

CONSTITUTION and BYLAWS
for
FAITH LUTHERAN CHURCH OF WABASHA

***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 Faith Lutheran Church of Wabasha.
- C1.02.** For the purpose of this constitution and the accompanying bylaws, the congregation of Faith Lutheran Church of Wabasha 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.

* Required provision

- *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.
- *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 any lawful means;
 - i. elect its Congregation Council, and appoint boards and committees, and require them to carry out their duties in accordance with the constitution and 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 Southeastern Minnesota Synod of the Evangelical Lutheran Church in America.
- C5.05. This congregation shall have a mission endowment fund that will operate as specified in this congregation’s bylaws. The purpose of the mission endowment fund is to provide for mission work beyond the operational budget of this congregation.

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 Southeastern Minnesota_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

- 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 Southeastern Minnesota 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 Southeastern Minnesota 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 *C.7.03 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 Southeastern Minnesota Synod—reconvey 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.

***C8.05.** 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 this congregation 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 Southeastern Minnesota 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 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.
- *C9.06.** 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.
- C9.20. 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 MEETING

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

B10.01.01. The Annual Meeting shall be held during the third or fourth week of January. Announcement of the time and place of the Annual Meeting of the congregation shall be made at two public services immediately preceding the meeting, said services to be at least a week apart, and in such publications as the congregation or the pastor(s) may periodically issue or by special written notice to the voting members at least ten (10) days in advance.

- B10.01.02.** The current roster of voting, confirmed and baptized members, shall be determined prior to each Annual Meeting.
- B10.01.03.** A quorum for the conduct of business at Annual and Special congregational meetings shall consist of 10 percent (but not less than 10) of the voting members.
- B10.01.04.** The order of business at the Annual Meeting shall be determined by the Congregation Council.
- B10.01.05.** In the following cases voting shall be by ballot, by such a majority vote as law requires:
- a. to elect the Congregation Council
 - b. to adopt or amend Articles of Incorporation, Constitution or By-Laws of the Constitution
 - c. to call a pastor or to request his resignation
 - d. to excommunicate a member from the congregation or remove a member from office in the congregation
 - e. to sever membership in the Evangelical Lutheran Church in America
 - f. when requested by ten or more voting members present
- B10.01.06.** Except as otherwise provided in the Constitution and By-Laws, all matters shall be decided by majority vote of those present and voting.
- B10.01.07.** In all matters not specifically provided for herein, procedure shall be according to Robert's "Rules of Order."
- 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 25 percent of the 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.** 10 percent (but not less than 10) 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.

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.
 - c. Officers of this congregation shall serve similar offices of the Congregation Council and shall be voting members of the Congregation Council.
 - d. If the Congregation Council elects its officers, 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.
- C11.02.** The Congregation Council shall elect its officers 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 immediately upon election at the

regular February council meeting and terminate at the election of the new officers one year hence.

C11.03. No officer shall hold more than one office at a time. No elected officer shall be eligible to serve more than two consecutive terms in the same office.

C11.04. The officers of this congregation and the pastor shall constitute the *Executive Committee*.

B11.01.01. The general officers, together with the pastor(s), shall constitute the Executive Committee.

B11.01.02. The President shall:

- a. preside over meetings of the Congregation Council and Congregation unless the meeting decided otherwise.
- b. preside over the meetings of the Executive Committee and the Corporation.
- c. be elected for a term of one year and shall be eligible for re-election to one full term.

B11.01.03. The Vice-President shall:

- a. perform the duties of the President in his/her absence and shall serve on the Executive Committee.
- b. succeed to the presidency if the President is unable to complete his/her term.

B11.01.04. The Secretary shall:

- a. be elected for a term of one year.
- b. be eligible for re-election to one full term.
- c. be a member of the Executive Committee and the Congregation Council.
- d. have the authority to appoint a recording secretary (which can be another Congregation Council member or a Congregational member who does not have a vote on the Congregation Council) to assist in recording minutes of meetings if needed.

B11.01.05. The Treasurer shall:

- a. be custodian of all funds of the Congregation.
- b. disburse all funds in accordance with the decisions of the Congregation or the Congregation Council.
- c. present a duly audited report to the Annual Congregational Meeting and such other reports to the Congregation Council as may be required.
- d. be appointed on an annual basis by the Congregation Council and may be re-appointed without limitation.
- e. be a member of the Executive Committee, but need not be a member of the Congregation Council.

Chapter 12.

CONGREGATION COUNCIL

C12.01. The voting membership of the Congregation Council shall consist of the pastor(s), the officers of the congregation, and not more than nine members of the congregation, at least one of whom shall be a youth and at least one of whom shall be a young adult.

- a. Any voting member of the congregation may be elected, subject only to the limitation on the length of continuous service permitted in that office.
- b. 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.

- c. Consistent with the laws of the state in which this congregation is incorporated, the congregation may adopt procedures for the removal of a member of the Congregation Council in other circumstances.
- B12.01.01.** It shall be the responsibility of the Congregation Council to administer use of the property of this Congregation.
- B12.01.02.** The property of the Congregation shall be for the use of the Congregation in its normal function as a Lutheran Church and shall not be used in any way not in harmony with the purpose of the Congregation.
- B12.01.03.** Buildings (or portions thereof) which are the property of the Congregation shall not be lent or rented to any group or individual not affiliated with the Congregation or with the Evangelical Lutheran Church in America unless application for such use has been approved by the Congregation Council by a majority in the case of a request for occasional use, or by a majority vote of the Congregation in the case of a request for regular occupancy.
- C12.02.** The members of the Congregation Council except the pastor(s) shall be elected at a legally called meeting of the congregation during the month of January. Their term of office shall be for three years, with the term of office beginning on February 1 and ending on January 31. Newly elected Congregation Council members shall be installed at worship the Sunday prior to the date they assume office.
- C12.03.** Should a member's place on the Congregation Council be declared vacant, the Congregation Council shall elect, by majority vote, a successor until the next annual 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 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 organization 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.
 - 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 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 the congregation.
- c. The Congregation Council may enter into contracts of up to \$3,000 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 of more than \$6,000 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.

C12.06. The Congregation Council shall see that the provisions of this constitution and its bylaws 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. 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 employees who are on a roster of this church.

C12.09. The Congregation Council shall submit a comprehensive report to this congregation at the annual meeting.

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. A *Nominating Committee* of six voting members of this congregation, two of whom, if possible, shall be outgoing members of the Congregation Council, shall be elected at the annual meeting for a term of one year. Members of the Nominating Committee are not eligible for consecutive re-election.

B13.01.01. The Nominating Committee shall be composed of six voting members, two shall be outgoing members of the Congregation Council, and four shall be elected at the Annual Meeting from the nominations made on the floor. Members of the Nominating Committee are not eligible for

- consecutive re-election. The pastor(s) shall serve as convener and as advisory member(s).
- B13.01.02.** The members of the Nominating Committee shall serve for the year following their election. They shall nominate one or more candidates for each office to be filled and shall secure the consent of each candidate to serve if elected.
- B13.01.03.** The candidates of the Nominating Committee shall be made known to the Congregation with the announcement of the Special or Annual Meeting at which the election is to take place.
- B13.01.04.** In addition to the candidates submitted by the Nominating Committee, additional nominations may be made from the floor after receiving the consent to serve from that individual.
- B13.01.05.** Should a vacancy occur in the Nominating Committee, the Congregation Council shall appoint another person to serve.
- C13.02.** An *Audit Committee* of three voting members shall be elected at the annual meeting. Audit Committee members shall not be members of the Congregation Council. Term of office shall be three years, with one member elected each year. Members shall be eligible for re-election.
- B13.02.01.** The Audit Committee shall consist of three members elected at the Annual Meeting from nominations made on the floor.
- B13.02.02.** The Audit Committee shall audit all financial records of the Congregation proper and present its report to the Annual Meeting in writing.
- B13.02.03.** The Audit Committee will check to see that the parochial records have been properly entered every year.
- B13.02.04.** The Audit Committee shall carefully examine all insurance policies to determine the amount and kind of insurance in force and include this report in its statement.
- C13.03.** A *Mutual Ministry Committee* shall be appointed jointly by the president and the pastor. Term of office shall be three years, with two members to be appointed each successive year.
- B13.03.01.** The Mutual Ministry Committee shall be composed of six members including Pastor and one Congregation Council member. The other members shall be appointed jointly by the Congregation Council President and Pastor, each to serve a three year term.
- B13.03.02.** The Committee shall:
- a. Elect from its membership a Chairperson who shall work with the Pastor in scheduling regular meetings.
 - b. Be available to listen to concerns and be a support system for the Pastor and Congregation, and intervene when necessary to avoid and resolve conflicts.
 - c. All Committee members must respect issues of a confidential nature.
 - d. Evaluate the ministry of the Congregation as it relates to its stated mission and objectives.
- B13.03.03.** Evaluate the ministry of the Pastor and help him/her identify needs for personal growth and continuing education.
- B13.03.04.** Make recommendations to the Congregation Council regarding the Pastor's compensation and benefits, be an advocate for ministry support, and make recommendations to the Congregation Council regarding staffing needs.

- B13.03.05.** When Faith Lutheran Church has an intern, serve as the Lay Internship Committee as outlined in the Luther Seminary Lay Internship Committee Guide.
- B13.03.06.** Report its activities at Regular Congregation Council Meetings and to the Annual Meeting of the Congregation.
- C13.04.** When a pastoral vacancy occurs, a *Call Committee* of nine voting members shall be elected by the Congregation Council. Term of office will terminate upon installation of the newly called pastor.
- C13.05.** Other committees of this congregation may be formed, as the need arises, by decision of the Congregation Council.
- C13.06.** Duties of committees of this congregation shall be specified in the bylaws.
- C13.07.** The pastor of this congregation shall be *ex officio* a member of all committees and boards of the congregation.

Chapter 14.

ORGANIZATIONS WITHIN THE 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.
- C14.03.** The Committees of this congregation and their duties shall be specified in the bylaws.
 - B14.03.01.** Faith-In-Action Committee
 - B14.03.01.01.** The Faith-In-Action Committee shall be composed of three members in addition to one member from the Congregation Council. The other three members will be elected for three year terms, one to be elected each year at the Annual Meeting. This Committee shall:
 - B14.03.01.02.** Elect from its own membership a Chairperson who will hold monthly meetings.
 - B14.03.01.03.** Take a leadership role in developing, maintaining and monitoring various ministries within and by this congregation in areas of Caring, Welcoming and Engaging, and Mission and Service.
 - B14.03.01.04.** Work with committee and Congregational members to develop Caring Ministries in the congregation. This will include, but is not limited to, Shepherding Groups, Small Group Ministries, Hospital Visitations, Shut-in Visitation, and so on.
 - B14.03.01.05.** Work with committee and Congregational members to develop Mission and Service Ministries in the congregation. This will include, but is not limited to, Hunger Ministries, Homeless Ministries, Disaster Relief Ministries and other Local and Global concerns.
 - B14.03.01.06.** Supervise annual road cleanup.
 - B14.03.01.07.** Submit a line item to guide the Stewardship Committee in preparing the total budget.
 - B14.03.01.08.** Report its activities at Regular Congregation Council Meetings and to the Annual Meeting of the Congregation.
 - B14.03.02.** Education Committee

- B14.03.02.01.** The Education Committee shall be composed of six members: one member of the Congregation Council and five members elected from the Congregation who shall serve a three year term, two to be elected each year at the Annual Meeting. This Committee shall:
- B14.03.02.02.** Elect from its own membership a Chairperson who shall be responsible for conducting regular monthly and/or special meetings as needed, and providing information to the Congregation Council on a monthly basis.
- B14.03.02.03.** Elect from its membership a Secretary whose primary responsibility will be to take minutes of the meeting.
- B14.03.02.04.** Develop, in association with the Pastor(s), an effective teaching ministry and Christian educational opportunities for all members. The Committee shall be responsible to develop: recruitment of and training for teachers and leaders, a Sunday School, a Vacation Bible School, Bible classes, Confirmation instruction, Communion instruction, a method for the recognition of graduates, teachers and helpers, and annual review of available educational materials approved by the ELCA, encouragement of Congregational member use of church periodicals and books of family devotions, and encouragement of qualified youth to consider church vocations.
- B14.03.02.05.** The members of the educational programs shall be responsible for: implementing the programs, reporting to the Congregation at the Annual Congregational Meeting and at other times as deemed necessary.
- B14.03.03.** Memorial/Special Gifts/Endowment Fund Committee
- B14.03.03.01.** The Memorial/Special Gifts/Endowment Fund Committee shall be composed of one member from the Congregational Council and three members elected at the Annual Meeting, each to serve a three year term, one to be elected each year. The Pastor and President/Vice President of the Church Council shall be advisory members. Committee members should possess a sense of mission beyond the congregation, some of whom are also knowledgeable in financial matters.
- B14.03.03.02.** The committee shall elect from its membership a chairperson, recording secretary and financial secretary. The chairperson shall preside at the meetings, the recording secretary shall maintain accurate minutes of all meetings and supply a copy to each member of the committee which will be delivered to their successor. The financial secretary shall work with the congregation's treasurer in maintaining and coordinating accurate accounts for the FUND. All checks and legal documents shall be signed by the treasurer of the congregation. The books shall be audited annually.
- B14.03.03.03.** The committee shall meet at least quarterly, or more frequently as deemed by it in the best interest of the FUND. A quorum shall consist of three members. When only three members are present, a unanimous vote shall be required.
- B14.03.03.04.** The committee shall acknowledge all gifts to the FUND and appropriate thank-you's sent. Unless anonymity is requested, the names of all donors should be honored and perpetuated in a Book of Remembrance.
- B14.03.03.05.** The committee may request other members of the congregation to serve as advisory members and, at the expense of the FUND income, may provide for such professional counseling on investments or legal matters.
- B14.03.03.06.** The committee shall report its activities at regular Congregational Council meetings and to the Annual Meeting of the congregation.

- B14.03.03.07.** Members of the committee shall not be liable for any losses which may be incurred upon the investments of the assets of the FUND except to the extent such losses shall have been caused by bad faith or gross negligence. No member shall be personally liable as long as he/she acts in good faith and with ordinary prudence. Each member shall be liable only for his/her own willful misconduct or omissions, and shall not be liable for the acts or omissions of any other member. No member shall engage in any self-dealing or transactions with the FUND in which the member has direct or indirect financial interest and shall at all times refrain from any conduct in which his/her personal interests would conflict with the interest of the FUND.
- B14.03.03.08.** All assets are to be held in the name of Faith Lutheran Church of Wabasha Memorial/Special Gifts/Endowment Fund.
- B14.03.03.09.** Recommendations to hold, sell, exchange, rent, lease, transfer, convert, invest, re-invest, and in all other respects to manage and control the assets of the FUND, including stocks, bonds, debentures, mortgages, notes, or other securities, as in their judgment and discretion they deem wise and prudent, are to be made by the committee for approval by the Church Council, with subsequent execution by the delegated member of the committee.
- B14.03.03.10.** All gifts contributed to the FUND shall be designated as either endowment funds which are perpetual funds from which only the earnings are distributed, or "pass through" funds where the entire amount is distributed (i.e. Disaster Relief Fund, Organ Fund, World Hunger, etc.).
- B14.03.03.11.** Gifts and bequests to the Endowment Fund shall accumulate for two years, or until the principal amount of \$25,000 is achieved, after which the income generated from the investment of the principal shall be expended.
- B14.03.03.12.** Income from the FUND shall be distributed annually and at such other times as deemed necessary and/or feasible to accomplish the following purposes:
- a. Minimum of 25% for outreach into the community and synod, including, but not limited to, grants to ELCA seminaries, colleges, or students attending such schools, social service agencies, institutions and agencies to which this congregation relates, and to special programs designed for those persons in our parish area who are in spiritual and/or economic need.
 - b. Minimum of 25% for missions of the Evangelical Lutheran' Church in America in this continent and worldwide, including, but not limited to, grants to the ELCA for new congregational development in North America, professional leadership, educational ministries, global mission, ecumenism, evangelism, social ministries, and capital financing.
 - c. Minimum of 25% for capital improvements, debt reduction, or a building program of Faith Lutheran Church of Wabasha.
 - d. Up to 25% for anyone or all of the above designated areas in any proportion as determined by the committee, or for causes and programs, which at the discretion of the committee are consistent with the fund purpose of enhancing the mission outreach of Faith Lutheran Church of Wabasha.

- B14.03.03.13.** Programs for support shall be recommended by the committee and approved by the Church Council.
- B14.03.03.14.** Disbursement of income from the FUND need not occur annually in the event causes and programs have not been approved by the committee sufficient to utilize total income available, or if in the judgment of the committee, total annual disbursement of income is not recommended.
- B14.03.03.15.** When in the opinion of the committee, circumstances are so dire and of such an emergency nature that the future of the congregation is at stake, and that the only recourse seems to be the use of the FUND principal, the committee may, upon two-thirds majority vote, recommend such authorizing action to the congregation.
- B14.03.04.** Property and Landscape Committees
- B14.03.04.01.** The Property Committee shall be composed of one member from the Congregation Council and three members elected at the Annual Meeting. Each elected member shall serve a three year term, one to be elected each year. This Committee shall:
- B14.03.04.02.** Elect from its own membership a Chairperson who shall be responsible for conducting regular meetings and assuring that the responsibilities of the Committee are being carried out.
- B14.03.04.03.** Be the focal point for all property and furnishing needs of the ministries of this Congregation.
- B14.03.04.04.** Provide detailed information to the Congregation Council and at any Special or Regular Congregational Meetings if any maintenance or repairs are needed that exceed the budget. Such information shall include the nature and cost of such expense.
- B14.03.04.05.** Supervise a semi-annual cleaning of church properties by members which will include building interiors, exteriors, grounds, and make provisions for grounds maintenance and snow removal.
- B14.03.04.06.** For daylight savings times in spring and fall, replace batteries in clocks and reset throughout the church.
- B14.03.04.07.** Responsible for changing street sign when service times change.
- B14.03.04.08.** Submit a line item to guide the Stewardship Committee in preparing the total budget.
- B14.03.04.09.** Report its activities at Regular Congregation Council Meetings and to the Annual Meeting of the Congregation.
- B14.03.04.10.** The Landscape Committee shall be a subgroup of the Property Committee.
- B14.03.04.10.01.** The Landscape Committee shall be composed of one member from the Congregation Council and at least three volunteer members from the congregation. This Committee shall:
- B14.03.04.10.02.** Report to the Chairperson of the Property Committee.
- B14.03.04.10.03.** Be the focal point for all landscape needs of this Congregation.
- B14.03.04.10.04.** Be responsible for evaluating needs, planning, budgeting and implementation of landscaping around the church.
- B14.03.04.10.05.** Be responsible for presentation for any plans to the congregation.
- B14.03.04.10.06.** Submit plans and budget to the Congregation Council for implementation of the various stages of a landscape project.
- B14.03.04.10.07.** Once garden projects are complete, be responsible for continued maintenance.

- B14.03.04.10.08.** Report all activities at Regular Congregation Council Meetings and to the Annual Meeting of the Congregation.
- B14.03.05.** Stewardship Committee
- B14.03.05.01.** The Stewardship Committee shall be composed of one member from the Congregation Council, the church treasurer, and six members elected at the Annual Meeting. Each elected member shall serve a term of three years, two to be elected each year. This Committee shall:
- B14.03.05.02.** Elect from its own membership a Chairperson who will conduct regular meetings to guide this Congregation's development in accordance with scriptural principles of stewardship.
- B14.03.05.03.** Work with the Pastor and Financial Secretary on an annual basis to update the Congregational Membership Roster, provide a Directory for all members which will be updated annually by providing a list of new members, and recommend removal of confirmed members who have not for a period of five years actively participated in the life and worship of the congregation by partaking in communion or providing monetary support.
- B14.03.05.04.** Conduct an annual plan of receiving commitments from the members of this Congregation concerning their use of time, treasure and abilities.
- B14.03.05.05.** Prepare a budget for review by the Congregation Council which shall make a recommendation for submission to the Annual Meeting of the Congregation.
- B14.03.05.06.** Assure itself that the Treasurer and Financial Secretary are adequately bonded.
- B14.03.05.07.** Receive monthly reports from the Treasurer to ascertain that the expenditures are within the budget approved by the Congregation. Such reports should be submitted to the Congregation Council.
- B14.03.05.08.** Examine existing insurance coverage every three to five years as deemed necessary.
- B14.03.05.09.** Report its activities at Regular Congregation Council Meetings and to the Annual Meeting of the Congregation.
- B14.03.06.** Worship and Music Committee
- B14.03.06.01.** The Worship and Music Committee shall be composed of one member from the Congregation Council, the Altar Guild Chairperson, organist, and four members elected at the Annual Meeting. Each elected member shall serve a three year term, two to be elected each year. This Committee shall:
- B14.03.06.02.** Elect from its own membership a Chairperson who will hold monthly meetings.
- B14.03.06.03.** Assist the Pastor in planning and conducting the worship services in accordance with the liturgy of the ELCA.
- B14.03.06.04.** Assist the Pastor in planning worship services in arranging special music, setting service schedules, setting service settings, planning the actual services for regular and special worship, providing appropriate worship and music materials, and providing for choir(s).
- B14.03.06.05.** Submit a line item to guide the Stewardship Committee in preparing the total budget.
- B14.03.06.06.** Report its activities at Regular Congregation Council Meetings and to the Annual Meeting of the Congregation.

- B14.03.07.** Family Life and Youth Committee
- B14.03.07.01.** The Family Life and Youth Committee shall be composed of a member of the Congregation Council plus five members from the Congregation, one of which is a youth members. These members shall be elected to serve three year terms, two being elected each year at the Annual Meeting. This Committee shall:
- B14.03.07.02.** Elect from its own members a Chairperson who will coordinate regular meetings of the committee.
- B14.03.07.03.** Plan, coordinate, and conduct family-related activities for members of the congregation. The purpose of the activities will be to create and nurture the concept of the congregation as a family while strengthening individual family units and plan receptions of new members, and recognition of other member life milestones, such as but not limited to graduation and confirmation and other recognitions of members' service. The purpose of the activities will be to create and nurture the concept of the congregation as a family while strengthening individual family units.
- B14.03.07.04.** Provide families in the congregation with educational materials and opportunities to nurture faith in the home or community setting.
- B14.03.07.05.** Advocate for families and family values in ways that are biblical and consistent with our Christian faith.
- B14.03.07.06.** Provide information and resources to increase congregational awareness of and ways to respond to current family issues and concerns in the local, national and global contexts.
- B14.03.07.07.** Act as a sponsor board for youth activities and related fundraisers. Specifically, the committee will manage the financial support of member (youth or adult) participation in events including, but not limited to, ELCA Youth Gathering, summer camp and retreats, and mission trips. Sub committees (temporary or on-going, such as Kids For Christ youth group) that develop as an extension of the Family Life and Youth committee will have representation from this committee.
- B14.03.07.08.** Prepare a Financial Statement for review upon request.
- B14.03.07.09.** Submit a line item to guide the Stewardship Committee in preparing the total budget.
- B14.03.07.10.** Report its activities at regular Congregation Council Meetings and to the Annual Meeting of the Congregation.

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.
- *C16.04. 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 25 percent of 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.
- *C17.04. 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 25 percent of 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 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.

Reviewed and revised by Church Council: March 2015

Approved by congregation on May 10, 2015, 71 voting to approve, 0 voting to not approve.

Ratified unanimously by the congregation at the annual meeting on January 17, 2016.