

**Constitution, By-Laws and Continuing Resolutions  
of  
Bethlehem Evangelical Lutheran Church  
Pemberville, Ohio**

Revised 2023

*Synod Admin Approved Draft*

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### Structure of the Constitution

- The Constitution is organized into chapters by general subject matter and codified as (a) constitutional provisions, (b) bylaws, and (c) continuing resolutions. Each provision is preceded by a capital “C.” If a constitutional provision is mandatory by ELCA, it will be preceded by an asterisk, “\*C.”
- Constitutional provisions are codified with two sets of numbers, preceded by a “C”: the chapter number, followed by a period, and a two-digit number. A period follows the two-digit number. Thus, one required constitutional provision related to “Membership” in Chapter 8 is codified as “\*C8.02.”
- Bylaw provisions follow constitutional provisions to which they apply. Bylaws are codified with three sets of numbers: the chapter number (preceded by a “C”), the related constitutional provision number, and a two-digit number. There are periods after the chapter number, after the reference to the constitutional provision, and after the bylaw number. Thus, a bylaw provision related to “Membership” would be codified as “C8.02.01.”
- 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 describing congregational committees in Chapter 13 might be numbered “C13.07.A19.” The initial numbers “C13.07” indicate that the continuing resolution relates to the designated constitutional provision, which in this case provides that the duties of congregational committees may be specified in bylaws or continuing resolutions. The final letter and numbers “A19” designate that this is the first continuing resolution “A” and the year that it was adopted, in this example 2019.

**CONSTITUTION FOR  
BETHLEHEM EVANGELICAL LUTHERAN CHURCH  
Pemberville, Ohio**

*Approved at annual meeting, ????.; ratified at annual meeting, ????*

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 Bethlehem Evangelical Lutheran Congregation of Pemberville, Ohio.
- C1.02 For the purpose of this constitution and the accompanying bylaws, the Bethlehem Evangelical Lutheran Congregation is hereinafter designated as "this congregation".
- C1.11 This congregation shall be incorporated under the laws of the State of Ohio.

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 Scriptures and confessed in the ecumenical creeds and the 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 This church confesses the one, holy, catholic, and apostolic Church and is resolved to serve Christian unity throughout the world.

\*C3.03 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.

\*C3.04. This church, inspired and led by the Holy Spirit, participates in The Lutheran World Federation as a global communion of churches, engaging in faithful witness to the gospel of Jesus Christ and in service for the sake of God's mission in the world.

\*C3.05. 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, justice, and equity for all people, working for peace and reconciliation among the nations, caring for the marginalized, embracing and welcoming racially and ethnically diverse populations. and standing in solidarity with the poor and oppressed 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 this congregation's ministry and the ministry of the other expressions 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 of the Congregation Committees.)

\*C4.05 This congregation shall adopt and periodically review a mission statement which will provide specific direction for its programs.

C4.05.01 The Mission Statement of this congregation shall be: "Transformed by the crucified and risen Jesus we are a loving community of disciples making disciples."

This Vision Statement of this congregation shall be: "Called by the Holy Spirit, we are a fully-devoted fellowship of believers, called to GROW AS DISCIPLES and sent to MAKE DISCIPLES, who are engaged in spiritual growth by:

1. Praying daily.
2. Reading the Bible daily.
3. Worshiping weekly.
4. Connecting regularly in small groups.
5. Giving generously.
6. Serving others.
7. Witnessing at every opportunity."

\*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 the 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 a minister of Word and Service
  - d. terminate the call of a minister of Word and Service in conformity with the constitution of the Evangelical Lutheran Church in America;
  - e. adopt amendments to the constitution, as provided in Chapter 16, amendments to the bylaws, as specified in Chapter 17, and continuing resolutions, as provided in Chapter 18;
  - f. approve the annual budget;
  - g. acquire real and personal property by gift, devise, purchase, or other lawful means;
  - h. hold title to and use its property for any and all activities consistent with its purpose;
  - i. sell, mortgage, lease, transfer, or otherwise dispose of its property by any lawful means;
  - j. elect its officers, Congregation Council, and require them to carry out their duties in accordance with the constitution, bylaws, and continuing resolutions; and
  - k. terminate its relationship with the Evangelical Lutheran Church in America as provided in Chapter 6.
- \*C5.04 This congregation shall elect 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 Northwestern Ohio 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 Northwestern Ohio 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 of America.
  - c. This congregation agrees to call pastoral leadership from the roster of Ministers of Word and Sacrament 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 Ministers of Word and Sacrament of the Evangelical Lutheran Church in America or to contracting for pastoral services with a minister of Word and Sacrament 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 ministers of Word and Service for call to other staff positions in this 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 is 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 or in accordance with provision 9.23. of the constitution and bylaws of the Evangelical Lutheran Church in America.
- d. The Northwestern Ohio Synod takes charge and control of the property of this congregation to hold, manage, and convey the same on behalf of the synod pursuant to †S13.24. of the synod constitution. This congregation shall have the right to appeal the decision to the next Synod Assembly.
- e. This congregation follows the procedures outlined in \*C6.05.

\*C6.05 This congregation may terminate its relationship with the Evangelical Lutheran Church in America by the following procedure:

- a. A resolution indicating the intent to terminate its relationship must be adopted at two legally called and conducted special meetings of this congregation by a two-thirds vote of the voting members present at each meeting. The first 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 this 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 the bishop and/or the bishop's designees are voting members of this congregation, they shall have voice but not vote at the first meeting.
- b. Within 10 days after the resolution has been voted upon at the first meeting, the secretary of this 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 send copies of the resolution and certification to voting members of this congregation.
- c. If the resolution was adopted by a two-thirds vote of the voting members present at the first meeting, the bishop of the synod and this congregation shall continue in consultation, as specified in paragraph a. above, during a period of at least 90 days after receipt by the bishop of the attestation and certification as specified in paragraph b. above.
- d. If this congregation, after such consultation, is still considering termination of its relationship with this church, 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 second meeting shall be sent to all voting members and to the bishop at least 10 days in advance of the meeting. Unless the bishop and/or the bishop's designees are voting members of this congregation, they shall have voice but not vote at the second meeting.
- e. Within 10 days after the resolution has been voted upon, the secretary of this congregation shall submit a copy of the resolution to the bishop, attesting that the second special meeting was legally called and conducted and certifying the outcome of the vote, and shall send copies of the

resolution and certification to the voting members of the congregation. If the resolution was adopted by a two-thirds vote of the voting members present at the second meeting, the relationship between the congregation and this church shall be terminated subject to Synod Council approval as required by paragraphs f. and g. below.

- f. Unless this notification to the bishop also certifies that this congregation has voted to affiliate with another Lutheran denomination, this congregation shall be deemed an independent or non-Lutheran church, in which case \*C7.04. shall apply.
- g. This congregation shall abide by these covenants by and among the three expressions of this church:
  - 1) 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.
  - 2) 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 synod approval before terminating their membership in this church.
  - 3) 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.
- h. If this congregation fails to achieve the required two-thirds vote of voting members present at this congregation's first meeting as specified in paragraph a. above or fails to achieve the required two-thirds vote of voting members present at this 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 the meeting at which the two-thirds vote was not achieved.

\*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 taken.

\*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 indisposed property shall pass to the Northwestern Ohio 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 or pursuant to 9.23. of the constitution and bylaws of the Evangelical Lutheran Church in America, title to property shall continue to reside in this congregation.

\*C7.03 If 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 Northwestern Ohio Synod.

\*C7.04 If 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 process established by the synod, 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. In neither case does title to this congregation's property transfer to the synod.

- \*C7.05. Notwithstanding the provisions of \*C7.02. and \*C7.03. above, where this congregation has received property from the synod pursuant to a deed or other instrument containing restrictions under provision 9.71.a. of the Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America, this congregation accepts such restrictions and:
- a. Shall not transfer, encumber, mortgage, or in any way burden or impair any right, title, or interest in the property without prior approval of the Synod Council.
  - b. Shall—upon written demand by the Synod Council, pursuant to †S13.23. of the constitution of the Northwestern Ohio 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.

C8.01.01 Persons who wish to be received into the congregation by transfer of membership from another Lutheran congregation, or by reaffirmation of faith shall make their desire known to the pastor of this congregation, who shall bring the matter to the attention of the Congregation Council. The Congregation Council shall convince itself, so far as it can, that there is nothing to prevent the applicant from becoming a member. The names of new members shall be announced to the congregation.

\*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 this congregation as well as the other rights and privileges ascribed to voting members by the provisions of this constitution and its bylaws. They shall not have voted as a seasonal member of another congregation of this church in the previous two calendar months.
- d. **Associate** members are persons holding membership in other Lutheran 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 of this congregation. They individuals have all the privileges and duties of membership except voting rights or other rights and privileges ascribed to voting members by the provisions of this constitution and its bylaws.
- e. Seasonal members are voting members of other congregations of this church who wish to retain such membership but desire to participate in the life and mission of this congregation, including exercising limited voting rights in this congregation. The Congregation Council may grant

seasonal membership to such persons provided that this congregation is a member of a synod where the Synod Council has approved seasonal member voting on its territory. Such seasonal members shall have all the privileges and duties of voting members except that:

- 1) they shall not be eligible for elected office in, or for membership on the Congregation Council or on a call committee of, this congregation;
- 2) they shall not have the right to vote on any matter concerning or affecting the call or termination of call of any minister of this congregation;
- 3) they shall not have the right to vote on any matter concerning or affecting the affiliation of this congregation with this church;
- 4) they shall not be eligible to serve as voting members from this congregation of the Synod Assembly or the Churchwide Assembly;
- 5) they shall not, even if otherwise permitted by this congregation, vote by proxy or by absentee ballot; and
- 6) they shall not, within any two calendar month period, exercise voting rights in this congregation and in the congregation where they remain voting members.

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

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

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

C8.04.01 Any member who for a period of time neglects the privilege of Holy Communion, to take part in the worship of the church, and to support the church according to his ability does by such negligence subject himself or herself to discipline. The elders along with the pastor shall annually review the status of the members of this congregation and seek to devise ways to minister effectively to those who have become inactive.

\*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 Chapter 20 of the constitution and bylaws of the Evangelical Lutheran Church in America; or
- e. removal from the roll due to inactivity in accordance with the provisions of this constitution and its bylaws.

Such persons who have been removed from the roll of members shall remain persons for whom the Church has a continuing pastoral concern.

C8.05.01 A person who wishes to be released from this congregation by transfer of membership to another Christian congregation shall make his desire known to the pastor, who shall bring the matter to the attention of the Congregation Council. The Congregation Council shall take appropriate action on the request.

## CHAPTER 9 – ROSTERED MINISTER

- \*C9.01 Authority to call a pastor shall be in this congregation by at least a two-thirds majority ballot vote of the members present and voting at a meeting legally called for that purpose. Before the 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 roster of Ministers of Word and Sacrament of the Evangelical Lutheran Church in America or a candidate for the roster of Ministers of Word and Sacrament who has been recommended for the congregation by the synod 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 minister of word and sacrament shall:
    - 1) preach the Word,
    - 2) administer the sacraments,
    - 3) conduct public worship;
    - 4) provide pastoral care,
    - 5) speak publicly to the world in solidarity with the poor and oppressed, calling for justice and proclaiming God's love for the world.
    - 6) seek out and encourage qualified persons to prepare for the ministry of the Gospel:
    - 7) witness to the Kingdom of God in the community, in the nation, and abroad; and
  - b. Each pastor with a congregational call shall, within the congregation:
    - 1) offer instruction, confirm, marry, visit the sick and distressed, and bury the dead;
    - 2) relate to all schools and organizations of the congregation;
    - 3) install regularly elected members of the Congregation Council,
    - 4) with the council, administer discipline.
    - 5) endeavor to increase the support given by the congregation to the work of the churchwide organization and of the Northwestern Ohio Synod; and
    - 6) encourage adherence to covenantal relationship with this church as expressed in the *Constitutions, Bylaws, ad Continuing Resolutions of the Evangelical Lutheran Church in America*.
- \*C9.04 The specific duties of the pastor, compensation, and other matters pertaining to the service of the pastor shall be included in the letter of call, which shall be attested by the bishop of the synod.
- \*C9.05 The provisions for termination of the mutual relationship between a minister of Word and Sacrament and this congregation shall be as follows:
- a. The call of the congregation, when accepted by the pastor, shall constitute a continuing mutual relationship and commitment, which shall be terminated only by the pastor's death or, following consultation with the synod 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 this 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 Minister of Word and Sacrament of this church;
  - 7) termination of the relationship between this church and this congregation;
  - 8) the dissolution of this congregation, or the termination of a parish arrangement, or
  - 9) suspension of this congregation through discipline for more than six months.
- b. When allegations of physical 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 the synod,
- 1) the bishop in his or her sole discretion may investigate such conditions personally in company with a committee of two rostered 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 this congregation, the Bishop personally shall investigate such conditions together with a committee of two rostered ministers and one layperson.
- c. In case of alleged physical 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 the synod may declare the pastorate vacant. When the pastorate is declared vacant, the Synod Council shall list the pastor on the roster of Ministers of Word and Sacrament with disability status. Upon removal of the disability and the restoration of the pastor to health, the bishop of the synod 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 which imperil the effective functioning of this congregation under paragraph a.30 above, the bishop's committee shall endeavor to hear from all concerned persons, after which the bishop together with committee shall present their recommendations first to the pastor and then to this congregation. The recommendation 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 this congregation and by the pastor, if appropriate. If the pastor and congregation agree to carry out such recommendations, no further action shall 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 this congregation may dismiss the pastor only at a legally called meeting after consultation with the bishop, either (a) by a two-thirds 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 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 discipline, the committee shall make recommendations concerning disciplinary action in accordance with the provisions of this church's constitution, bylaws, and continuing resolutions.
- C9.05.01 If the pastor receives a call to another ministry, he/she shall notify the Congregation Council or, if they desire, the congregation, before reaching a decision. The pastor shall announce their decision as quickly as possible, normally within three weeks. When a call has been accepted the pastor shall terminate their ministry as soon as feasible, normally within a month.
- \*C9.06 At the 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 this 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 rostered minister 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 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.
- \*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, this congregation may depart from \*C9.05a 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 call may also be terminated before its expiration in accordance with the provisions of C9.05a.
- \*C9.12 The pastor shall:
- a. 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;
  - 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 this 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 call or approval of a request for change in roster status.
- C9.15. Under special circumstances, subject to the approval of the synod bishop and the concurrence of this congregation, a minister of Word and Sacrament 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 this congregation and the pastor in a form proposed by the synod bishop and approved by this congregation.
- \*C9.21. Authority to call a deacon shall be in this congregation by at least a two-thirds vote of voting 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.
- \*C9.22. Only a member of the roster of Ministers of Word and Service of the Evangelical Lutheran Church in America or a candidate for the roster of Ministers of Word and Service who has been recommended for this congregation by the synod bishop may be called as a deacon of this congregation.

- \*C9.23. Consistent with the faith and practice of the Evangelical Lutheran Church in America, every minister of Word and Service shall:
- a. Be rooted in the Word of God, for proclamation and service;
  - b. Advocate a prophetic diakonia that commits itself to risk-taking and innovative service on the frontiers of the Church's outreach, giving particular attention to the suffering places in God's world;
  - c. Speak publicly to the world in solidarity with the poor and oppressed, calling for justice and proclaiming God's love for the world, witnessing to the realm of God in the community, the nation, and abroad;
  - d. Equip the baptized for ministry in God's world that affirms the gifts of all people;
  - e. Encourage mutual relationships that invite participation and accompaniment of others in God's mission;
  - f. Practice stewardship that respects God's gift of time, talents, and resources;
  - g. Be grounded in a gathered community for ongoing diaconal formation;
  - h. Share knowledge of this church and its wider ministry of the gospel and advocate for the work of all expressions of this church; and
  - i. Identify and encourage qualified persons to prepare for ministry of the gospel.
- \*C9.24. The specific duties of the deacon, compensation, and other matters pertaining to the service of the deacon shall be included in a letter of call, which shall be attested by the bishop of the synod.
- \*C9.25. The provisions for termination of the mutual relationship between a minister of Word and Service and this congregation shall be as follows:
- a. The call of this congregation, when accepted by a deacon, shall constitute a continuing mutual relationship and commitment, which shall be terminated only by the deacon's death or, following consultation with the synod 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 deacon, 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 ministry of Word and Service effectively in this congregation in view of local conditions;
    - 4) physical disability or mental incapacity of the deacon;
    - 5) suspension of the deacon through discipline for more than three months;
    - 6) resignation or removal of the deacon from the roster of Ministers of Word and Service of this church;
    - 7) termination of the relationship between this church and this congregation;
    - 8) dissolution of this congregation or the termination of a parish arrangement; or
    - 9) suspension of this congregation through discipline for more than six months.
  - b. When allegations of physical disability or mental incapacity of the deacon under paragraph a.4) above, or ineffective conduct of the office of minister of Word and Service 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 rostered 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 this congregation, the bishop personally shall investigate such conditions together with a committee of two rostered 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 deacon's condition. When a disability or incapacity is evident to the committee, the bishop of this synod may declare the position vacant. When the position is declared vacant, the Synod Council shall list the deacon on the roster of Ministers of Word and Service with disability status. Upon removal of the disability and the restoration of the deacon to health, the bishop shall take steps to enable the deacon 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 this 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 deacon and then to this congregation. The recommendations of the bishop's committee must address whether the deacon'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 this congregation and by the deacon, if appropriate. If the deacon 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 deacon's call, this congregation may dismiss the deacon only at a legally called meeting after consultation with the bishop, either (a) by a two-thirds 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 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 discipline, the committee shall make recommendations concerning disciplinary action in accordance with the provisions of this church's constitution, bylaws, and continuing resolutions.
- \*C9.26. This congregation shall make satisfactory settlement of all financial obligations to a former deacon before calling a successor. A deacon 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.
  - \*C9.27. When a deacon is called to serve in company with another rostered minister or other rostered ministers, the privileges and responsibilities of each rostered minister shall be specified in documents to accompany the call and to be drafted in consultation involving the rostered ministers, the Congregation Council, and the bishop of the synod. As occasion requires, the documents may be revised through a similar consultation.
  - \*C9.28. With the approval of the bishop of the synod, this congregation may depart from \*C9.25.a. and call a deacon 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 deacon and representatives of this congregation for a review of the call. Such a call may also be terminated before its expiration in accordance with the provisions of \*C9.25.a.
  - \*C9.29. The deacon shall become a member of this congregation upon receipt and acceptance of the letter of call. In a parish of multiple congregations, the deacon shall hold membership in one of the congregations.
  - \*C9.31. The deacon(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.

## CHAPTER 10 - CONGREGATION MEETING

- C10.01 This congregation shall have at least one regular meeting per year. The annual meeting of this congregation shall be held at a time specified in the bylaws. Consistent with the laws of the State of Ohio, the bylaws shall designate one regular meeting per year as the annual meeting of this congregation
- C10.01.01 The annual meeting of the congregation shall be the first Sunday in February or as soon thereafter as deemed advisable by the Congregation Council.
  - a. A summary of the work and programs of the local congregation and its organizations shall be presented at the annual meeting and printed copies made available for review by interested parties two weeks prior to the annual meeting.

- b. There shall also be a report given of the work of the Evangelical Lutheran Church in America.
- c. The financial report of each organization of the congregation shall be presented in printed form.

C10.02 A special Congregation Meeting may be called by the pastor, the Congregation Council, or the president of the congregation, and shall be called by the president of the congregation upon the written request of two-thirds of the Congregation Council or fifty voting members of the congregation. The president of the Congregation Council shall call a special meeting upon request of the synod 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 and by electronic means, as permitted by state law to all voting members at least 10 days in advance of the date of the meeting. The posting of such notice in the regular mail with the proper postage affixed or paid, sent to the last known address shall be sufficient.

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 This congregation may hold meetings by remote communication, including electronically and by telephone conference, as long as there is an opportunity for simultaneous aural communication. To the extent permitted by state law, notice of all meetings may be provided electronically.

## 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.

C11.01.01 Duties of the officers:

- a. The officers of the congregation shall prepare an annual budget proposal to be presented to the Congregation Council for discussion, revision, and eventual presentation to the congregation at the annual meeting.
- b. The president shall:
  - i. preside at the meetings of the congregation, the Congregation Council, and the Long Range Planning Committee;
  - ii. be a member of the call committee;



- iii. seek to devise ways and means for the promotion of the general welfare of the congregation;
  - iv. sign all legal documents on behalf of the congregation as authorized by the Congregation Meeting or Congregation Council.
- c. The vice-president shall:
- i. preside at the meetings of the congregation and Congregation Council in the absence of the president,
  - ii. shall assist the president as requested;
  - iii. shall be a member of the Long Range Planning Committee;
  - iv. assume the office of president should that office become vacant.
- d. The secretary shall:
- i. record the minutes of all congregation and Congregation Council meetings, one copy to be kept by the secretary and one copy to be kept on file in the church office;
  - ii. record all continuing resolutions or official actions passed by the Congregation Council, one copy to be kept by the secretary and one copy to be kept on file in the church office;
  - iii. handle all correspondence as directed by the president or Congregation Council.
- e. The treasurer shall:
- i. hold in safekeeping all moneys belonging to the congregation and entrusted to him/her;
  - ii. shall disburse funds only as approved by the congregation or the Congregation Council and only with checks co-signed by someone approved by the Congregation Council to cosign;
  - iii. shall present a written financial report to each meeting of the Congregation Council;
  - iv. shall present a written annual financial report to the annual meeting of the congregation;
  - v. shall serve as an advisor to any committee or group entrusted with investment of the congregation's funds;
  - vi. shall work in cooperation with all who receive money on behalf of the congregation, count offerings, or record offerings, including office personnel, deacons, bookkeepers, or financial secretaries.

C11.02 The officers shall be elected by written ballot at a legally called meeting of the congregation at a time specified in the bylaws. The term of office shall be two years, except the person elected to be vice president shall serve for one year as vice president and shall serve the following year as president. Terms shall begin on January 1 following the meeting where the officers are elected and expire on December 31 two years later. Officers shall be installed at worship on a Sunday near the date when they assume office.

C11.02.01 The officers shall be elected at a congregational meeting held on or about the second Sunday in November following worship services. Those receiving the highest number of votes shall be elected. In case of a tie vote, a second ballot shall be taken the following Sunday.

- a. A vice-president shall be elected each year. The person elected shall serve one year as the congregation's vice-president and the following year as the congregation's president.

- b. A secretary shall be elected at the November meeting in odd-numbered years.
- c. A treasurer shall be elected at the November meeting in even-numbered years.

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.

## CHAPTER 12 - CONGREGATION COUNCIL

C12.01 The voting membership of the Congregation Council shall consist of the pastor(s), the officers of the congregation, a maximum of eight deacons and one youth deacon, a maximum of two elders, and a maximum of four trustees of this congregation. Excluding the pastor(s), Congregation Council shall not have fewer than 10 members, at least one of whom shall be a youth and at least one of whom shall be a young adult. 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. Consistent with the laws of the state in which the congregation is incorporated, this congregation may adopt procedures for the removal of a member of the Congregation Council in other circumstances.

C12.01.01 Duties of deacons, elders and trustees:

- a. The deacons shall be responsible for collection and counting of monies at worship services, provide assistance and ushering at worship services and assist the congregation in its ministries and other concerns that may arise in the congregation and community.
- b. The youth deacon shall assist the deacons as able and be a liaison between youth and the Congregation Council.
- c. The elders shall be responsible, along with the pastor, for the worship of the congregation, assist the pastor(s) with worship as needed, and serve on the Worship Committee.
- d. The trustees shall be responsible for the use and maintenance of all church property, make regular reports of their work to the Congregation Council, prepare a written report for the annual meeting of the congregation and review the congregation's insurance policies annually, making any recommendations to the congregation or Congregation Council.

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 November. Their term of office shall be two years except the youth deacon shall serve one year, with the term of office beginning on January 1 and ending on December 31. Newly elected Congregation Council members shall be installed at a time appointed by the Congregation Council.

C12.02.01 A slate of candidates shall be selected by the Nominating Committee. The committee shall secure their consent to serve if elected. Additional candidates may be nominated by the congregation at the time of election. The names of the candidates shall be published in the church bulletin at least one week before the election and may be published earlier if available.

C12.02.02 All active communicant members who are at least 21 years of age shall be eligible for office except the youth deacon who shall be confirmed and less than 21 years of age. It shall not be permissible for the following family relationships to serve as members of the Congregation Council at the same time: husband-wife, father-son, father-daughter, mother-daughter, mother-son.

C12.02.03 No council member shall hold more than one position on the council at a time. No elected council member shall be eligible to serve more than two consecutive terms or more than five consecutive years

C12.03 Should a member's place on council be declared vacant, the council may elect, by majority vote, a successor until the next annual meeting. The council may exercise its discretion and not fill a vacancy so long as the vacancy does not fall below the council membership requirements in C12.01.

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 rostered minister(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 support of 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.

C12.04.A16 Covenant of Conduct

In order for the congregation and the church council to deal effectively with issues of the congregation, the following guidelines are suggested.

1. All members affirm their right to express their opinions about the life and ministry of the congregation.
2. The congregation operates with a direct democracy form of government that allows members to share their opinions directly with the pastors, church council, commissions and at congregational meetings.
3. When members of the congregation express an opinion to a member of the council, the council person shall ask, "What would you like me to do with this information?"
4. If the member desires to have the information transmitted to the council, the member shall be invited to bring the information/opinion to the next council meeting. The time and date shall be given.

5. If the member does not wish to appear in person, the council member shall ask the member for permission to use their name in reporting. If permission is not given, the council member shall say, "I'm sorry, but I will not be able to report this to the council since we do not deal with anonymous letters or comments." \*
6. If permission is given, the council member shall report the information/opinion to the council and use the member's name.
7. At his/her discretion, a council member may ask that the member refer the issue to another council member for presentation.
8. Each issue shall be placed on the agenda and written in the minutes along with the action taken by the council. Action may include: "Received as information," "Pastor and/or President to visit member and report at next meeting," etc.
9. Opinions may be shared in writing with the council and shall be handled in the above mentioned manner if the letter or statement is signed.

\*Anonymous complaints create undercurrents that threaten to divide the gathered congregation and disturb its health. Further, anonymous comments can become breeding grounds for gossip and speculation that leads to further division. Conversely, bringing requests, concerns and information to the leadership in a spirit of openness builds trust and creates an atmosphere of accountability and faithfulness.

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

- a. The Congregation Council shall be the board of directors of this congregation, and as such shall be responsible for maintaining and protecting its property and managing 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 Ohio, 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 \$5000 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 \$5,000 in excess of the anticipated receipts only after approval by a Congregational Meeting. The budget shall include this congregation's full indicated share in support of the wider ministry being carried on in collaboration with the synod and church wide 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 synod treasurer.
- f. The Congregation Council shall be responsible for this congregation's investments and its total insurance program.

C12.05.A07 The Use of Memorial Gifts: Bethlehem Lutheran Church is often privileged to receive gifts to honor the memory of one who has died. These gifts may be designated or undesignated. Those who make memorial gifts shall be acknowledged in the congregation's newsletter. In addition, non-members who make memorial gifts, shall be acknowledged by mail.

*Designated Memorials:*

Designated memorials are gifts made to any current ministry or ministry project that has been authorized by the congregation or congregation council. Memorials cannot be accepted for ministries or ministry projects that have not been authorized by the congregation or congregation council.

*Undesignated Memorials:*

Undesignated memorials are gifts made to the congregation with no specific ministry or ministry project designated. The congregation council then chooses the ministry or ministry project(s) which will be funded. During the first 6 months after one has died, the family of the deceased may request in writing that undesignated memorials given in that person's honor be designated for a particular ministry or ministry project of the congregation. Such requests shall be made to the congregation council, which has the sole authority to authorize the request.

- C12.06 The Congregational Council shall see that the provisions of this constitution and its bylaws and continuing resolutions are carried out.
- C12.07 The Congregational 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 this congregation's responsibility for the call, terms of call, or termination of call of any employees who are on the roster of this church.
- C12.08.01 The Personnel Committee shall assist the Congregational Council with annual evaluation for all non-clergy employees of the congregation.
- a. The president and pastor shall be included in the evaluation of the administrative assistant and any other administrative positions.
  - b. The president, vice president and treasurer shall be included in the evaluation of the financial secretary.
  - c. The trustees shall be included in the evaluation of the custodian.
  - d. The elders and pastors shall be included in the evaluation of the congregation's musical leadership.
- 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 Congregational 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 synod bishop.
- C12.13 The Congregation Council and its committees may hold meetings by remote communication, including electronically and by telephone conference as long as there is an opportunity for simultaneous aural communication or its equivalent. To the extent permitted by state law, notice of all meetings may be provided electronically.

## CHAPTER 13 - CONGREGATIONAL COMMITTEES

- C13.01 The officers of this congregation and the pastor shall constitute the Executive Committee.

- C13.02 A Nominating Committee of six voting members of this congregation, two of whom, if possible, shall be outgoing members of the Congregational Council, shall be elected at the annual meeting for a term on one year. Members of the Nominating Committee are not eligible for consecutive re-election.
- C13.03 An Audit Committee consisting of three voting members shall be elected by the Congregation Council. Audit Committee members shall not be members of the Congregational Council. Term of office shall be three years, with one member elected each year. Members shall be eligible for re-election.
- C13.04 Mutual Ministry Committee(s) (in the absence of a mutual ministry committee, the duties shall be fulfilled by the executive committee) shall be appointed jointly by the president and the rostered minister. Term of office shall be two years, with three members to be appointed each successive year.
- C13.05 When a vacancy occurs in a position for which this congregation calls a rostered minister, a Call Committee of six voting members shall be elected by the Congregation Council. Term of office will terminate upon installation of the newly called rostered minister.
- C13.06 Other committees of this congregation may be formed, as the need arises, by decision of the Congregational Council.
- C13.06.01 In addition to the committees specified in C13.02, C13.03, C13.04 and C13.05, the congregation shall have the following committees:
- C13.06.01.A22 Worship and Proclamation
- Purpose: Worship God in proclamation of the Word and administration of the sacraments, Proclaim God's saving Gospel of justification by grace alone, carry out Christ's Great Commission
- Duties: Provide services of worship at which the Word of God is preached and sacraments are administered. Foster and participate in interdependent relationships with other congregations, the synod, and the churchwide organization of the Evangelical Lutheran Church of America, witness to the reconciling Word of God in Christ to all people.
- C13.06.01.B22 Christian Life
- Purpose: Nurture members in the Word of God to grow in faith, hope and love, to see daily life as the primary setting for Christian calling, and to use the gifts of the Spirit for their life together and for their calling in the world.
- Duties: Challenge, equip, and support members in carrying out their calling in daily life and in the congregation, teach the Word of God, provide pastoral care, motivate members to provide financial support for the congregation and the Evangelical Lutheran Church of America.
- C13.06.01.C22 Christian Service
- Purpose: Serve in response to God's love to meet human needs and manifest the unity given to people of God
- Duties: Respond to human need, care for the sick and suffering, work for justice, and participate responsibly in society, join with other Christians in prayer and action to express and preserve the unity which the Spirit gives.
- C13.06.01.D22 Personnel
- Purpose: Oversee staffing/personnel management
- Duties: Write and maintain employee job descriptions, oversee staff performance reviews (structure and participants), maintain personnel records, with the pastor handle disputes among staff, recommending fair consistent commensurate discipline.

### 13.06.01.E22 Long Range Planning

Purpose: Continuously examine future needs of the congregation

Duties: Project needs for the next 2-5 years and bring recommendations to Congregational Council/appropriate committee in the following areas: ministries of the congregation, building, grounds and equipment needs, realistic staffing requirements, spiritual mission opportunities, and financial planning including endowment expenditures, meet with each committee minimally once per year to discuss needs and goals.

C13.07 Duties of committees of this congregation shall be specified in the continuing resolutions.

#### C13.07.A22 Committee Guidelines

- a. Committee members must be members of the congregation with no age limit.
- b. Each committee should consist of a minimum of 5 members
- c. There shall be only one member from any one immediate family. Relationships defined in C12.02.02.
- d. Meetings are open to all members of the congregation: only duly appointed members may vote on issues before the committee.
- e. Minutes should be taken at every meeting to form a permanent record of committee activities. Minutes will be kept on file in the church office.
- f. Members shall elect a chairperson. It is recommended that a congregation council member be the chair. Should multiple council members be on the committee, the most senior member should be the chairperson.
- g. A single 3 year term is recommended with the member and pastor securing a replacement from the membership of the congregation.

C13.08 The pastor of this congregation shall be ex officio a member of all committees and boards of this 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 (and specified in a continuing resolution).

## CHAPTER 15 - DISCIPLINE OF MEMBERS AND ADJUDICATION

\*C15.01 Persistent and public denial of the Christian faith, willful or criminal conduct grossly unbecoming a member of the Church of Christ, continual and intentional interference with the ministry of this congregation, or willful and repeated harassment or defamation of member(s) of this 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 laypersons and two rostered ministers). 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 this congregation; or
  - d. termination of membership in this 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 a 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 which cannot be resolved by the parties, members of this may petition the synod bishop for consultation after informing the president [vice president] of this congregation of their intent to do so. The synod bishop shall seek a timely resolution of the dispute. If the issue relates directly to the pastor, the bishop may begin the process in †S14.18.d. In all other matters, if the bishop's consultation fails to resolve the issue, the bishop shall refer the matter to the Consultation Committee of the synod, which shall undertake efforts to find an appropriate solution. If the Consultation Committee's efforts fail to resolve the dispute, the entire matter shall be referred to the Synod Council for adjudication by whatever process the Council deems necessary. The Synod Council's decision shall be final.

## CHAPTER 16 - AMENDMENTS

- \*C16.01 Unless provision \*C16.04. 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 this 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.
- \*C16.02 An amendment to this constitution, proposed under \*C16.01., shall:
- be approved at any legally called meeting of this congregation by a majority vote of those voting members present and voting; and
  - be ratified without change at the next regular meeting of this congregation by a two-thirds vote of those voting members present and voting.
- \*C16.03 Any amendments to this constitution that result from the processes provided in \*C16.01. and \*C16.02. shall be sent by the secretary of this congregation to the synod. The synod shall notify this 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.
- \*C16.04 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 majority vote of those voting members present and voting at any legally called meeting of this congregation without presentation at a prior meeting of this congregation, provided that the Congregation Council has submitted by mail or electronic means, as permitted by state law, notice to this 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 at least two (2) voting members of this congregation, the Congregation Council shall submit such notice. Following the adoption of an amendment, the secretary of this congregation shall submit a copy thereof to the synod. Such provisions shall become effective immediately following the congregation's vote of approval.

## CHAPTER 17 - BYLAWS

- \*C17.01 This congregation may adopt bylaws. No bylaw may conflict with this constitution.
- \*C17.02 Bylaws may be adopted or amended at any legally called meeting of this congregation with a quorum present by a two-thirds vote of those voting members present and voting.

- \*C17.03 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 Congregational Meeting called for that purpose. The Congregational Council shall notify this 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.
- \*C17.04 Adopted or amended bylaws shall be sent by the secretary of this congregation to the synod.

#### CHAPTER 18 - CONTINUING RESOLUTIONS

- \*C18.01 This 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 this 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 law 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.
- \*Constitutional sections required by the Evangelical Lutheran Church in America