

**Constitution**  
for  
**Saint Paul Lutheran Church**  
**of Pine Island, MN**

**\*PREAMBLE**

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

**Chapter 1.**

**NAME AND INCORPORATION**

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

**Chapter 2.**

**CONFESSION OF FAITH**

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

- \*C2.06. This congregation accepts the other confessional writings in the Book of Concord, namely, the Apology of the Augsburg Confession, the Smalcald Articles and the Treatise, the Small Catechism, the Large Catechism, and the Formula of Concord, as further valid interpretations of the faith of the Church.
- \*C2.07. This congregation confesses the Gospel, recorded in the Holy Scripture and confessed in the ecumenical creeds and Lutheran confessional writings, as the power of God to create and sustain the Church for God's mission in the world.

### **Chapter 3.**

#### **NATURE OF THE CHURCH**

- \*C3.01. All power in the Church belongs to our Lord Jesus Christ, its head. All actions of this congregation are to be carried out under his rule and authority.
- \*C3.02. The Church exists both as an inclusive fellowship and as local congregations gathered for worship and Christian service. Congregations find their fulfillment in the universal community of the Church, and the universal Church exists in and through congregations. The Evangelical Lutheran Church in America, therefore, derives its character and powers both from the sanction and representation of its congregations and from its inherent nature as an expression of the broader fellowship of the faithful. In length, it acknowledges itself to be in the historic continuity of the communion of saints; in breadth, it expresses the fellowship of believers and congregations in our day.

### **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.

## **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, and amendments to the bylaws, as specified in Chapter 16;
  - 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 officers, Congregation Council, boards, and committees, and require them to carry out their duties in accordance with the constitution and bylaws; 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.

## **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.
  - 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. This congregation may terminate its relationship with the Evangelical Lutheran Church in America by the following procedure:
  - a. A resolution indicating the desire of this congregation to terminate its relationship must be adopted at a legally called and conducted special meeting of this congregation by a two-thirds majority of the voting members present.
  - b. The secretary of this congregation shall submit a copy of the resolution to the synodical bishop and shall mail a copy of the resolution to voting members of this congregation. This notice shall be submitted within 10 days after the resolution has been adopted.
  - c. The bishop of the synod shall consult with this congregation during a period of at least 90 days.
  - d. If this congregation, after consultation, still desires to terminate its relationship, such action may be taken at a legally called and conducted special meeting by a two-thirds majority of the voting members present, at which meeting the bishop of the synod or an authorized representative shall be present. Notice of the meeting shall be mailed to all voting members at least 10 days in advance of the meeting.
  - e. A certified copy of the resolution to terminate its relationship shall be sent to the synodical bishop, at which time the relationship between this congregation and the Evangelical Lutheran Church in America shall be terminated.
  - f. Notice of termination shall be forwarded by the synodical bishop to the secretary of this church and published in the periodical of this church.
- \*C6.06. If this congregation considers relocation, it shall confer with the bishop of the synod in which it is territorially located before any steps are taken leading to such action. The approval of the Synod Council shall be received before any such action is effected.

## **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. 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, title to property of this congregation shall continue to reside in this congregation only with the consent of the Synod Council. The Synod Council, after consultation with this congregation by the established synodical process, may give approval to the request to become independent or to relate to a non-Lutheran church body, in which case title shall remain with the majority of this congregation. If the Synod Council fails to give such approval, title shall remain with those members who desire to continue as a congregation of the Evangelical Lutheran Church in America.
- \*C7.05. Notwithstanding the provisions of \*C7.02. and \*C7.03. above, where this congregation has received property from the synod pursuant to a deed or other instrument containing restrictions under provision 9.71.a of the Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America, this congregation accepts such restrictions and:
  - a. Shall not transfer, encumber, mortgage, or in any way burden or impair any right, title, or interest in the property without prior approval of the Synod Council.
  - b. Shall upon written demand by the Synod Council, pursuant to †S13.23. of the constitution of the 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 by the Congregation Council; 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, except in the case of the death of the pastor, shall be terminated only following consultation with the synodical bishop and 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, 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, without reflection on the competence or the moral and spiritual character of the pastor;
  - 4) the physical or mental incapacity of the pastor;
  - 5) disqualification of the pastor through discipline on grounds of doctrine, morality, or continued neglect of duty;\_
  - 6) the dissolution of the congregation; or
  - 7) suspension of the congregation as a result of discipline proceedings.
- b. When allegations of physical or mental incapacity of the pastor or ineffective conduct of the pastoral office have come to the attention of the bishop of the synod, the bishop in his or her sole discretion may, or 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 shall, investigate such conditions personally in company with a committee of two ordained ministers and one layperson.

- c. In case of alleged physical or mental incapacity, competent medical testimony shall be obtained. When such disability is evident, the bishop of the synod with the advice of the committee shall declare the pastorate vacant. Upon the restoration of a disabled 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 field of labor.
  - d. In the case of alleged local difficulties that imperil the effective functioning of the congregation, all concerned persons shall be heard, after which the bishop of the synod together with the committee described in \*C9.05.b. shall decide on the course of action to be recommended to the pastor and the congregation. If they agree to carry out such recommendations, no further action shall be taken by the synod. If either party fails to assent, the congregation may dismiss the pastor 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.
  - e. If, in the course of proceedings described in \*C9.05.d., the committee concludes that there may be grounds for disciplinary action, the committee shall make recommendations concerning disciplinary action to the synodical bishop who may bring charges, in accordance with the provisions of the constitution and bylaws of the Evangelical Lutheran Church in America and the constitution of this synod.
  - f. If, following the appointment of the committee described in \*C9.05.b. or d., it should become apparent that the pastoral office cannot be conducted effectively in the congregation(s) being served by the ordained minister due to local conditions, the bishop of the synod may temporarily suspend the pastor from service in the congregation(s) without prejudice and with pay provided through a joint synodical and churchwide fund and with housing provided by the congregation(s).
- \*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.
- \*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.
- C10.02.** A special Congregation Meeting may be called by the pastor, the Congregation Council, or the president of this congregation, and shall be called by the president of the congregation upon the written request of ten percent (10%) of

the voting members. The call for each special meeting shall specify the purpose for which it is to be held and no other business shall be transacted.

- C10.03.** Notice of all meetings of this congregation shall be given at the services of worship on the preceding two consecutive Sundays and by mail to all voting members at least 10 days in advance of the date of the meeting. The posting of such notice in the regular mail, with the regular postage affixed or paid, sent to the last known address of such members shall be sufficient.
- C10.04.** Sixty 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 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 the Congregation Council 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. The officers and voting members of the Congregation Council are the elected lay leaders of this congregation.
- C11.02.** The congregation shall elect its officers and they shall be the officers of the Congregation Council. The president and vice president shall be elected by written ballot to serve for two years. The vice president will succeed the president as elected. The secretary and treasurer shall be elected by written ballot and shall serve for one year. Their terms shall begin at the close of the annual meeting at which they are elected.
- C11.03.** Should an officer's place be declared vacant, the Congregation Council shall elect, by majority vote, a successor until the next annual meeting. Individuals who have served less than one-half of a regular term shall be eligible for nomination and possible election to a full term.
- C11.04.** No officer shall hold more than one office at a time. No president and vice president shall be eligible to serve more than one term in the same office. Upon completion of service as president, the president shall not be eligible to serve as vice president for two years. No secretary or treasurer shall be eligible to serve more than three (3) consecutive terms.

## **Chapter 12.**

### **CONGREGATION COUNCIL**

- C12.01.** The voting membership of the Congregation Council shall consist of not less than seven or more than nine elected voting members of the congregation, the officers of the congregation, and the full-time pastor(s). 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 this congregation is incorporated, the congregation may adopt procedures for the removal of a member of the Congregation Council in other circumstances.

- C12.02.** The members of the Congregation Council except the pastor(s) shall be elected by written ballot to serve for three (3) years or until their successors are elected. Such members shall be eligible to serve no more than two full terms consecutively. Their terms shall begin at the close of the annual meeting at which they are elected.
- 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. Individuals who have served less than one-half of a regular term shall be eligible for nomination and possible election to a full term.
- C12.04.** The Congregation Council shall have general oversight of the life and activities of this congregation, and in particular its worship life, to the end that everything be done in accordance with the Word of God and the faith and practice of the Evangelical Lutheran Church in America. The duties of the Congregation Council shall include the following:
- a. To lead this congregation in stating its mission, to do long-range planning, to set goals and priorities, and to evaluate its activities in light of its mission and goals.
  - b. To seek to involve all members of this congregation in worship, learning, witness, service, and support.
  - c. To oversee and provide for the administration of this congregation to enable it to fulfill its functions and perform its mission.
  - d. To maintain supportive relationships with the pastor(s) and staff and help them annually to evaluate the fulfillment of their calling, appointment, or employment.
  - e. To be examples individually and corporately of the style of life and ministry expected of all baptized persons.
  - f. To promote a congregational climate of peace and goodwill, and, as differences and conflicts arise, to endeavor to foster mutual understanding.
  - g. To arrange for pastoral service during the sickness or absence of the pastor.
  - h. To emphasize partnership with the synod and churchwide 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 \$10,000 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 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 salaried lay workers of this congregation.
- 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(s) or interim pastor(s), 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.

### **Chapter 13.**

#### **CONGREGATION COMMITTEES**

- C13.01.** The officers of this congregation and the full-time pastor(s) shall constitute the *Executive Committee*.
- C13.02.** A *Nominating Committee* of six voting members of this congregation, three of whom, if possible, shall be outgoing members of the Congregation Council, three of whom shall be elected at the annual meeting for a term of one year. Members of the Nominating Committee are not eligible for consecutive reelection.
- C13.03.** An *Audit Committee* of three voting members shall be elected by the Congregation. Audit Committee members shall not be members of the Congregation Council or the Special Gifts Fund Committee. Term of office shall be three years, with one member elected each year. Members shall be eligible for reelection.
- C13.04.** A *Special Gifts Fund Committee* shall be made up of nine voting members of this congregation, three of which shall be elected at the annual meeting each year. After a lapse of one year, former committee members may be reelected.
- C13.05.** When a pastoral vacancy occurs, a *Call Committee* of six voting members, one of whom shall be the Congregation Council Vice-President and one of whom shall be a confirmed youth, shall be elected by ballot vote of this congregation. Term of office will terminate upon installation of the newly called pastor.
- C13.06.** Other committees of this congregation may be formed, as the need arises, by decision of the Congregation Council.
- C13.07.** Duties of committees of this congregation shall be specified in the bylaws.
- C13.08.** The pastor(s) of this congregation shall be ex officio a member of all committees and boards of the congregation.
- C13.09.** Should a committee member's place be declared vacant, the Congregation Council shall elect by majority vote, a successor until the next annual meeting.

### **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.

### **Chapter 15.**

#### **DISCIPLINE OF MEMBERS AND ADJUDICATION**

- \*C15.01.** Denial of the Christian faith as described in this constitution, conduct grossly unbecoming a member of the Church of Christ, or persistent trouble-making in this congregation are sufficient cause for discipline of a member. Prior to

disciplinary action, reconciliation will be attempted following Matthew 18:15-17, proceeding through these successive steps: a) private admonition by the pastor, b) admonition by the pastor in the presence of two or three witnesses, and c) citation to appear before the Congregation Council. If for any reason, the pastor is unable to administer the admonitions required by a. and b. hereof, the president (if not the pastor) or vice president shall administer such admonitions.

**\*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 discipline against a member proceeds beyond counseling and admonition by the pastor, charges against the accused member(s) that are specific and in writing shall be prepared by member(s) of the congregation who shall sign the charges as the accuser(s). The written charges shall be filed with the pastor, who shall advise the Congregation Council of the need to issue a written citation to the accused and the accusers that specifies the time and place of the hearing before the Congregation Council. The written charges shall accompany the written citation to the accused. A member charged with the offense shall appear before the Congregation Council after having received a written citation at least ten days prior to the meeting. If the member charged with the offense fails to appear at the scheduled hearing, the Congregation Council may proceed with the hearing and may pass judgment in the member's absence.

**\*C15.03.** Members of the Congregation Council who participate in the preparation of the written charges or who present evidence or testimony in the hearing before the Congregation Council are disqualified from voting upon the question of the guilt of the accused member. Should the allegations be sustained by a two-thirds majority vote of the members of the Congregation Council who are not disqualified but who are present and voting, and renewed admonition prove ineffectual, the council shall impose one of the following disciplinary actions:

- a. censure before the council or congregation;
- b. suspension from membership for a definite period of time; or
- c. exclusion from membership in this congregation.

Disciplinary actions b. and c. shall be delivered to the member in writing.

**\*C15.04.** The member against whom disciplinary action has been taken by the Congregation Council shall have the right to appeal the decision to the Synod Council. Such right may not be abridged and the decision of the Synod Council shall be final.

**\*C15.05.** Disciplinary actions may be reconsidered and revoked by the Congregation Council upon receipt of a) evidence that injustice has been done or b) evidence of repentance and amendment.

**\*C15.06.** For disciplinary actions in this congregation, "due process" shall be observed as specified in **20.41.04.** in the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*.

**\*C15.07.** No member of a congregation shall be subject to discipline for offenses that the Congregation Council has previously heard and decided, unless so ordered by the Synod Council after an appeal.

**\*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, however, 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 and that the Congregation Council notify the congregation's members by mail of the proposal with the council's recommendations at least 30 days in advance of the Congregation Meeting.
- \*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 sixty of the voting members or by the Congregation Council. Proposals must be filed in writing with the Congregation Council 60 days before formal consideration by this congregation at a regular or special Congregation Meeting called for that purpose. The Congregation Council shall notify the congregation's members by mail of the proposal together with the council's recommendations at least 30 days in advance of the meeting.
- \*C17.02.** An amendment to this constitution, proposed under **\*C17.01.**, shall:
- be approved at a legally called Congregation Meeting according to this constitution by a majority vote of those present and voting;
  - be ratified without change at the next annual meeting by a two-thirds majority vote of those present and voting; and
  - have the effective date included in the resolution<sup>4</sup> and noted in the constitution.

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<sup>4</sup> Such an effective date must be stated in relation to the requirements of **\*C17.03.** to allow time for synodical review of the amendment.



- \*C17.03.** 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 amendment shall become effective within 120 days from the date of the receipt of the notice by the synod unless the synod informs this congregation that the amendment is in conflict with the constitution and bylaws of the Evangelical Lutheran Church in America or the constitution of the Southeastern Minnesota Synod of the ELCA.
- \*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 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 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 sixty 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 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.

NOTE: \*means required by Evangelical Lutheran Church of America. They describe ELCA churchwide practice.

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1. COMMUNION PARTICIPATION (Cf. Chapter 2 of Constitution)
  - 1.1. This congregation invites all of its members who have been prepared to participate regularly in Holy Communion.
  - 1.2. Baptized believers of all ages are invited to the sacrament of Holy Communion.
  - 1.3. Instruction for Holy Communion will normally be provided for persons in the fifth grade during Lent.
  - 1.4. Holy Communion is open to all baptized Christians who accept the Lutheran teaching on this sacrament.
  - 1.5. It shall be made known to prospective participants that the belief of this congregation is:
    - 1.5.1. Participation in the Lord's Supper is the reception of "the body and blood of our Lord Jesus Christ given in with and under the bread and wine, instituted by Christ himself for us to eat and drink."
    - 1.5.2. We hold that a "person is well prepared and worthy who believes these words, given and shed for you for the remission of sins. But anyone who does not believe these words, or doubts them, is neither prepared nor worthy, for the words 'for you' require simply a believing heart."
  - 1.6. Holy Communion participation shall be recorded. If a member of another congregation communes, notice shall be sent to that congregation.
2. MEMBERSHIP (Cf. Chapter 8.05 of Constitution)
  - 2.1. The congregation shall, in the event of the removal of a member from the community it serves, encourage the member to request a transfer to a Lutheran congregation which can serve that member effectively. Should the member fail to request a transfer, a Lutheran congregation in the community of that member's residence shall be notified.
  - 2.2. A confirmed member who does not, for a period of one year, partake of Holy Communion, support the church with his/her offerings, and does not appear to desire to participate in the life and worship of the congregation shall be contacted by letter or phone call, encouraging them to active membership. If, during the second year, the confirmed member does not actively participate, the member's name shall be removed from the membership roster of the congregation but be retained on a responsibility list as one who is in special need of the congregation's prayer and concern.
3. THE PASTOR (Cf. Chapter 9 of Constitution)
  - 3.1. The pastor(s) shall be an advisory member of Boards and Committees and shall serve as the Spiritual Leader(s) of the Congregation.
  - 3.2. The pastor(s) shall consult with the officers, committees and boards in matters pertaining to their areas of responsibility.
4. MEETINGS OF THE CONGREGATION (Cf. Chapter 10 of Constitution)
  - 4.1. The annual meeting of the congregation shall be held during the month of January. The announcement of the time and place of the annual meeting of the congregation shall be made at two consecutive Sunday services immediately preceding the meeting; and by mail to all voting members at least 10 days in advance of the date of the meeting.
  - 4.2. The current roster of voting members shall be available at each meeting of the congregation.
  - 4.3. The voting members at the annual meeting shall receive reports from all the organizations of the congregation. Such reports, including a financial statement, shall be submitted in writing to the pastor(s) not less than 10 days before such meeting.
  - 4.4. Unless otherwise ordered, Robert's Rules of Order, latest edition, shall govern parliamentary procedure of all congregational meetings.

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5. OFFICERS (Cf. Chapter 11 of Constitution)
  - 5.1. General duties of the **Executive Officers**:
    - 5.1.1. Congregation officers shall work with the pastor(s) to promote the nurturing of the faith and well being of the congregation. They shall give a good Christian witness by attendance at worship, Holy Communion, and attendance at the meetings of the Congregation Council and the congregation.
  - 5.2. Specific duties of the Executive Officers:
    - 5.2.1. The **president** of the congregation is the chairperson of all meetings of the congregation and its Congregation Council.
      - 5.2.1.1. The president shall be the chairperson of the Personnel Committee.
      - 5.2.1.2. The president shall be an advisory member of all Standing Committees and Congregation Committees.
      - 5.2.1.3. The president shall be a member of the Finance Committee.
      - 5.2.1.4. The president or vice president shall be the convener of the Nominating Committee.
      - 5.2.1.5. The president or vice president shall serve as an advisory member of the Special Gifts Fund Committee.
    - 5.2.2. The **vice president** shall assist the president in fulfilling the duties of the Office of president and shall see that all officers and committees operate according to their duties.
      - 5.2.2.1. The vice president shall preside at all meetings in the absence of the president or whenever requested to do so by the president.
      - 5.2.2.2. The vice president shall serve on any active Call Committee as the Congregation Council representative.
      - 5.2.2.3. The vice president shall be nominated for the Office of the President after serving a two year term as vice president.
      - 5.2.2.4. The vice president shall serve as a member of the Personnel Committee.
    - 5.2.3. The **secretary** shall keep the minutes of the Congregation Council, congregation meetings, and shall oversee the records of the congregation, including up-to-date copies of the constitution and bylaws, which shall be available to the membership.
      - 5.2.3.1. The secretary shall oversee all correspondence for the Congregation Council.
      - 5.2.3.2. The secretary shall oversee the publication of Congregation Council minutes to be posted in the fellowship hall.
      - 5.2.3.3. The secretary shall work together with the Communications Committee promoting communication and understanding of the life and work of the Christian community of the congregation.
    - 5.2.4. The **treasurer**, financial secretary, and financial administrator shall keep, in the name of the congregation, in a financial institution designated by the Congregation Council, all monies belonging to the congregation. These positions shall be insured, such insurance to be paid for by the congregation.
      - 5.2.4.1. The treasurer shall work with the financial administrator to pay all bills promptly, as approved by the Congregation Council, or the congregation. The treasurer and the financial administrator both shall sign all checks. In absence of either the treasurer or financial administrator, the president of the congregation will be the second signature on all checks.
      - 5.2.4.2. Written monthly financial reports shall be submitted to the Congregation Council.

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- 5.2.4.3. Written annual financial reports including a summary of all receipts and disbursements shall be submitted to the congregation at its annual meeting.
  - 5.2.4.4. The congregation's financial records shall be audited annually. The financial records shall be available to the Audit Committee.
  - 5.2.4.5. The treasurer shall serve as a member of the Stewardship Committee.
  - 5.2.4.6. The treasurer shall work with the financial secretary to see that all worship offerings are counted, deposited, and recorded. The treasurer will present a list of counters and substitutes for annual approval by the Congregation Council.
  - 5.2.4.7. The treasurer and financial administrator will be members of the Finance Committee.
6. CONGREGATION COUNCIL (Cf. Chapter 12 of Constitution)
- 6.1. In addition to the provisions of the constitution, the following shall govern membership on the Congregation Council and the conduct of its meetings:
    - 6.1.1. At its annual meeting, the congregation shall elect a Congregation Council which shall consist of the Executive Committee and nine non-executive, voting members, each elected to chair one of the following nine **Standing Committees** of the congregation.
      - 6.1.1.1. Building and Grounds Committee
      - 6.1.1.2. Communications Committee
      - 6.1.1.3. Education Committee-Adult
      - 6.1.1.4. Education Committee-Youth
      - 6.1.1.5. Evangelism Committee
      - 6.1.1.6. Mission Committee
      - 6.1.1.7. Stewardship Committee
      - 6.1.1.8. Worship and Music Committee
      - 6.1.1.9. Youth Ministries Committee
  - 6.2. General duties of the non-executive members and their standing committees:
    - 6.2.1. Each elected committee chair shall form a committee from the voting members of the congregation. Confirmed members who have not attained the age of majority may serve in an advisory capacity.
    - 6.2.2. Each elected committee chair shall submit a written report to the Congregation Council, describing work accomplished, new work discussed, and any recommendations.
    - 6.2.3. Each elected committee chair shall submit a newsletter article as needed.
    - 6.2.4. Each elected committee chair shall be responsible to the congregation and the Congregation Council for the execution of the duties assigned to the Standing Committee to which elected.
    - 6.2.5. Each elected committee chair shall submit a committee budget for the following year to the Executive Committee by October 1 each year.
  - 6.3. Specific duties of the non-executive members and their Standing Committees:
    - 6.3.1. **Building and Grounds Committee**. This committee shall be responsible for the general maintenance, appearance, upkeep and repair of the property of the congregation. Their duties shall specifically include, but not be limited to: housekeeping, cleaning, sanitization of the facilities, regular maintenance of fire safety equipment and first aid supply boxes on the premises, and keeping a complete inventory of all property for insurance purposes.

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- 6.3.2. **Communications Committee.** This committee shall be responsible for promoting communication and understanding of the life and work of our congregation as a Christian community. Their duties shall specifically include, but not be limited to:
- 6.3.2.1. Establish a relationship between the congregation and local community, the National ELCA, the office of the SEMN Synod of the ELCA, the Cannon River Conference of the SEMN Synod of the ELCA, and any and all charitable organizations maintained and supported by the congregation, including church colleges, seminaries, bible camps, and campus ministries of the ELCA.
  - 6.3.2.2. Publicize activities in and around the community and the church.
  - 6.3.2.3. Keep family and member picture board current.
  - 6.3.2.4. Select a task force to oversee a picture directory as needed and update annually.
- 6.3.3. **Education Committee-Adult.** This committee shall be responsible for the life-long learning of members of this congregation. This committee shall coordinate its activities to complement the work of the Education Committee-Youth. Their duties shall include, but not be limited to:
- 6.3.3.1. Selection of materials for all classes offered for post-confirmation (high school) and adult study.
  - 6.3.3.2. Recruit and train teachers.
  - 6.3.3.3. Make available bible study and/or adult forums.
  - 6.3.3.4. Work in cooperation with the staff persons (clergy or lay) responsible for education.
  - 6.3.3.5. The Chairperson shall be a member of the Personnel Committee.
- 6.3.4. **Education Committee-Youth.** This committee shall be responsible for providing input and assistance to the Education Director(s) for the effective education of the youth of the congregation. The Education Committee-Youth will aid in developing effective teaching ministries, including the teaching and training of teachers and leaders. This committee shall specifically address the education of 3 year olds through 7<sup>th</sup> grade. Their duties shall include, but not be limited to:
- 6.3.4.1. Assist the Education Director(s) to complete teacher recruitment and training, staffing of all education committees (Sunday School, Vacation Bible School, Christmas Program, Teacher Recruitment, Seder Meal, and Curriculum).
  - 6.3.4.2. Assist the Education Director(s) in ordering and presenting bibles to third graders.
  - 6.3.4.3. Assist the Education Director(s) in confirmation stole making and the confirmation banquet.
  - 6.3.4.4. Communicate with the Education Committee-Adult.
  - 6.3.4.5. Annually review the Education Committee-Youth budget.
- 6.3.5. **Evangelism Committee.** This committee shall be responsible for the out-reach program of the congregation, encouraging evangelism – reaching out to touch and share God’s love – thereby encouraging personal growth and the realization that everyone is a minister.
- 6.3.5.1. This committee shall work to include all youth and adults in the evangelism of this congregation.
  - 6.3.5.2. Other duties include, but are not limited to:
    - 6.3.5.2.1. Organize a welcome for new members to the congregation.

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- 6.3.5.2.2. Assist during the organization and implementation of the every member visitations.
- 6.3.5.2.3. The Chairperson is a member of the Personnel Committee.
- 6.3.6. **Mission Committee**. This committee shall be responsible for developing the awareness of mission within the congregation. Members of this committee are encouraged to view mission in the broadest sense of outreach in this world and to challenge the congregation to meet needs in the world community. Committee duties shall include, but not be limited to:
  - 6.3.6.1. Oversee Responion Fund.
  - 6.3.6.2. Inform the congregation in matters of global mission. This is to include information regarding active missions of the ELCA, its World Hunger program, Lutheran World Relief, and other opportunities to participate in global mission.
  - 6.3.6.3. Address physical and spiritual needs of the local community.
  - 6.3.6.4. Address social issues relevant to our living in the world.
  - 6.3.6.5. Work in cooperation with the clergy as a regular practice.
- 6.3.7. **Stewardship Committee**. This committee shall promote Christian stewardship of time, talents, and finances on the part of all members of the congregation.
  - 6.3.7.1. This committee shall encourage proportionate/percentage giving.
  - 6.3.7.2. This committee shall be responsible for time and talent sheet updates each year, collect the information from the members of the congregation, and provide the information to the appropriate chairpersons.
  - 6.3.7.3. The committee will receive the help of the Evangelism Committee when planning and implementing every member visitations
  - 6.3.7.4. The chairperson will be a member of the Finance Committee.
- 6.3.8. **Worship and Music Committee**. This committee shall be responsible for promoting Christian worship in a meaningful way that adds depth to the worship life of the congregation. Their duties shall specifically include, but not be limited to:
  - 6.3.8.1. Secure ushers, greeters, communion assistants, lay readers, and children sermon presenters.
  - 6.3.8.2. Provide and encourage education for those involved in the worship service.
  - 6.3.8.3. Assist the pastor(s) in promoting Christian worship in liturgy, music for services, and worship material.
  - 6.3.8.4. Provide for maintenance, care and upkeep of any and all musical instruments owned by the church.
  - 6.3.8.5. Provide for the use of banners and other works of art in the sanctuary.
  - 6.3.8.6. The Chairperson of this committee shall be a member of the Personnel Committee.
- 6.3.9. **Youth Ministries Committee**. This committee shall be responsible for involving youth grades 6-12 in the life and work of this congregation. Members of this committee will participate in youth activities.
  - 6.3.9.1. The chairperson of this committee is to communicate the needs and activities of the youth to the Congregation Council.
  - 6.3.9.2. Other responsibilities include, but are not limited to:
    - 6.3.9.2.1. Work in cooperation with the staff persons (clergy and lay) responsible for youth.

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6.3.9.2.2. The Chairperson of this committee shall be a member of the Personnel Committee.

7. CONGREGATIONAL COMMITTEES (Cf. Chapter 13 of Constitution)

7.1. **Audit Committee.**

- 7.1.1. This committee is responsible for auditing the financial records of this congregation.
- 7.1.2. This committee will consist of three voting members.
- 7.1.3. Members are elected for a three year term at the annual meeting. A new member will be elected each year.
- 7.1.4. This committee will review all financial records of the congregation prior to its January annual meeting and/or at such other times as the Congregation Council or the congregation may direct.
- 7.1.5. The committee will present its report in written form.

7.2. **Call Committee.**

- 7.2.1. This committee will conduct its business according to the guidelines in C6.03.c, C9.01, and C13.05 of Saint Paul Lutheran Church's constitution.

7.3. **Nominating Committee.**

- 7.3.1. The Congregation Council president or vice president will convene this committee. After being instructed by the convener concerning their responsibilities, including the positions needing nominations, this committee will elect a chairperson from its membership.
- 7.3.2. This committee will nominate one or more candidates for each elected office to be filled. Delegates to the synod and other church conventions will be nominated. Consent of each nominee will be secured after informing the nominee of the responsibilities of the elected office.
- 7.3.3. In addition to the candidates submitted by the nominating committee, additional nominations may be made from the floor at the special or annual meeting.

7.4. **Personnel Committee.**

- 7.4.1. This committee shall consist of the president of the congregation who shall serve as chairperson, all full-time pastors, the immediate past president of the congregation, the vice president, and the chairpersons of the committees of Education-Adult, Evangelism, and Worship and Music.
- 7.4.2. This committee shall be responsible to the Congregation Council for the development of policy, general oversight of the regular staff performance reviews, annual salary reviews, and development and maintenance of the congregation's Personnel Manual.
- 7.4.3. The president and vice president of the congregation shall do performance and salary reviews of the staff (clergy and lay). The past president of the congregation may be invited to participate in the reviews.
- 7.4.4. This committee shall review personnel policies and procedures and make recommendations as needed to the Congregation Council.
- 7.4.5. This committee shall perform its designated role(s) in the operation of the grievance process. (Refer to Personnel Manual)
- 7.4.6. This committee shall perform other personnel duties as assigned by the Congregation Council.

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**7.5. Special Gifts Committee.**

- 7.5.1. This committee shall encourage, receive and administer gifts given to Saint Paul Lutheran Church through bequests in wills, charitable remainder and other trusts, charitable gift annuities, assignment of life insurance, and transfers of property (cash, stocks, bonds, real estate). These gifts shall be received and administered in a manner consistent with the policies of the ELCA and this congregation and the Investment Policy Statement (IPS) of Saint Paul Lutheran Church.
- 7.5.2. All assets are to be held in the name of Saint Paul Lutheran Church Special Gifts Fund.
- 7.5.3. The purpose of the Special Gifts Fund is to enhance the work and mission of Saint Paul Lutheran Church apart from the general budget fund expenses of the congregation. No portion of the Special Gifts Fund shall be used for the annual operating of the congregation except in particular, temporary, difficult circumstances, where the ongoing fiscal operation of the church is in jeopardy. (These are examples, but are not limited to: unable to meet payroll, to avoid repossession or foreclosure of church assets, or termination of essential utilities.) Under those circumstances, the four executive officers of the Congregation Council, the Congregation Council, or a legally called meeting of the congregation may authorize the use of the Special Gifts Fund for annual operating purposes.
  - 7.5.3.1. The full-time pastor(s) and the president or vice-president of the Congregation Council shall be advisory members of this committee.
  - 7.5.3.2. This committee shall meet at least semi-annually, or more frequently as deemed by it in the best interest of the Special Gifts Fund.
  - 7.5.3.3. A quorum shall consist of three members. A majority present and voting shall carry any motion or resolution.
  - 7.5.3.4. The committee shall elect from its membership a chairperson and secretary. The chairperson, or member designated by the chairperson, shall preside at all committee meetings.
  - 7.5.3.5. The secretary shall maintain complete, accurate minutes of all committee meetings and supply a copy to all committee members, the Congregation Council, and the church office.
  - 7.5.3.6. The financial administrator shall maintain complete and accurate books of accounts for the Special Gifts Fund. The financial administrator and treasurer shall sign all checks and all other necessary documents on behalf of the congregation in furtherance of the purposes of the Special Gifts Fund. In absence of either the treasurer or financial administrator the president of the congregation will be the second signature on all checks and any other necessary documentation. These positions shall be insured, such insurance to be paid for by the congregation.
  - 7.5.3.7. The books shall be audited annually by the Audit Committee.
  - 7.5.3.8. This committee shall submit for the annual report a full and complete audited account of the administration of the Special Gifts Fund for the preceding year. However, the Congregation Council may request a report at any time, and the congregation may request a report at any special meeting.
  - 7.5.3.9. This committee may request other members of the congregation to serve as investment advisory members and, at the expense of the Special Gifts Fund



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income, may provide for such professional counseling on investments or legal matters as it deems to be in the best interests of the Special Gifts Fund.

- 7.5.3.10. Members of this committee shall not be liable for losses which may be incurred upon investments of the assets of the Special Gifts 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 Special Gifts 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 interests of the Special Gifts Fund.
- 7.5.3.11. This committee may hold, sell, exchange, rent, lease, transfer, convert, invest, reinvest, and in all other respects manage and control the assets of the Special Gifts Fund, including stocks, bonds, debentures, mortgages, notes or other securities, as in their judgment and discretion they deem wise and prudent with subsequent execution by the financial administrator.
- 7.5.3.12. The committee shall consider distribution of the Special Gifts Fund in the following ways, but shall not be limited to these:
  - 7.5.3.12.1. Capital improvements, debt reduction, or building program of this church;
  - 7.5.3.12.2. Out-reach into the community, including, but not limited to, grants to ELCA colleges, seminaries, social service agencies, institutions and agencies to which this congregation relates, and to special programs designed for those persons in the parish area who are in spiritual and/or economic need;
  - 7.5.3.12.3. Missions of the ELCA at home and overseas, including but not limited to, grants to the ELCA for mission, professional leadership, educational ministries, world mission and ecumenism, and the ELCA Mission Investment Fund.
- 7.5.3.13. Programs for support shall be recommended by the committee and approved by the Congregation Council for funding.

END OF BYLAWS