in general references to this whole church, including its three expressions: congregations, synods, and the churchwide organization. The name Evangelical Lutheran Church in America is also the name of the corporation of the churchwide organization to which specific references may be made herein.

Chapter 4. STATEMENT OF PURPOSE

- C4.01.** The Church is a people created by God in Christ, empowered by the Holy Spirit, called and sent to bear witness to God's creative, redeeming, and sanctifying activity in the world.
- C4.02.** To participate in God's mission, this congregation as a part of the Church shall:
- a. Worship God in proclamation of the Word and administration of the sacraments and through lives of prayer, praise, thanksgiving, witness, and service.
 - b. Proclaim God's saving Gospel of justification by grace for Christ's sake through faith alone, according to the apostolic witness in the Holy Scripture, preserving and transmitting the Gospel faithfully to future generations.
 - c. Carry out Christ's Great Commission by reaching out to all people to bring them to faith in Christ and by doing all ministry with a global awareness consistent with the understanding of God as Creator, Redeemer, and Sanctifier of all.
 - d. Serve in response to God's love to meet human needs, caring for the sick and the aged, advocating dignity and justice for all people, working for peace and reconciliation among the nations, and standing with the poor and powerless, and committing itself to their needs.
 - e. Nurture its members in the Word of God so as to grow in faith and hope and love, to see daily life as the primary setting for the exercise of their Christian calling, and to use the gifts of the Spirit for their life together and for their calling in the world.
 - f. Manifest the unity given to the people of God by living together in the love of Christ and by joining with other Christians in prayer and action to express and preserve the unity which the Spirit gives.
- C4.02.01.** Participation in Holy Communion shall be open to any member or visitor who believes in the real presence of Christ in the sacraments.
- C4.03.** To fulfill these purposes, this congregation shall:
- a. Provide services of worship at which the Word of God is preached and the sacraments are administered.
 - b. Provide pastoral care and assist all members to participate in this ministry.
 - c. Challenge, equip, and support all members in carrying out their calling in their daily lives and in their congregation.
 - d. Teach the Word of God.
 - e. Witness to the reconciling Word of God in Christ, reaching out to all people.
 - f. Respond to human need, work for justice and peace, care for the sick and the suffering and participate responsibly in society.
 - g. Motivate its members to provide financial support for the congregation's ministry and the ministry of other parts of the Evangelical Lutheran Church in America.
 - h. Foster and participate in interdependent relationships with other congregations, the synod, and the churchwide organization of the Evangelical Lutheran Church in America.
 - i. Foster and participate in ecumenical relationships consistent with churchwide policy.
- C4.04.** This congregation shall develop an organizational structure to be described in the bylaws. The Congregation Council shall prepare descriptions of the responsibilities of each committee, task force, or other organizational group and shall review their actions. Such descriptions shall be contained in continuing resolutions in the section on the Congregation Committees.
- C4.05.** This congregation shall, from time to time, adopt a mission statement, which will provide specific direction for its programs.

C4.05A87. Mission Statement - 1987

We seek to be a visible witness to the presence of Christ through worship, fellowship, education, service and support to our congregation, community, and other parts of the world. We are united in Christ, sustained by the Gospel, empowered by the Holy Spirit to work together in: Worship by celebrating the Gospel through Word, Sacraments, and music in a liturgical tradition. Fellowship by encouraging a warm friendly atmosphere in the congregation that distinguishes our church in the community. Education by teaching each other and learning together as we grow in faith. Service/Support by responding to needs in our congregation, community, and world following the example of Christ by giving ourselves and resources for the common good. We also draw upon our Lutheran heritage as we proclaim, live, and share the gospel in addressing issues of the day and gladly join with other Christian churches in fostering growth of the Kingdom of God.

C4.05B90. Mission Statement - 1990
Saint Timothy's Lutheran Church - Loves the Lord, Lives His Word, Shares His Joy

C4.05C13. Mission Statement – 2013
Inspired by God's love, St. Timothy's Lutheran Church welcomes everyone on a faith journey of renewal, growth, and service.

C4.06. References herein to the nature of the relationship between the three expressions of this church—congregations, synods, and the churchwide organization—as being interdependent or as being in a partnership relationship describe the mutual responsibility of these expressions in God's mission and the fulfillment of the purposes of this church as described in this chapter, and do not imply or describe the creation of partnerships, co-ventures, agencies, or other legal relationships recognized in civil law.

Chapter 5. POWERS OF THE CONGREGATION

C5.01. The powers of this congregation are those necessary to fulfill its purpose.

C5.01.01. The official publications of this congregation shall be called Tim's Tidings, and The Open Door.

C5.02. The powers of this congregation are vested in the Congregation Meeting called and conducted as provided in this constitution and bylaws.

C5.03. Only such authority as is delegated to the Congregation Council or other organizational units in this congregation's governing documents is recognized. All remaining authority is retained by the congregation. The congregation is authorized to:

- a. call a pastor as provided in Chapter 9;
- b. terminate the call of a pastor as provided in Chapter 9;
- c. call or terminate the call of associates in ministry, deaconesses, and diaconal ministers in conformity with the applicable policy of the Evangelical Lutheran Church in America;
- d. adopt amendments to the constitution, as provided in Chapter 17, amendments to the bylaws, as specified in Chapter 16, and continuing resolutions, as provided in Chapter 18.
- e. approve the annual budget;
- f. acquire real and personal property by gift, devise, purchase, or other lawful means;
- g. hold title to and use its property for any and all activities consistent with its purpose;
- h. sell, mortgage, lease, transfer, or otherwise dispose of its property by any lawful means;
- i. elect its Congregation Council, and require them to carry out their duties in accordance with the constitution, bylaws, and continuing resolutions; and
- j. terminate its relationship with the Evangelical Lutheran Church in America as provided in Chapter 6.

C5.04. This congregation shall choose from among its voting members laypersons to serve as voting members of the Synod Assembly as well as persons to represent it at meetings of any conference, cluster, coalition, or other area subdivision of which it is a member. The number of persons to be elected by the congregation and other qualifications shall be as prescribed in guidelines established by the Minneapolis Area Synod of the Evangelical Lutheran Church in America.

C5.05. This congregation shall have an Endowment Fund.

C5.05.01. The Endowment Fund shall be detailed in a separate document titled: Endowment Fund Organization, Bylaws, Investment and Distribution Plan. All further references to the Endowment Fund shall be listed as "The FUND".

Chapter 6. CHURCH AFFILIATION

C6.01. This congregation shall be an interdependent part of the Evangelical Lutheran Church in America or its successor, and of the Minneapolis Area Synod of the Evangelical Lutheran Church in America. This congregation is subject to the discipline of the Evangelical Lutheran Church in America.

C6.02. This congregation accepts the Confession of Faith and agrees to the Purposes of the Evangelical Lutheran Church in America and shall act in accordance with them.

C6.03. This congregation acknowledges its relationship with the Evangelical Lutheran Church in America in which:

- a. This congregation agrees to be responsible for its life as a Christian community.
- b. This congregation pledges its financial support and participation in the life and mission of the Evangelical Lutheran Church in America.

- c. This congregation agrees to call pastoral leadership from the clergy roster of the Evangelical Lutheran Church in America in accordance with its call procedures except in special circumstances and with the approval of the bishop of the synod. These special circumstances are limited either to calling a candidate approved for the roster of ordained ministers of the Evangelical Lutheran Church in America or to contracting for pastoral services with an ordained minister of a church body with which the Evangelical Lutheran Church in America officially has established a relationship of full communion.
- d. This congregation agrees to consider associates in ministry, deaconesses, and diaconal ministers for call to other staff positions in the congregation according to the procedures of the Evangelical Lutheran Church of America.
- e. This congregation agrees to file this constitution and any subsequent changes to this constitution with the synod for review to ascertain that all of its provisions are in agreement with the constitution and bylaws of the Evangelical Lutheran Church in America and with the constitution of the synod.

C6.04. Affiliation with the Evangelical Lutheran Church in America may be terminated as follows:

- a. This congregation takes action to dissolve.
- b. This congregation ceases to exist.
- c. This congregation is removed from membership in the Evangelical Lutheran Church in America according to the procedures for discipline of the Evangelical Lutheran Church in America.
- d. This congregation follows the procedures outlined in C6.05.

C6.05. A congregation may terminate its relationship with this church by the following procedure:

- a. A resolution indicating the intent to terminate its relationship must be adopted at a legally called and conducted special meeting of the congregation by a two-thirds vote of the voting members present. Such meeting may be held no sooner than 30 days after written notice of the meeting is received by the bishop of the synod, during which time the congregation shall consult with the bishop and the bishop's designees, if any. The times and manner of the consultation shall be determined by the bishop in consultation with the Congregation Council. Unless he or she is a voting member of the congregation, the bishop and the bishop's designees, if any, shall have voice but not vote at the meeting.
- b. The secretary of the congregation shall submit a copy of the resolution to the bishop, attesting that the special meeting was legally called and conducted and certifying the outcome of the vote, and shall mail a copy of the resolution to voting members of the congregation. This notice shall be submitted within 10 days after the resolution has been adopted.
- c. The bishop of the synod and the congregation shall continue in consultation, as specified in paragraph a. above, during a period of at least 90 days after receipt by the synod of the notice as specified in paragraph b. above.
- d. If the congregation, after such consultation, still seeks to terminate its relationship, such action may be taken at a legally called and conducted special meeting by a two-thirds vote of the voting members present. Notice of the meeting shall be mailed to all voting members and to the bishop at least 10 days in advance of the meeting. Unless he or she is a voting member of the congregation, the bishop and the bishop's designees, if any, shall have voice but not vote at the meeting.
- e. A copy of the resolution, attesting that the special meeting was legally called and conducted and certifying the outcome of the vote, shall be sent to the bishop within 10 days after the resolution has been adopted, at which time the relationship between the congregation and this church shall be terminated subject to paragraphs g., h., and i. below. Unless this notification to the bishop also certifies that the congregation has voted by a two-thirds vote to affiliate with another Lutheran denomination, the congregation will be conclusively presumed to be an independent or non-Lutheran church.
- f. Notice of termination shall be forwarded by the bishop to the secretary of this church, who shall report the termination to the Churchwide Assembly.
- g. Congregations seeking to terminate their relationship with this church which fail or refuse to comply with each of the foregoing provisions in C6.05. shall be required to receive Synod Council approval before terminating their membership in this church.
- h. Congregations which had been members of the Lutheran Church in America shall be required, in addition to complying with the foregoing provisions in C6.05., to receive synodical approval before terminating their membership in this church.
- i. Congregations established by the Evangelical Lutheran Church in America shall be required, in addition to complying with the foregoing provisions in C6.05., to satisfy all financial obligations to this church and receive Synod Council approval before terminating their membership in this church.

- j. If a congregation fails to achieve the required two-thirds vote of voting members present at the congregation's first meeting as specified in paragraph a. above, another special meeting to consider termination of relationship with this church may be called no sooner than six months after that first meeting. If a congregation fails to achieve the required two-thirds vote of voting members present at the congregation's second meeting as specified in paragraph d. above, another attempt to consider termination of relationship with this church must follow all requirements of C6.05. and may begin no sooner than six months after that second meeting.

C6.06. If this congregation considers relocation, it shall confer with the bishop of the synod in which it is territorially located and the appropriate unit of the churchwide organization before any steps are taken leading to such action. The approval of the Synod Council shall be received before any such action is effected.

C6.07. If this congregation considers developing an additional site to be used regularly for worship, it shall confer with the bishop of the synod in which it is territorially located and the appropriate unit of the churchwide organization before any steps are taken leading to such action.

Chapter 7. PROPERTY OWNERSHIP

C7.01. If this congregation ceases to exist, title to undisposed property shall pass to the Minneapolis Area Synod of the Evangelical Lutheran Church in America.

C7.02. If this congregation is removed from membership in the Evangelical Lutheran Church in America according to its procedure for discipline, title to property shall continue to reside in this congregation.

C7.03. If a two-thirds majority of the voting members of this congregation present at a legally called and conducted special meeting of this congregation vote to transfer to another Lutheran church body, title to property shall continue to reside in this congregation, provided the process for termination of relationship in C6.05. has been followed. Before this congregation takes action to transfer to another Lutheran church body, it shall consult with representatives of the Minneapolis Area Synod.

C7.04. If a two-thirds majority of the voting members of this congregation present at a legally called and conducted special meeting of this congregation vote to become independent or relate to a non-Lutheran church body, and have followed the process for termination of relationship in C6.05., title to property of this congregation shall continue to reside in this congregation only with the consent of the Synod Council. The Synod Council, after consultation with this congregation by the established synodical process, may give approval to the request to become independent or to relate to a non-Lutheran church body, in which case title shall remain with the majority of this congregation. If the Synod Council fails to give such approval title shall remain with those members who desire to continue as a congregation of the Evangelical Lutheran Church in America.

C7.05. Notwithstanding the provisions of C7.02. and C7.03. above, where this congregation has received property from the synod pursuant to a deed or other instrument containing restrictions under provision 9.71.a. of the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*, this congregation accepts such restrictions and:

- a. Shall not transfer, encumber, mortgage, or in any way burden or impair any right, title, or interest in the property without prior approval of the Synod Council.
- b. Shall—upon written demand by the Synod Council, pursuant to †S13.23. of the constitution of the Minneapolis Area Synod—re-convey and transfer all right, title, and interest in the property to the synod.

Chapter 8. MEMBERSHIP

C8.01. Members of this congregation shall be those baptized persons on the roll of this congregation at the time that this constitution is adopted and those who are admitted thereafter and who have declared and maintain their membership in accordance with the provisions of this constitution and its bylaws.

C8.02. Members shall be classified as follows:

- a. **Baptized** members are those persons who have been received by the Sacrament of Holy Baptism in this congregation, or, having been previously baptized in the name of the Triune God, have been received by certificate of transfer from other Lutheran congregations or by affirmation of faith.
- b. **Confirmed** members are baptized persons who have been confirmed in this congregation, those who have been received by adult baptism or by transfer as confirmed members from other Lutheran congregations, or baptized persons received by affirmation of faith.

- c. **Voting** members are confirmed members. Such confirmed members, during the current or preceding calendar year, shall have communed in this congregation and shall have made a contribution of record to this congregation. Members of this congregation who have satisfied these basic standards shall have the privilege of voice and vote at every regular and special meeting of the congregation.
- d. **Associate** members are persons holding membership in other Christian congregations who wish to retain such membership but desire to participate in the life and mission of this congregation, or persons who wish to retain a relationship with this congregation while being members of other congregations. They have all the privileges and duties of membership except voting rights and eligibility for elected offices or membership on the Congregation Council of this congregation.

C8.03. All applications for confirmed membership shall be submitted to and shall require the approval of the Congregation Council.

C8.04. It shall be the privilege and duty of members of this congregation to:

- a. make regular use of the means of grace, both Word and sacraments;
- b. live a Christian life in accordance with the Word of God and the teachings of the Lutheran church; and
- c. support the work of this congregation, the synod, and the churchwide organization of the Evangelical Lutheran Church in America through contributions of their time, abilities, and financial support as biblical stewards.

C8.04.01. Every family shall be offered a copy of the constitution, proposed amendments, bylaws, and continuing resolutions upon being accepted into membership.

C8.05. Membership in this congregation shall be terminated by any of the following:

- a. death;
- b. resignation;
- c. transfer or release;
- d. disciplinary action in accordance with ELCA constitutional provision 20.40. and the accompanying bylaws; or
- e. removal from the roll due to inactivity as defined in the bylaws. Such persons who have been removed from the roll of members shall remain persons for whom the church has a continuing pastoral concern.

C8.05.01. Persons may be removed from the active membership rolls if they have not communed or made a contribution of record during the current or preceding year. However, removal may only take place after a personal attempt to contact by a duly appointed representative has taken place.

Chapter 9. THE PASTOR

C9.01. Authority to call a pastor shall be in this congregation by at least a two-thirds majority ballot vote of members present and voting at a meeting legally called for that purpose. Before a call is issued, the officers, or a committee elected by this congregation to recommend the call, shall seek the advice and help of the bishop of the synod.

C9.01.01. When this congregation has voted to call a pastor, it shall issue a Letter of Call to the pastor-elect, in a form approved by the Evangelical Lutheran Church in America. It shall be signed by the chair of the Call Committee, the secretary of this congregation and the president of this congregation and shall be attested by the signature of the bishop of the synod. Calls to clergy as associate pastor shall be issued in consultation with the senior pastor and the provisions of this paragraph.

C9.02. Only a member of the clergy roster of the Evangelical Lutheran Church in America, or a candidate for the roster of ordained ministers who has been recommended for the congregation by the synodical bishop, may be called as a pastor of this congregation.

C9.03. Consistent with the faith and practice of the Evangelical Lutheran Church in America,

- a. Every ordained minister shall;
 - 1.) preach the Word;
 - 2.) administer the sacraments;
 - 3.) conduct public worship;
 - 4.) provide pastoral care; and
 - 5.) speak publicly to the world in solidarity with the poor and oppressed, calling for justice and proclaiming God's love for the world.

- b. Each ordained minister with a congregational call shall, within the congregation:
 - 1.) offer instruction, confirm, marry, visit the sick and distressed, and bury the dead;
 - 2.) supervise all schools and organizations of this congregation;
 - 3.) install regularly elected members of the Congregation Council; and
 - 4.) with the Congregation Council, administer discipline.

- c. Every pastor shall:
 - 1.) strive to extend the Kingdom of God in the community, in the nation, and abroad;
 - 2.) seek out and encourage qualified persons to prepare for the ministry of the Gospel;
 - 3.) impart knowledge of this church and its wider ministry through distribution of its periodicals and other publications; and

 - 4.) endeavor to increase the support given by this congregation to the work of the churchwide organization of the Evangelical Lutheran Church in America (ELCA) and of the Minneapolis Area Synod of the ELCA.

C9.04. The specific duties of the pastor, compensation, and other matters pertaining to the service of the pastor shall be included in a letter of call, which shall be attested by the bishop of the synod.

- C9.05.**
- a. The call of a congregation, when accepted by a pastor, shall constitute a continuing mutual relationship and commitment which shall be terminated only by death or, following consultation with the synodical bishop, for the following reasons:
 - 1.) mutual agreement to terminate the call or the completion of a call for a specific term;
 - 2.) resignation of the pastor, which shall become effective, unless otherwise agreed, no later than 30 days after the date on which it was submitted;
 - 3.) inability to conduct the pastoral office effectively in the congregation in view of local conditions;
 - 4.) physical disability or mental incapacity of the pastor;
 - 5.) suspension of the pastor through discipline for more than three months;
 - 6.) resignation or removal of the pastor from the roster of ordained ministers of this church;
 - 7.) termination of the relationship between this church and the congregation;
 - 8.) the dissolution of the congregation or the termination of a parish arrangement; or
 - 9.) suspension of the congregation through discipline for more than six months.
 - b. When allegations of physical disability or mental incapacity of the pastor under paragraph a.4) above, or ineffective conduct of the pastoral office under paragraph a.3) above, have come to the attention of the bishop of this synod,
 - 1.) the bishop in his or her sole discretion may investigate such conditions personally together with a committee of two ordained ministers and one layperson, or
 - 2.) when such allegations have been brought to the synod's attention by an official recital of allegations by the Congregation Council or by a petition signed by at least one-third of the voting members of the congregation, the bishop personally shall investigate such conditions together with a committee of two ordained ministers and one layperson.
 - c. In case of alleged physical disability or mental incapacity under paragraph a.4) above, the bishop's committee shall obtain and document competent medical opinion concerning the pastor's condition. When a disability or incapacity is evident to the committee, the bishop of this synod may declare the pastorate vacant and the pastor shall be listed on the clergy roster as disabled. Upon removal of the disability and the restoration of the pastor to health, the bishop shall take steps to enable the pastor to resume the ministry, either in the congregation last served or in another appropriate call.
 - d. In the case of alleged local difficulties that imperil the effective functioning of the congregation under paragraph a.3) above, the bishop's committee shall endeavor to hear from all concerned persons, after which the bishop together with the committee shall present their recommendations first to the pastor and then to the congregation. The recommendations of the bishop's committee must address whether the pastor's call should come to an end and, if so, may suggest appropriate severance arrangements. The committee may also propose other actions that should be undertaken by the congregation and by the pastor, if appropriate. If the pastor and congregation agree to carry out such recommendations, no further action need be taken by the synod.

- e. If either party fails to assent to the recommendations of the bishop's committee concerning the pastor's call, the congregation may dismiss the pastor only at a legally called meeting after consultation with the bishop, either (a) by a two-thirds majority vote of the voting members present and voting where the bishop and the committee did not recommend termination of the call, or (b) by a simple majority vote of the voting members present and voting where the bishop and the committee recommended termination of the call.
- f. If, in the course of proceedings described in paragraph c. or paragraph d. above, the bishop's committee concludes that there may be grounds for disciplinary action, the committee shall make recommendations concerning disciplinary action in accordance with the provisions of this church's constitution, bylaws, and continuing resolutions.

C9.05.01. The call shall normally be for an indefinite term. A call issued to an associate pastor may be for a finite term.

C9.05.02. A desire for a change in pastorate by either congregation or pastor shall be brought to the attention of the bishop of the synod, who shall advise in the matter in accordance with the constitution (Chapter 9) and with the established procedures of the Evangelical Lutheran Church in America.

C9.06. At a time of pastoral vacancy, an interim pastor shall be appointed by the bishop of the synod with the consent of this congregation or the Congregation Council.

C9.07. During the period of service, an interim pastor shall have the rights and duties in the congregation of a regularly called pastor and may delegate the same in part to a supply pastor with the consent of the bishop of the synod and this congregation or Congregation Council. The interim pastor and any ordained pastor providing assistance shall refrain from exerting influence in the selection of a pastor. Unless previously agreed upon by the Synod Council, an interim pastor is not available for a regular call to the congregation served.

C9.08. This congregation shall make satisfactory settlement of all financial obligations to a former pastor before calling a successor. A pastor shall make satisfactory settlement of all financial obligations to this congregation before beginning service in a call to another congregation or employment in another ministry setting related to the Evangelical Lutheran Church in America.

C9.09. When a pastor is called to serve in company with another pastor or pastors, the privileges and responsibilities of each pastor shall be specified in documents to accompany the call and to be drafted in consultation involving the pastors, the Congregation Council and the bishop of the synod. As occasion requires, the documents may be revised through a similar consultation.

C9.11. With the approval of the bishop of the synod, the congregation may depart from C9.05.a. and call a pastor for a specific term. Details of such calls shall be in writing setting forth the purpose and conditions involved. Prior to the completion of a term, the bishop or a designated representative of the bishop shall meet with the pastor and representatives of the congregation for a review of the call. Such a call may also be terminated before its expiration in accordance with the provisions of C9.05.a.

C9.12. The pastor of this congregation:

- a. shall keep accurate parochial records of all baptisms, confirmations, marriages, burials, communicants, members received, members dismissed, or members excluded from the congregation;
- b. shall submit a summary of such statistics annually to the synod; and
- c. shall become a member of this congregation upon receipt and acceptance of the letter of call. In a parish of multiple congregations, the pastor shall hold membership in one of the congregations.

C9.13. The pastor(s) shall submit a report of his or her ministry to the bishop of the synod at least 90 days prior to each regular meeting of the Synod Assembly.

C9.14. The parochial records of this congregation shall be maintained by the pastor and shall remain the property of the congregation. The secretary of this congregation shall attest in writing to the bishop of this synod that such records have been placed in his or her hands in good order by a departing pastor before the installation of that pastor in another field of labor or the granting by the synod of retired status to the pastor.

C9.14.01. The pastor will keep archival records of the history of this congregation with the assistance of the Congregation Council secretary and the office staff. These records include those listed in Sec. 9.11.

- a. Current records of property, inventory, and articles of incorporation, constitution, bylaws, annual reports, congregation council minutes, and continuing resolutions shall be maintained by the office staff with assistance by the council secretary.

- b. All legal documents should be stored in a safe deposit box. All historical records should be updated annually and duplicated with one copy being stored at the church and an identical copy being stored off the church property. The Congregation Council shall establish the specific locations for record storage. The Executive Committee shall have oversight of this storage.

C9.20. Ecumenical pastoral ministry

C.9.21. Under special circumstances, subject to the approval of the synodical bishop and the concurrence of this congregation, an ordained minister of a church body with which the Evangelical Lutheran Church in America officially has established a relationship of full communion may serve temporarily as pastor of this congregation under a contract between the congregation and the ordained minister in a form proposed by the synodical bishop and approved by the congregation.

Chapter 10. CONGREGATION MEETING

C10.01. The annual meetings of this congregation shall be held at a date specified in the bylaws.

C10.01.01. The official business of this congregation shall be conducted at two regularly called meetings each year as follows:

- a. The Annual Meeting Part I shall be the first Sunday following the first Tuesday in December.
- b. The order of business at the Annual Meeting Part I shall be:
 - 1.) Opening Devotion
 - 2.) Determination of a quorum
 - 3.) Approval of the minutes of the previous Annual Meeting Pt II, and any special congregational meeting(s)
 - 4.) Nominations and elections for Congregation Council
 - 5.) Nomination and election of The FUND committee member(s)
 - 6.) Presentation and discussion of proposed budget
 - 7.) Any other announced business
 - 8.) General open forum as time permits
 - 9.) Closing Prayer
- c. The Annual Meeting Part II shall be held the first Sunday in February.
- d. The order of business at the Annual Meeting Part II shall be:
 - 1.) Opening Devotion
 - 2.) Determination of a quorum
 - 3.) Approval of the minutes of the previous Annual Meeting Pt I and any special congregational meeting(s)
 - 4.) Acceptance of report(s) of the pastor(s), associate(s) in ministry, committees, and other other reports received that are connected to this congregation
 - 5.) Treasurer's report
 - 6.) Presentation and approval of the budget
 - 7.) Unfinished business
 - 8.) Open forum as time permits
 - 9.) Closing Prayer

C10.01A15. Acknowledge any ELCA mandated Constitution Amendments or changes. When such occur, a Congregational vote will be held at Annual Meeting Pt II

C10.01.02. Minutes from all Congregational Meetings shall be given to Congregation Council for review and posted in the narthex within 45 days.

C10.02. A special Congregation Meeting may be called by the pastor, the Congregation Council, or the president of this congregation, and shall be called at the written request of 10% the voting members. The call for each special meeting shall specify the purpose for which it is to be held and no other business shall be transacted.

C10.03. Notice of all meetings of this congregation shall be given at the services of worship on the preceding two consecutive Sundays and by mail to all voting members at least 10 days in advance of the date of the meeting. The posting of such notice via print, electronic mail or the official publications, sent to the last known address of such members shall be sufficient.

- C10.04.** Ten (10) percent of the voting members shall constitute a quorum.
- C10.05.** Voting by proxy or by absentee ballot shall not be permitted.
- C10.06.** All actions by this congregation shall be by majority vote except as otherwise provided in this constitution.

C10.06.01. The following voting shall be by written ballot:

- a. to elect members to the Congregation Council, if more running than seats open;
- b. to adopt or amend the Articles of Incorporation, or the Constitution of this congregation;
- c. to call a pastor or request a pastor's resignation;
- d. to sever membership in the Evangelical Lutheran Church in America;
- e. to dispose of, encumber, or purchase real property;
- f. when requested by ten or more members of this congregation or the president of the congregation.

C10.07. Robert's Rules of Order, latest edition, shall govern parliamentary procedure of all meetings of this congregation.

Chapter 11. OFFICERS

C11.01. The officers of this congregation shall be a president, vice-president, secretary, and treasurer.

- a. Duties of the officers shall be specified in the bylaws.
- b. The officers shall be voting members of the congregation who are of full legal age.
- c. Officers of the congregation shall serve similar offices of the Congregation Council and shall be voting members of the Congregation Council if selected from the membership of the Congregation Council.
- d. The president, vice president, and secretary shall be selected from the elected membership of the Congregation Council. If the treasurer is not selected from the elected membership of the Congregation Council, the treasurer shall have voice but not vote at the meetings of the Congregation Council.

C11.01.01. President--shall preside over meetings of this congregation, act as chair of the Congregation Council, be an ex-officio advisory member of all other committees and organizations of the congregation, and be responsible for seeing that all resolutions of Congregation Council and congregation are carried out.

C11.01.02. Vice President--shall actively assist the president and assume the duties of the president in his/her absence. The vice president shall chair the Nominating Committee. The vice president shall initiate scheduling of forums.

C11.01.03. Secretary--shall keep the minutes of the annual meetings, serve as secretary to the Congregation Council and, upon request, assist the pastor and office staff to oversee the congregation archives.

C11.01.04. Treasurer--shall be the custodian of all funds of this congregation. He/she shall supervise disbursements of these funds in accordance with decisions of this congregation, and prepare all financial records necessary to support his/her actions and reports and records as required by Synod and the State and Federal laws. These include but are not limited to: annual treasurer report, monthly treasurer report to Congregation Council.

C11.01.05. Persons authorized to sign General Fund account checks shall be the four officers and one additional person authorized by Congregation Council. Two (2) signatures are required.

C11.02. The Congregation Council shall elect the officers, by majority vote on written ballot, if more than one person is running for the same office, and they shall serve for one year. The term shall begin on January 1 following their election and end on December 31.

C11.03. Newly elected Congregation Council members shall be present at the December Congregation Council meeting for the purpose of electing the Officers for the coming year. Newly elected members and continuing members only shall vote for officers.

C11.04. No officer shall hold more than one office at a time. No elected officer shall be eligible to serve more than three consecutive one-year terms in the same office.

C11.05. Should an office on the Congregation Council be declared vacant, the Congregation Council shall elect a successor at their next regular meeting, by majority vote on written ballot, if more than one person is running for the same office, to serve the remainder of the term.

Chapter 12. CONGREGATION COUNCIL

C12.01. The voting membership of the Congregation Council shall consist of not more than ten (10) members of this congregation. Any voting member of the congregation may be elected, subject only to the limitation on the length of continuous service permitted in that office. The pastor(s) shall be member(s) of Congregation Council with all rights and privileges except vote. A member's place on the Congregation Council shall be declared vacant if the member:

- a. Ceases to be a voting member of this congregation or
- b. Is absent from four successive regular meetings of the Congregation Council, without cause or
- c. resigns.

C12.01.01. Persons nominated for Congregation Council shall have given prior consent to their nomination.

C12.02. The members of the Congregation Council except the pastor(s) shall be elected by written ballot, if necessary, to serve for two years, or until their successors are elected. Such members shall be eligible to serve no more than three full terms consecutively. Their terms shall begin January 1 and end on December 31. Newly elected Congregation Council members shall be installed at a Sunday worship prior to the date of the January Congregation Council meeting.

C12.03. Should a member's place on the Congregation Council be declared vacant, the Congregation Council shall elect a successor, by majority vote on written ballot, if more than one person is running. The successor will serve until the next annual election meeting.

C12.04. The Congregation Council shall have general oversight of the life and activities of this congregation, and in particular its worship life, to the end that everything be done in accordance with the Word of God and the faith and practice of the Evangelical Lutheran Church in America. The duties of the Congregation Council shall include the following:

- a. To lead this congregation in stating its mission, to do long-range planning, to set goals and priorities, and to evaluate its activities in light of its mission and goals.
- b. To seek to involve all members of this congregation in worship, learning witness, service, and support.
- c. To oversee and provide for the administration of this congregation, to enable it to fulfill its functions and perform its mission.
- d. To maintain supportive relationships with the pastor(s) and staff, and help them annually to evaluate the fulfillment of their calling, appointment, or employment.
- e. To be examples individually, and corporately, of the style of life and ministry expected of all baptized persons.
- f. To promote a congregational climate of peace and goodwill and, as differences and conflicts arise, to endeavor to foster mutual understanding.
- g. To arrange for pastoral service during the sickness or absence of the pastor.
- h. To emphasize partnership with the synod and churchwide units of the Evangelical Lutheran Church in America, as well as cooperation with other congregations, both Lutheran and non-Lutheran, subject to established policies of the synod and the Evangelical Lutheran Church in America.
- i. To recommend and encourage the use of program resources produced or approved by the Evangelical Lutheran Church in America and the Minneapolis Area Synod.
- j. To seek out and encourage qualified persons to prepare for the ministry of the Gospel.

C12.05. The Congregation Council shall be responsible for the financial and property matters of this congregation.

- a. The Congregation Council shall be the board of directors of this congregation, and as such shall be responsible for maintaining and protecting its property and the management of its business and fiscal affairs. It shall have the powers and be subject to the obligations that pertain to such boards under the laws of the State of Minnesota, except as otherwise provided herein.
- b. The Congregation Council shall not have the authority to buy, sell, or encumber real property unless specifically authorized to do so by a meeting of this congregation.
- c. The Congregation Council may enter into expenditures of up to an annual total of 5% of the budget for items not included in the budget.
- d. The Congregation Council shall recommend an annual budget for adoption by this congregation, shall supervise the expenditure of funds in accordance therewith following its adoption, and may incur obligations more than 5% of the budget in excess of the anticipated receipts, only after approval by a Congregation Meeting. The budget shall include this congregation's full-indicated share in support of the wider ministry being carried on in partnership with the synod and churchwide organization.
- e. The Congregation Council shall ascertain that the financial affairs of this congregation are being conducted efficiently, giving particular attention to the prompt payment of all obligations and to the regular forwarding of benevolence monies to the synodical treasurer.
- f. The Congregation Council shall be responsible for this congregation's investments and its total insurance program.

C12.05.01. In addition to duties and responsibilities provided in the constitution, the Congregation Council shall;

- a. Meet on a specified day the third week of most months, unless changed by the Congregation Council and an attempt is made to notify congregation members.

- b. Annually set the rate of benevolence commitment to the Synod to support the wider mission of the church.
- c. Approve and supervise all special fund drives as proposed by the congregation or the Congregation Council.
- d. Appropriate the annual distribution of The FUND earnings according to The FUND document.
- e. Congregation Council shall have oversight of all memorials.
- f. If possible provide instructions to delegates representing this congregation on outside boards and at conventions.
- g. Choose delegates to any group or meeting in which this congregation is entitled to representation.
- h. Review the goals set by each committee and help guide their work.
- i. Review and approve the proposed appointment of the Sunday school superintendent by the Christian Education committee.
- j. Review and approve job descriptions or changes proposed by staff, Personnel committee, and pastor.
- k. Provide input on worship times as specified in continuing resolutions.
- l. Provide prompt training and support for new Congregation Council members so all members can be contributing productive members by:
 - 1.) attending Congregation Council retreat; and
 - 2.) attending Synod workshops.
- m. Exercise personal obligations of Congregation Council members:
 - 1.) attend worship regularly;
 - 2.) receive the Sacrament of Holy Communion;
 - 3.) give regular financial support to the church;
 - 4.) support the pastor and other staff in their mutual ministry through prayer and action;
 - 5.) establish a pattern of good works by word and example; and
 - 6.) assist with Holy Communion when needed.

C12.05A15. Designated memorials shall be placed into an active memorial account and all active memorial accounts will be reviewed annually. If a designated project does not receive significant additional funds within a two year period, Congregational Council may allocate such funds to be used for another purpose. Undesignated memorials shall be placed into The FUND.

C12.06. The Congregation Council shall see that the provisions of this constitution, bylaws, and continuing resolutions are carried out.

C12.06A13. At any point at a meeting of the Congregational Council any council member may request a 24 hour recess before voting on an item being discussed.

C12.07. The Congregation Council shall provide for an annual review of the membership roster.

C12.08. The Congregation Council shall be responsible for the hiring and supervision of the employees of this congregation.

C12.09. The Congregation Council shall submit a comprehensive report to this congregation at the Annual Meeting Part II.

C12.10. Newly elected Congregation Council members shall receive previous year's minutes, agendas, a current copy of the articles of incorporation, constitution, amendments, bylaws, and continuing resolutions, before their first meeting.

C12.10.01. Upon election Congregation Council shall provide handbooks on Congregation Council duties to new members as defined in the continuing resolutions.

C12.11. The Congregation Council shall normally meet once a month. Special meetings may be called by the pastor or the president, or shall be called at the request of at least one-half of its members. Notice of each special meeting shall be given to all who are entitled to be present.

C12.12. A quorum for the transaction of business shall consist of a majority of the current Congregation Council and the pastor or interim pastor, except when the pastor or interim requests or consents to be absent and has given prior approval to the agenda for a particular regular or special meeting, which shall be the only business considered at that meeting. Chronic or repeated absence of the pastor who has refused approval of the agenda of a subsequent regular or special meeting shall not preclude action by the Congregation Council, following consultation with the synodical bishop.

C12.13. Should an issue arise that requires immediate attention, the Congregation Council and its committees may hold a meeting by remote communication, to the extent permitted by state law. Notice of all meetings shall be provided by phone or electronically.

Chapter 13. CONGREGATION COMMITTEES

- C13.01.** The officers of this congregation and the pastor(s) shall constitute the *Executive Committee*.
- C13.01A11.** Executive Committee shall meet to conduct necessary business of the church. The committee shall set the agenda for Congregation Council meetings. This committee shall assist the president in implementing the resolutions of the Congregation Council and the congregation.
- C13.02.** A *Nominating Committee*, chaired by the vice president, shall be appointed by Congregation Council, and if possible, shall include retiring members of the Congregation Council.
- C13.03.** The Congregation Council shall approve an *Audit Committee* of three to five members. At least three members need to be present for the audit to take place. Audit Committee members shall be a cross representation of this congregation. Term of office will be three years, with one or two members appointed each year. Members shall be eligible for reappointment.
- C13.03.01.** The Audit Committee shall audit the annual reports of the congregation as submitted by the treasurer and prepare a report for this congregation. This committee may also be asked to audit books of any other committee or organization as requested by Congregation Council.
- C13.04.** A *Mutual Ministry Team* of no more than six (6) members (in the absence of a mutual ministry team the duties shall be performed by the Executive Committee) shall be appointed jointly by the president and the pastor. Term of office shall be two years, with half of the members to be appointed each successive year.
- C13.04A15.** Mutual Ministry Team members may not serve more than two consecutive terms. Team members may not be officers of the congregation, be a member of the Personnel Committee, or be employed by this congregation during their term. The purpose of mutual ministry is to foster communication, support, and mutuality between pastor(s) and trusted members of the congregation. The purpose is not to be a liaison between church members and the pastor(s). Members of the Mutual Ministry Team are asked to encourage congregation members to go directly to the pastor(s) with any concerns that they might have. Confidentiality is essential.
- a. The duty of the Mutual Ministry Team shall be to meet regularly with the pastor(s) and provide support and counsel to the pastor(s).
- b. The meetings of the Mutual Ministry Team shall be confidential; no minutes shall be recorded unless requested by the pastor(s).
- c. The Mutual Ministry Team may speak or make recommendations to the Congregation Council in support of the pastor(s) if requested by the pastor(s).
- d. The position of the Mutual Ministry Team is always to represent the welfare, interests, and needs of the pastor(s).
- C13.05.** When a pastoral vacancy occurs, this congregation shall elect a *Call Committee* of 8 voting members. At least one shall be a member of the Congregation Council.
- a. There must be a minimum of six (6) members to vote, with a two-thirds majority of those voting needed to initiate the call. Term of committee will terminate upon installation of the newly called pastor.
- C13.05.01.** If any additional expectations are agreed upon at the time of call, that are beyond the job description, an addendum must be added to the job description.
- C13.06.** Other congregation committees both standing and temporary may be formed as the need arises, by decision of the Congregation Council.
- C13.07.** A listing of all congregational standing committees shall be contained in the bylaws or continuing resolutions along with general committee guidelines that apply to all committees. Specific duties of congregation standing committees shall be detailed in the continuing resolutions.

C13.07.01. Standing Committees shall include areas of:

- a. Worship and Music
- b. Christian Education
- c. Stewardship
- d. Evangelism
- e. Social Ministry
- f. Building and Maintenance
- g. Finance/Endowment
- h. Personnel

C13.07A13. Worship & Music Committee

- a. Provide for and guide the congregation in matters relating to regular worship services and the total music program.
- b. Involve, encourage, and help when needed in training/orientation for persons who assist with worship (ushers, acolytes, greeters, readers, communion assistants, choir members, guest pastors, etc.)
- c. Enhance the sense of community and personal meaning in worship.
- d. Set worship times and notify Congregation Council.
- e. Encourage and support special emphasis services (youth, women, elderly, minority, etc.)
- f. Support the Director of Worship and Music in maintaining a dedicated staff of assistants, choir director(s), etc.
- g. This committee shall include a member from each of the following areas (but are not limited to); ushers, altar guild, worship liaison, each active choir, someone representing youth, and Congregational Council.
(Worship liaison ie. staff or anyone assisting with filling greeters, lectors, communion assistants)
- h. The committee will present change proposals to Congregation Council. If Congregation Council has concerns they should discuss the concerns. Concerns will be taken back to the committee, and the committee will take them into consideration and make a decision.

C13.07B15. Christian Education Committee

- a. Provide quality learning opportunities to nurture the spiritual growth of children, youth, adults, and their families through classroom/forum, worship, fellowship, and service opportunities. Provide and encourage individual and group opportunities for bible reading and prayer for all ages.
- b. Provide training and support for teachers and helpers.
- c. Support pastoral and lay staff in pursuing continuing education opportunities.
- d. With staff input, select, implement and evaluate curriculum for Sunday Church School, Confirmation, Vacation Bible School, and Adult Education programs.
- e. Oversight of the Church Media center.
- f. Support the pastor(s) in new member instruction.
- g. Recruit and support Sunday School teachers and the Vacation Bible School volunteers.

C13.07C15. Stewardship Committee

- a. Awake the spirit of cheerful giving.
- b. Establishing an ongoing program of stewardship education.
- c. Conduct the stewardship drive to raise funds necessary to the program and mission of this church.
- d. Support all special fund drives as directed by this congregation or the Congregation Council.
- e. Give counsel and direction to this congregation in establishing a program for personal stewardship of one's time and talent.
- f. Survey this congregation in order to identify areas of interest, talent, and willingness to participate.

- g. Commitment Sunday for the annual stewardship drive shall be no later than the third Sunday in October.

C13.07D15. Evangelism Committee

Motivate this congregation to witness their faith, to bring new members into the fellowship of the congregation, and support members of the congregation.

- a. Invite residents of the community to visit this church.
- b. Acknowledge visitors and new members to show that we care about them.
- c. Contact inactive members to show that we are concerned about them and want them to be involved, and to prevent removal from the rolls. (see C8.05.01)
- d. Increase the church's presence and visibility in the community to spread the Word of God.

C13.07E13. Social Ministry Committee

Establish, promote and expand financial and personal support to our church, the community, synod, and world missions.

- a. Provide areas of service and enlist members in supporting social ministry projects through volunteering and financial support such as; SACA, Meals on Wheels, Community Dinner, Adopt Sullivan Park, Feed My Starving Children, World Hunger, Global Missions.
- b. Provide ministries of support and caring for the members of this congregation i.e. members paired with homebound for lay visitation.
- c. Provide educational opportunities for this congregation in matters relating to mission and social concerns.
- d. Other ways to express our concern:
 - 1.) Mailing cards to members who are ill, hospitalized, homebound, and notes of cheer plus cards to families with births and deaths.
 - 2.) Providing and maintaining a prayer chain/requests.
 - 3.) Support members, of this congregation, who are experiencing loss or life changing events.
 - 4.) Maintain the AED unit and provide training for use.
 - 5.) Monitor AED Grant dollars.
- e. Kitchen/Good Shepherd Guild
 - 1.) Furnish and maintain the kitchen as needed.
 - 2.) Provide funding for kitchen maintenance by having fundraisers such as bake sales.
 - 3.) Encourage use by any member of this congregation.
 - 4.) Good Shepherd Guild is composed of caring members who prepare and serve meals for bereaved families usually following a funeral or memorial service.
 - 5.) Good Shepherd Guild is supported by this congregation through the Social Ministry Committee.
 - 6.) There shall be two financial accounts for this committee. One account designated for the Kitchen Committee and one designated for Good Shepherd Guild.
 - 7.) Establish within the committee a three member finance group to deal with financial requests.
 - a.) Chairperson and/or Co-chairperson of this committee shall be part of this group.
 - b.) Have a limit of \$250.00 per request that the Kitchen and Good Shepherd Finance Group is authorized to spend without going to the committee membership for approval.
 - c.) Keep funds available to use for food purchases for funerals.
 - d.) Any money given to the committee at a funeral will be used to replenish the funds used for food and then the remainder, if any, will be put into the Good Shepherd Fund or unrestricted memorials unless stated otherwise.

- f. Fellowship Committee
 - Develop an interaction between members and the community by promoting events such as: bowling, theatre and concerts, sporting events, caroling, dinners, etc.

C13.07F15. Building & Maintenance Committee

- a. Provide maintenance and care for the church property, buildings, and grounds, so they will be attractive, functional, safe, and conducive to fulfilling this congregation's objectives as economically as possible.
- b. Keep available appropriate equipment, tools, and furnishings so the maintenance staff and members of this congregation can take proper care of the church facilities.
- c. Keep maintenance schedules and maintenance agreements current and posted.
- d. Notify congregation council of the short and long term needs of this congregation's property, facilities, and equipment.

C13.07G15. Finance Committee

- a. Prepare the budget from requests and recommendations it receives from committees, council and staff for the succeeding year and submit that draft to the Congregation Council for its action and presentation to the congregation.
- b. Oversee all financial affairs of this congregation to make sure they are being conducted efficiently, giving attention to prompt payment of all obligations and to the forwarding of benevolence monies to the Synod.
- c. Advise Congregation Council on investments and the total insurance program of this congregation and provide for an annual audit of this congregation's accounts.
- d. Prepare and maintain the following:
 - 1.) financial reports,
 - 2.) balancing ledger,
 - 3.) building fund progress,
 - 4.) memorials,
 - 5.) insurance policy.
- e. Oversee the counters who; count of all offerings, keep records of them, and make bank deposits.
- f. Oversee the quarterly statement issuing to church members.
- g. Prepare budget presentations to assist Stewardship Committee in setting and achieving its goals.
- h. Make recommendations to Congregation Council or congregation concerning the expenditure of non-budgeted funds.
- i. Assist and support the treasurer in his/her duties.
- j. The previous year's financial report shall be audited within 4 months after the end of the fiscal year (January 1st. - December 31st.). The audited report shall be presented to Congregation Council and a notice of completion shall be published in the Official Publications the following month.

C13.07H15. Personnel Committee

- a. Congregation Council shall appoint a Personnel Committee consisting, at most, of four members. Three members will serve a three year rotating term. If none are currently on Congregation Council, the fourth member shall be a Congregation Council member, appointed to serve a one year term. Members shall be eligible for reappointment.
- b. Meet with the pastor and review the annual staff performance report(s) prepared by the pastor(s).
- c. Supervise the process of recruiting/hiring staff person(s).
- d. Assist the pastor in all matters related to employees as needed.
- e. Mediate disagreements between a pastor and staff person(s).

- f. Recommend to the Finance Committee annual salaries and benefit packages of the pastor(s) and staff.
- g. Keep descriptions of compensated staff positions and letters of agreement current and filed in the church office.
- h. Be involved in encouraging and giving recognition to staff members, and if such should become necessary, in the discipline or termination process of a staff member.
- i. Recommend changes in personnel policies to the Congregation Council.
- j. Represent the welfare, needs, and interests of this congregation to the staff.
- k. In the event of a confidential mediation, only the existing members of the committee will serve the mediation until the mediation is resolved to maintain continuity and confidentiality.
- l. Any recommended changes to staff will be reviewed with Executive Committee a minimum of 24 hours prior to presentation to Congregation Council.
- m. Personnel Committee will also serve as Staff Support. The committee will make arrangements to meet with staff when requested. All meetings will be confidential and no minutes will be recorded unless requested by staff. If Personnel is unable to counsel staff, Executive Committee will appoint, with input from staff, two independent congregation members, to help resolve the issue.

C13.07.02. General guidelines for all committees to follow unless specific changes are listed in the committee descriptions elsewhere in the bylaws:

- a. Each committee shall elect from its membership a chairperson.
- b. Only voting members of this congregation shall be eligible for the chair of committees, with the exception of the Youth Committee.
- c. Staff members are ex-officio members of all committees. They shall be invited to attend meetings having agenda items that directly affect their area of service.
- d. All committees shall conduct regular meetings at least quarterly and turn in meeting minutes to the Congregation Council.
- e. A quorum for any regular or special meeting of a committee shall be a majority of the members of the committee. Notice of all meetings shall be conveyed to all members of the committee.
- f. The pastor, council president, chair of the committee or majority of committee members may call a special meeting.
- g. All committees shall submit a written report of their activities annually to the congregation for the Annual Meeting Part II and at additional times as the Congregation Council or congregation may request.
- h. At least one member of the Congregation Council shall be appointed by the president and the pastor(s) to serve on each committee.
- i. Each committee shall prepare and be accountable for its portion of the annual budget.

C.13.07.02A15. Further guidelines for committee work as outlined by the Congregation Council.

- a. Review committee goals and objectives as stated in the constitution, by-laws, and continuing resolutions and how they further the mission of this congregation.
- b. Each committee shall relate to and communicate with other committees.
- c. Communicate with church office to inform/schedule master calendar meetings/events.

C13.08 The pastor(s) of this congregation shall be an *ex-officio* member of all committees and task forces of the congregation.

Chapter 14. ORGANIZATIONS WITHIN THE CONGREGATION

C14.01. All organizations within this congregation shall exist to aid in ministering to the members of this congregation and to all persons who can be reached with the Gospel of Christ. As outgrowths and expressions of this congregation's life, the organizations are subject to its oversight and direction. This congregation at its meeting shall determine their policies, guide their activities, and receive reports concerning their membership, work, and finances.

C14.02. Special interest groups, other than those of the official organizations of the Evangelical Lutheran Church in America, Ratified by the congregation February 15, 2015
Synod approved July, 2015

may be organized only after the Congregation Council has given authorization and specified in a continuing resolution.

Chapter 15. DISCIPLINE OF MEMBERS AND ADJUDICATION

- C15.01.** Persistent and public denial of the Christian faith, willful or criminal conduct grossly unbecoming a member of the Church of Christ, continual and intentional interference with the ministry of the congregation, or willful and repeated harassment or defamation of member(s) of the congregation is sufficient cause for discipline of a member. Prior to disciplinary action, reconciliation and repentance will be attempted following Matthew 18:15–17, proceeding through these successive steps, as necessary:
- a) private counsel and admonition by the pastor,
 - b) censure and admonition by the pastor in the presence of two or three witnesses,
 - c) written referral of the matter by the Congregation Council to the vice president of the synod, who will refer it to a consultation panel drawn from the Consultation Committee of the synod, and
 - d) written referral of the matter by the consultation panel to the Committee on Discipline of the synod. If, for any reason, the pastor is unable to administer the admonitions required by paragraphs a. and b. hereof, those steps may be performed by another pastor chosen by the Executive Committee of the Congregation Council.
- C15.02.** The process for discipline of a member of the congregation shall be governed as prescribed by the chapter on discipline in the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*. If the counseling, censure, and admonitions pursuant to C15.01. do not result in repentance and amendment of life, charges against the accused member(s) that are specific and in writing may be prepared by the Congregation Council, signed, and submitted to the vice president of the synod. The vice president shall select from the synod's Consultation Committee a panel of five members (three lay persons and two clergy). A copy of the written charges shall be provided to the consultation panel and the accused member(s). The consultation panel, after requesting a written reply to the charges from the accused member(s), shall consider the matter and seek a resolution by means of investigation, consultation, mediation, or whatever other means may seem appropriate. The panel's efforts to reach a mutually agreeable resolution shall continue for no more than 45 days after the matter is submitted to it.
- C15.03.** If the consultation panel fails to resolve the matter, that panel shall refer the case in writing, including the written charges and the accused member's reply, to the Committee on Discipline of the synod for a hearing. A copy of the panel's written referral shall be delivered to the vice president of the synod, the Congregation Council, and the accused member(s) at the same time it is sent to the Committee on Discipline of the synod. The Executive Committee of the Synod Council shall then select six members from the Committee on Discipline to decide the case, and shall appoint a member of the Synod Council to preside as nonvoting chair. Those six members plus the nonvoting chair comprise the discipline hearing panel for deciding the case. The Congregation Council and the accused member(s) are the parties to the case.
- C15.04.** The discipline hearing panel shall commence and conduct the disciplinary hearing in accordance with the provisions governing discipline of congregation members prescribed in the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*.
- C15.05.** By the vote of at least two-thirds of the members of the discipline hearing panel who are present and voting, one of the following disciplinary sanctions can be imposed:
- a. suspension from the privileges of congregation membership for a designated period of time;
 - b. suspension from the privileges of congregation membership until the pastor and Congregation Council receive evidence, satisfactory to them, of repentance and amendment of life;
 - c. termination of membership in the congregation; or
 - d. termination of membership in the congregation and exclusion from the church property and from all congregation activities.
- C15.06.** The written decision of the discipline hearing panel shall be sent to the vice president of the synod, the accused member(s), and the Congregation Council as required by the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*. The decision of the discipline hearing panel shall be implemented by the Congregation Council and recorded in the minutes of the next council meeting.
- C15.07.** No member of the congregation shall be subject to discipline a second time for offenses that a discipline hearing panel has heard previously and decided pursuant to this chapter.
- C15.10. Adjudication**
- C15.11.** When there is disagreement among factions within this congregation on a substantive issue that cannot be resolved by the parties, members of this congregation shall have access to the synodical bishop for consultation after informing the chair of the Congregation Council of their intent. If the consultation fails to resolve the issue(s), the Consultation Committee of the synod shall consider the matter. If the Consultation Committee of the synod shall fail to resolve the

issue(s), the matter shall be referred to the Synod Council, whose decision shall be final.

Chapter 16. BYLAWS

C16.01. This congregation may adopt bylaws. No bylaw may conflict with this constitution.

C16.02. Bylaws may be adopted or amended at any legally called meeting of this congregation with a quorum present by a majority vote of those voting members present and voting.

C16.03. Changes to the bylaws may be proposed by any voting member provided that such additions or amendments be submitted in writing to the Congregation Council at least 60 days before a regular or special Congregation Meeting called for that purpose. The Congregation Council shall notify the congregation's members of the proposal with the council's recommendations at least 30 days in advance of the Congregation Meeting. Notification may take place by mail or electronic means, as permitted by state law.

C16.03.01. Amendments to the Bylaws shall be published in full, in the Official Publications and made available at the church.

C16.04. Approved changes to the bylaws shall be sent by the secretary of this congregation to the synod.

Chapter 17. AMENDMENTS

C17.01. Unless provision C17.04. is applicable, those sections of this constitution that are not required, in accord with the *Model Constitution for Congregations of the Evangelical Lutheran Church in America*, may be amended in the following manner. Amendments may be proposed by at least 10% of the voting members or by the Congregation Council. Proposals must be filed in writing with the Congregation Council 60 days before formal consideration by this congregation at a regular or special Congregation Meeting called for that purpose. The Congregation Council shall notify the congregation's members of the proposal together with the council's recommendations at least 30 days in advance of the meeting. Notification may take place by mail or electronic means, as permitted by state law.

C17.02. An amendment to this constitution, proposed under C17.01., shall:

- a. be approved at a legally called Congregation Meeting according to this constitution by a majority vote of those present and voting;
- b. be ratified without change at the next annual meeting by a two-thirds majority vote of those present and voting; and
- c. have the effective date included in the resolution² and noted in the constitution

C17.03 Any amendments to this constitution that result from the processes provided in C17.01. and C17.02. shall be sent by the secretary of this congregation to the synod. The synod shall notify the congregation of its decision to approve or disapprove the proposed changes; the changes shall go into effect upon notification that the synod has approved them.

C17.03.01. Amendments to the Constitution shall be published in full, in the Official Publications and made available at the church.

C17.04. This constitution may be amended to bring any section into conformity with a section or sections, either required or not required, of the *Model Constitution for Congregations of the Evangelical Lutheran Church in America* as most recently amended by the Churchwide Assembly. Such amendments may be approved by a simple majority vote of those voting members present and voting at any legally called meeting of the congregation without presentation at a prior meeting of the congregation, provided that the Congregation Council has submitted by mail or electronic means, as permitted by state law, notice to the congregation of such an amendment or amendments, together with the council's recommendations, at least 30 days prior to the meeting. Upon the request of 10% of the voting members of the congregation, the Congregation Council shall submit such notice. Following the adoption of an amendment, the secretary of the congregation shall submit a copy thereof to the synod. Such provisions shall become effective immediately following a vote of approval.

Chapter 18. CONTINUING RESOLUTIONS

C18.01. The congregation in a legally called meeting or the Congregation Council may enact continuing resolutions. Such continuing resolutions may not conflict with the constitution or bylaws of this congregation.

C18.02. Continuing resolutions shall be enacted or amended by a majority vote of a meeting of the congregation or a two-thirds vote of the entire elected Congregation Council.

C18.02.01. All changes to continuing resolutions approved by Congregational Council shall be published in full in the Official Publications, within 45 days and made available at the church office and on the website.

Chapter 19. INDEMNIFICATION

C19.01. Consistent with the provisions of the laws under which this congregation is incorporated, this congregation may adopt provisions providing indemnification for each person who, by reason of the fact that such person is or was a Congregation Council member, officer, employee, agent, or other member of any committee of this congregation, was or is threatened to be made a party to any threatened, pending, or completed civil, criminal, administrative, arbitration, or investigative proceeding.

² *Such an effective date must be stated in relation to the requirements of C17.03 to allow time for synodical review of the amendment.*

