

**Constitution
of
Prince of Peace
Evangelical Lutheran Church
Latrobe, Pennsylvania**



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INTRODUCTION

The *Model Constitution for Congregations of the Evangelical Lutheran Church in America* originally was adopted by the Constituting Convention of this church in Columbus, Ohio, on April 30, 1987. This was done as required by the *Constitutions, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*.

This current edition of the *Model Constitution for Congregations of the Evangelical Lutheran Church in America* contains changes adopted by the 1989, 1991, 1993, 1995, 1997, 1999, 2001, 2003, 2005, and 2007 Churchwide Assemblies.

The model is consistent with the requirements of the constitutional governing documents of the ELCA's churchwide organization and synods.

➤ **Required provisions:** Sections of this constitution marked by an asterisk [*] are required when a congregation amends its governing documents. These sections must be used without alteration or amendment of the text in any manner (neither additions nor deletions). This is in keeping with provision 9.52. in the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*. This provision stipulates that when a congregation of this church "wishes to amend any provision of its governing documents, the governing documents of that congregation shall be so amended to conform to 9.25.b." in the churchwide constitution. The provisions herein marked by an asterisk are those that are indicated as required in ELCA constitutional provision 9.25.b.

➤ **Review by synod:** In keeping with provisions that apply to all congregations of this church, each congregation is to provide a copy of its governing documents to the synod. As specified by ELCA bylaw 9.53.03. (numbering as listed in the 1991 and subsequent editions):

All proposed changes in the constitution or incorporation documents of a congregation shall be referred to the synod with which the congregation is affiliated. The synod shall approve or disapprove the proposed changes within 120 days of receipt thereof, and shall notify the congregation of its decision; in the absence of a decision, the changes shall go into effect.

➤ **Codification explanation:** A numerical codification indicates (a) general subject, (b) constitutional provisions, (c) bylaws, and (d) continuing resolutions.

a. Major sectors are designated as chapters. The chapter designation becomes the first number in the codification sequence and is followed by a period. Thus, provisions in "Chapter 8. Membership" are preceded by "8."

b. Constitutional provisions are codified with two sets of numbers: the chapter number and a two-digit number preceding the second period in the codification. Thus, one constitutional provision related to "Membership" is codified *C8.02.

c. Bylaw provisions are codified with three sets of numbers: the chapter number, the related constitutional provision number, and a two-digit number. Thus, one bylaw provision related to "Membership" would be codified C8.02.01. Because bylaws and continuing resolutions normally are so specifically related to details of each congregation's organization, operation, and life, no model set of bylaws or continuing resolutions is provided. Each congregation may develop its own bylaws and continuing resolutions, but no such bylaws or continuing resolutions may conflict with this constitution, the constitution and bylaws of the Evangelical Lutheran Church in America, and the constitution of the synod, as indicated in *C6.03.e.

d. The Congregation Council may adopt "continuing resolutions," which may provide descriptions of operational patterns or of the ongoing responsibilities of committees or other units within the organizational structure of the congregation. Within the governing documents of a congregation, continuing resolutions are the provisions most easily amended. Unlike constitutional provisions and bylaws, continuing resolutions may be updated regularly by the Congregation Council without the necessity of calling a regular or special Congregation Meeting. Continuing resolutions also are codified with three sets of numbers except that the third set is preceded by a capital letter. Thus, a continuing resolution might be numbered C13. to designate the chapter; C13.07. to designate the subject matter within the chapter; and the third set might be numbered A07. in the codification C13.07.A07. to indicate by the "A" that it is the first continuing resolution regarding that subject and to indicate by the "07" that it was adopted in 2007.

➤ **Ease of use:** The provisions of your congregation's constitution, the bylaws, and the continuing resolutions that pertain to the same matter should be placed together for clarity and ease in use.

If chapter numbers are considered the major sequence number, constitution numbers as a fraction of the chapter number, and bylaw numbers as a fraction of the constitution number, then the codification can be said to provide a progressive sequence. Thus, *C5.01. will precede C5.03.10., and C9.11.16. will precede *C9.13.

All provisions in the *Model Constitution for Congregations* are prefaced with “C” to distinguish these provisions from comparable ones in the synodical and churchwide constitutions.

➤ **Missing numbers:** As you work with the *Model Constitution for Congregations*, you may notice that certain numbers seem to be missing from the numbering sequence in some chapters. That is intentional. In the style followed here, the number “.10.” and multiples thereof have been reserved for possible use as section headings in future editions. Therefore, in the sequence, for example, of Chapters 1, 9, and 12, these “.10.” numbers do not appear.

➤ **Selection of options:** Alternatives are provided in certain places within the model. Those are noted by square brackets. For example, *C9.01. offers the alternative of election of a call committee by the congregation or by the Congregation Council. One alternative should be chosen in each instance where square brackets appear in the text.

Optional texts are provided in separate paragraphs in Chapters 11 and 12 regarding the Congregation Council and its membership. Each congregation will need to select one of those options for council membership or a variation thereof, subject to approval through the synod’s constitutional review process.

➤ **References to church:** In the governing documents, “Church” with a capital letter is used in references to the one, holy, catholic, and apostolic Church. In references to the Evangelical Lutheran Church in America, the words “church” and “this church” in lower case letters are employed, although, for clarity in this constitution, the full name or “ELCA” normally is used.

The specific congregation may be identified, as provided in C1.02., as “this congregation.”

➤ **Guidelines:** A list of guidelines for a congregation engaging in review and amendment of its constitution is available through each synod office and on the ELCA Web site (www.elca.org/secretary/Constitutions/ModelGuide.pdf).

The task of amending a constitution is not easy. It is, however, an important endeavor that merits thoughtful work. In your constitutional responsibilities, God grant you wisdom, mutual love, clear understanding of good order, and commitment to the unity of this church in faithful witness to our Lord and Savior, Jesus Christ.

THE REV. LOWELL G. ALMEN
Secretary
Evangelical Lutheran Church in America

August 20, 2007

CONSTITUTION

PRINCE OF PEACE EVANGELICAL 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 Prince of Peace Evangelical Lutheran Church.
- C1.02 For the purpose of this constitution and the accompanying bylaws, the congregation of Prince of Peace Evangelical Lutheran Church is hereinafter designated as "this congregation."
- C1.11 This congregation shall be incorporated under the laws of the Commonwealth of Pennsylvania.
- C1.21 There shall be a seal of this congregation.

Chapter 2

CONFESSIONS 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.

- *C4.03 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.
- *C4.06. 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.
- *C5.02 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 a lawful means.
- i. elect its Congregation Council and require the members of the council to carry out their duties in accordance with the constitution, bylaws, and continuing resolutions.
- 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 Southwestern Pennsylvania Synod of the Evangelical Lutheran Church in America.

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 Southwestern Pennsylvania 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 in 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 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 Southwestern Pennsylvania 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 Southwestern Pennsylvania 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.

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.

*C8.05 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.

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 the Congregation Council to recommend the call, shall seek the advice and help of the bishop of the synod.

*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 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 the congregation to the work of the churchwide organization of the Evangelical Lutheran Church in America (ELCA) and of the Southwestern Pennsylvania 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) 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 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.

*C9.06 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.

*C9.10

*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
- b. 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.

C9.20 Ecumenical pastoral ministry

C9.21 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 MEETINGS

C10.01 The semi-annual meetings of this congregation shall be held at times specified in the bylaws below:

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 by the president of the congregation upon the written request of ten voting members. The president of the Congregation Council shall call a special meeting upon request of the synodical bishop. 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 or electronic means, as permitted by state law, to all voting members at least 10 days in advance of the date of the meeting.

C10.04 Thirty voting members shall constitute a quorum.

C10.05 Voting by proxy or by absentee ballot shall not be permitted.

C10.06 All actions approved by the congregation shall be by majority vote of those voting members present and voting, except as otherwise provided in this constitution or by state law.

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

C10.08 A written record shall be made of each Congregation Meeting and kept on file as part of the historical records of this congregation.

Chapter 11

OFFICERS

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

a. Duties of the officers shall be as specified in 11.01.01.

b. The officers shall be voting members of the congregation.

c. Officers of this congregation shall serve similar offices of the Congregation Council.

C11.02 The Congregation Council shall elect its officers (President, Vice President and Secretary, Treasurer and Financial Secretary) and they shall be the officers of the congregation. The officers shall be elected by written ballot and shall serve for one year or until their successors are elected. Their terms shall begin September 1st following the election and end August 31st, the following year.

C11.03 No elected officer shall hold more than one office at a time. The President, Vice-President and Secretary may serve three consecutive one-year terms. There are no term limits for the Offices of Treasurer, Assistant Treasurer, Financial Secretary or Assistant Financial Secretary.

Chapter 12

CONGREGATION COUNCIL

- C12.01 The voting membership of the Congregation Council shall consist of the pastor(s) and not more than *twelve* members nor fewer than nine members of the 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. 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.
- C12.02 The members of the Congregation Council except the pastor(s) shall be elected by written ballot to serve for three years or until their successors are elected. Such members shall be eligible to serve no more than two full terms consecutively. Their terms shall begin September 1st following their election. The offices of Treasurer and Financial Secretary will have voice but not vote at all council meetings, unless they are elected member of the Congregation Council, then they will have all the privileges of voice and vote afforded to the members of the Congregation Council.
- a. If four or more terms are to be filled, the full term positions will be filled by the elected nominees receiving the highest number of votes. In the event an appointee to an un-expired term is elected, that appointee shall serve out the remainder of the term to which appointed.
 - b. Newly elected Congregation Council members are expected to attend council meetings and be afforded voice without vote until they assume their office September 1st with the exception that they may vote for the officers that will begin service on September 1st.
- C12.03 Should a member's place on the Congregation Council be declared vacant, the Congregation Council shall appoint a successor until the next meeting of the congregation. Individuals who have served less than one-half of a regular term shall be eligible for nomination and possible election to a full term.
- 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 the program resources produced or approved by the Evangelical Lutheran Church in America.
- 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 trustees 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 Commonwealth of Pennsylvania, 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 the congregation.
- c. The Congregation Council may enter into contracts of up to \$5,000.00 for items not included in the budget.
- d. The Congregation Council shall prepare 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 \$2,500.00 in excess of the anticipated receipts only after approval by a Congregation Meeting. The budget shall include this congregation's full, indicated goal 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 and shall provide for an annual audit of all accounts of this congregation and an annual review of all insurance programs of this congregation.

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

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 employment and supervision of the staff of this congregation. The Executive Committee of the Council shall be responsible for the recommendation for the hiring of the staff of the congregation and the annual performance review of the staff. Nothing in this provision shall be deemed to affect the congregation's responsibility for the call, terms of call, or termination of call of any staff who are on the roster of the Evangelical Lutheran Church in America.

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

C12.10

C12.11 The Congregation Council shall normally meet once a month. Special meetings may be called by the pastor or the president, and shall be called by the president 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 members of the Congregation Council, including the pastor or interim pastor, except when the pastor or interim pastor 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 or interim 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. The Congregation Council and its committees may hold meetings by remote communication, including electronically and by telephone conference, and, to the extent permitted by state law, notice of all meetings may be provided electronically.

Chapter 13

CONGREGATION COMMITTEES

- C13.01 The elected officers of this congregation, President, Vice-President, Secretary, Treasurer and the pastor shall constitute the Executive Committee.
- C13.02 A Nominating Committee of six voting members of this congregation, two of whom shall be, if possible, outgoing members of the Congregation Council, shall be elected or appointed at the January Annual Meeting for a term of one year. Members of the Nominating Committee are not eligible for consecutive re-election.
- C13.03 An Auditing Task Force shall be appointed annually and as needed by the Congregation Council. Auditing Task Force members shall not be members of the Congregation Council.
- C13.04 A Mutual Ministry Committee shall be appointed jointly by the president and the pastor and approved by Congregation Council. The committee shall consist of six voting members of the congregation, representative of all age, gender and ethnic groups from within the congregation. Term of office shall be two years, three members to be appointed each successive year. No member of the Mutual Ministry Committee shall be eligible to serve two consecutive terms.
- C13.05 When a pastoral vacancy occurs, a Call Committee of six voting members shall be elected by the Congregation Council and approved by the congregation. Term of office will terminate at installation of the newly called pastor.
- C13.06 Other congregation ministries, committees, and task forces may be formed as the need arises, by decision of the Congregation Council.
- C13.07 Duties of all congregation ministries shall be specified in the Continuing Resolutions.
- C13.08. The pastor(s) of this congregation shall be *ex officio* a member of all committees and boards of the congregation. The president of this congregation shall be *ex officio* a member of all committees and boards of the congregation, except the Nominating Committee.

Chapter 14

ORGANIZATIONS WITHIN THIS CONGREGATION

- C14.01 All organizations within this congregation shall exist to aid it 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, may be organized only after authorization has been given by the Congregation Council and specified in a continuing resolution.

Chapter 15 DISCIPLINE OF MEMBERS

- *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.
- *C16.04 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 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 resolution* 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.

* C17.02.c.: *Such an effective date must be stated in relation to the requirements of *C17.03. to allow time for synodical review of the amendment.

- *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 voting members of the congregation, the Congregation Council shall submit such notice and call such a meeting. 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 all voting members of the Congregation Council.

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.

Chapter 20 PARISH AUTHORIZATION

- *C20.04. Whenever a parish arrangement is terminated, the call of any rostered person serving that parish is terminated. Should any congregation that formerly was part of the parish arrangement desire to issue a new call to that rostered person, it may do so in accordance with the call process of this church.

“SOLO DEO GLORIA!”

(“TO GOD ALONE THE GLORY!”)

BYLAWS OF THE CONGREGATION

Chapter 8 Membership

C8.04.01 Encourage parents to present their children for Holy Baptism in early infancy and diligently nurture them in the Christian faith in the home and in the schools provided by this congregation.

C8.05.01 DEFINITION OF INACTIVITY

- a. Those confirmed members who no longer qualify as voting members because they have not received Holy Communion and made a contribution of record to this congregation during the current or preceding calendar year, may be removed from the roll of members by the Congregation Council. As such, they shall remain as persons for whom the Church has a continuing pastoral concern. Such a member shall be restored by the Congregation Council to congregational membership when he or she again communes in this congregation and makes a contribution of record to this congregation.
- b. It is the desire and prayer of the congregation that every such person would, at some subsequent time, again accept the invitation and the responsibility of membership in the Christian Church, and that he or she would again be received into membership of this congregation by the Reaffirmation of Faith.

Chapter 10 – Congregation Meetings

C10.01.01 There will be two scheduled meetings of the Congregation each year. The first will be held on a Sunday during the month of January for presentation of the Annual Report, the annual budget and acting on other business of the Congregation that is brought from the Congregation Council or to the Floor of the Congregational Meeting from the members of the congregation. The second meeting shall be held on a Sunday during the month of June for business deemed necessary by the Congregation Council and to elect members to the Congregation Council. Other special meetings may be held throughout the year in accordance with sections 10.02 and 10.03 of the Congregation's Constitution.

Chapter 11 – Officers

C11.01.01 DUTIES OF CONGREGATION COUNCIL OFFICERS

- a. All officers shall be voting members of the congregation. If any of the officers ceases to be such, their office shall at once be declared vacant by council, which shall elect another member of the council to fill the office for the remainder of the term.
- b. The president and vice-president shall be chosen from the membership of the Congregation Council. The other officers, if not elected members of the council, shall be accorded the privilege of voice without vote in its meetings.
- c. The secretary shall keep accurate minutes of all meetings of the congregation and of the council in a volume provided by the congregation, which shall be preserved permanently in its archives.
- d. The treasurer(s) shall keep the books of account of the congregation. All funds will be received and disbursed on proper orders and monthly remittance of benevolence receipts will be made to the treasurer of the synod.
- e. The financial secretary, if such office is activated, shall receive record of all income from contributing members and all other sources, and keep confidential record of the same.
- f. The treasurer(s) shall make written report of all transactions to the Congregation Council monthly. Written reports, together with a satisfactory audit, will be made to the congregation at its January Annual Meeting. All financial officers shall give corporate surety, in amounts determined by the Congregation Council. Premiums for such surety will be paid by the congregation.

C11.01.02

Duties of the officers shall be:

- a. President
 - Preside over Congregation Meetings.
 - Preside over Congregation Council meetings.
 - Present the agendas for Congregation Meetings and Congregation Council meetings.
 - Prepare a report for the Annual Report and January Congregation Meeting.
 - See that the Annual Report is prepared and available to all members.
 - Attend various committee meetings as time permits.
- b. Vice-President
 - Preside over Congregation Meetings in the absence of the President.
 - Preside over Congregation Council meetings in the absence of the President.
 - Fulfill all the duties and responsibilities of the President in the event of a vacancy.
- c. Secretary
 - Prepare the agenda for Congregation Meetings and Congregation Council meetings, and have available at all meetings.
 - Keep accurate minutes of all meetings of the congregation and of the Congregation Council.
 - Preserve all minutes permanently in the Congregation Council archives.
 - Distribute the minutes as required.
 - Attend all meetings of the congregation and Congregation Council, or see that a replacement is appointed.
- d. Treasurer
 - Follow good financial accounting practices; keep accurate records for all congregational accounts.
 - Record all receipts and expenditures.
 - Pay out monies owed by this congregation, including the monthly remittance of benevolence receipts.
 - Prepare a monthly report for the Congregation Council.
 - Prepare a report for the Annual Report and January Congregation Meeting.
 - Serve ex-officio on the Finance Committee.
 - Assist in the annual audit.
 - Attend all meetings of the congregation and Congregation Council, or appoint a representative to present report and answer questions regarding the report.
 - Have corporate surety in amounts determined by the Congregation Council. Premiums to be paid by the congregation.
- e. Financial Secretary
 - Keep confidential records of all contributions from contributing members. Keep records of contributions from other sources.
 - Provide statements of giving to contributing members at least annually.
 - When requested, prepare a report for the Congregation Council, the Annual Report and the January Congregation Meeting.
 - Serve ex-officio on the Finance Committee.
 - Report to the Ministry of Stewardship.
 - Attend all meetings of the congregation and Congregation Council when requested, or appoint a representative to present a requested report and answer questions regarding the report or other records.
 - Have corporate surety in amounts determined by the Congregation Council. Premiums to be paid by the congregation.
- f. Assistant Treasurer(s)
 - If this office is appointed by the Congregation Council, he/she will work to assist the Treasurer with any and all duties listed above.
- g. Assistant Financial Secretary
 - If this office is appointed by the Congregation Council, he/she will work to assist the Financial Secretary with any and all duties listed above.

Chapter 12 – Congregation Council

- C12.02.01 CONGREGATION COUNCIL NOMINATIONS. Nominations for the Congregation Council shall be made by the nominating committee to at least the number of vacancies to be filled. Additional nominations may be made from the floor provided consent of the nominee has been secured.
- C12.02.02 STAGGERED TENURE OF CONGREGATION COUNCIL MEMBERS. Tenure of members of the Congregation Council shall be so arranged that not more than four terms expire annually.
- C12.02.03 All Congregation Council members shall be installed at the earliest possible worship service following their election.
- C12.04.01 CONGREGATION COUNCIL MINISTRY. Ministerial duties of the Congregation Council will include support of the pastor(s) in fulfilling their calling. In so doing, to visit the sick, the infirm and spiritually indifferent, to minister to the poor and distressed and to seek to bring the un-churched into the fold of Christ.
- C12.04.02 The following shall constitute the order of business for the Congregation Council meetings:
- Attendance and action on excuses of absence
 - A period for study/devotion
 - Approval of minutes
 - Petitions and communications
 - Report of the pastor(s)
 - Report of the treasurer and, if requested, financial secretary
 - Reports of the congregational committees (Auditing, Mutual Ministry, Nominating, Youth, etc.)
 - Reports of the special or standing committees/ministries
 - Other reports
 - Unfinished business
 - New business
 - Adjournment with prayer
- C12.04.03 Prior to the start of each new congregational year, the Congregation Council shall:
- a. Review the Mission Statement, update and approve the goals, objectives and strategies for the congregation for the coming year.
 - b. Review and update the duties of each Ministry and appoint any new committees that may be required.
- C12.05.01 CONGREGATION BIDDING PRACTICES.
- All goods or services purchased at an amount greater than \$5,000.00 should be subject to competitive bidding. Also, for expenditures of less than \$5,000.00, competitive bidding, if practical, should be considered by Congregation Council.
- Exceptions to the above may be:
- Single source of material or expertise.
 - Dire emergencies or danger to our physical plant requiring immediate action.
- Council may, with good and logical reason, select a source other than the lowest bidder. Congregation Council may, as a matter of good stewardship, authorize purchases or repairs that are not the lowest bid item, with justification being presented to all concerned parties.

Chapter 13 – Congregation Committees

- C13.03.01 AUDIT OF CONGREGATIONAL ORGANIZATIONS.
All congregational organizations' financial records will be audited annually and proper procedure recommended where necessary.

CONTINUING RESOLUTIONS

December 10, 2002

Section 1

MINISTRIES

C4.04A02

- a. Each Ministry shall be composed of one or more members of the council, and in addition, other voting members of the congregation. The elected council member may be, but is not required to be, chairperson of the Ministry and shall act as liaison to the Congregation Council. Although appointed by, and responsible to the Congregation Council, these Ministries shall be representative of the interest of, and performing essential services for the congregation as a whole. The pastor(s) shall have a voice and vote in all Ministries.
- b. Except as stipulated in the following paragraphs, the duties of all Ministries shall be assigned by the Congregation Council, along with such instructions as in its judgment are in the best interest of the congregation.
- c. All actions of Ministries shall be subject to review by the Congregation Council.
- d. There shall be a MINISTRY OF CHRISTIAN EDUCATION. This Ministry, in association with the pastor(s), shall oversee the conduct and promotion of the school(s) and the activities of all organizations within the congregation. It shall encourage the use of teaching and worship materials published or approved by the Evangelical Lutheran Church in America, and seek to introduce the church's periodicals and books of family devotion into the homes of the congregation. One of the primary aims of this Ministry shall be to bring the call of the ministry of the Gospel and other full-time church vocations to the attention of qualified members of the congregation.
- e. There shall be a MINISTRY OF CHURCH PROPERTY. This Ministry shall ensure that property is adequate for the congregation's mission and operation; shall see to the proper maintenance and protection of all property of the congregation; see that the same is kept in good repair and adequately insured. This Ministry shall oversee the position(s) of church custodian and related housekeeping duties. This Ministry shall ascertain and provide cost estimates on expenditures, as required by this constitution, to comply with the above responsibilities for inclusion in the annual church budget, and oversee that all property improvements and expansions are completed as approved.
- f. There shall be a MINISTRY OF EVANGELISM. This Ministry shall stimulate and lead all members of the congregation in continuous and, from time to time, concerted endeavors to reawaken the spiritually indifferent and to reach others who are as yet un-won, with the Gospel and attach them to Christ's Church. To this end, the Ministry shall devote itself to deepening spiritual life and shall periodically study the congregation in the context of its surrounding community.
- g. There shall be a MINISTRY OF FINANCE, of which the treasurer(s) and Financial Secretary shall be members ex-officio. This Ministry shall prepare a proposed budget for the succeeding year, including the congregation's full, indicated goal in support of the wider ministry being carried on in its behalf by the Evangelical Lutheran Church in America and the synod. Such proposed budget shall be submitted to the Congregation Council for its action and later presentation at a Congregation Meeting. The Ministry shall exercise oversight of all the financial affairs of the congregation to make sure that they are being conducted efficiently, giving particular attention to the prompt payment of all obligations, and to the regular forwarding of benevolence monies to the synod treasurer. It shall, subject to the approval of the Congregation Council, be responsible for the congregation's investments.
- h. There shall be a MINISTRY OF SOCIAL OUTREACH. The purpose of this Ministry shall be to extend Christian compassion and helpfulness to the ill, aged, orphaned, underprivileged, imprisoned and in general to persons of all ages in need of aid in body or soul. It shall strive to enlist in these efforts as many as possible of the individual members and organizations of the congregation. This Ministry shall further have the duty to study social conditions, primarily in the local community, in order to bring the cleansing and healing light of Christian truth to bear on critical problems through thoughtful Christian discussions of facts and issues.

- i. There shall be a MINISTRY OF FELLOWSHIP. This Ministry shall provide fellowship opportunities within the congregation to promote friendship and unity among its members, and provide receptions and dinners in cooperation with other ministries of the congregation, as approved by the Congregation Council in accordance with the mission of the congregation.
- j. There shall be a MINISTRY OF STEWARDSHIP of which the treasurer(s) shall be member(s) ex-officio. It shall be the function of this Ministry to evoke and promote the expression of Christian faith in daily living, to teach the Christian use of money, to diffuse knowledge of the congregation's local, church-wide and world-wide ministries, and to lead the congregation's members to higher levels of proportionate giving for the Lord's work. This Ministry shall also be responsible for "Every Member Visits" and any other congregational efforts which lead to informed and grateful giving as deemed appropriate of implementation by this Ministry.
- k. There shall be a MINISTRY OF WORSHIP AND MUSIC. It shall assist the Congregation Council in seeing that the services of God's house are conducted regularly and in accordance with the liturgy of the Evangelical Lutheran Church in America that competent ushers and acolytes are recruited and trained, and hymnals and other devotional materials are provided and properly cared for. This Ministry shall supervise and strive to advance the welfare and effective service of the choir(s) of the congregation. It shall arrange for the care of the paraments, vestments and musical instruments. It shall, in consultation with the pastor(s), organist(s) and choir director(s) furnish music supplies appropriate for use in the worship of a congregation of the Evangelical Lutheran Church in America. This Ministry shall also have oversight and coordination of all special worship activities within this congregation.

C4.04B02 OTHER MINISTRIES. Congregation Council shall be authorized to implement and organize additional ministries and/or committees as needed to further the Lord's work in this congregation.

C8.04A01 FOR CLARIFICATION: Schools provided by this congregation may include Sunday School, Weekday Bible School, Vacation Bible School, Bible Studies and discussion groups.