

Table of Contents

CONSTITUTION

Preamble	2
Article I Name.....	2
Article II Confession of Faith	2
Article III Purpose.....	3
Article IV Synod Membership	3
Article V Membership	3
Article VI Pastoral Office	4
Article VII Power of the Congregation	5
Article VIII Legal Ownership	5
Article IX Congregational Meeting.....	6
Article X Church Council	6
Article XI Bylaws.....	7
Article XII Amendments.....	7

BYLAWS

Part I Communion Participation.....	9
Part II Liturgy and Conflicting Loyalties	9
Part III Membership	9
Part IV Pastoral Call.....	11
Part V Annual Meeting	12
Part VI Church Council	12
Part VII Nominating Committee	17
Part VIII Personnel Policies and Committees	17
Part IX Reports of Organizations	17
Part X Parish Records	17
Part XI Mission Endowment Fund.....	18

CONSTITUTION
of the
Calvary Lutheran Church
Willmar, Minnesota

Ratified – January 19, 1966
Revised – January 27, 1985
Revised – January 23, 1995
Revised – January 30, 2000
Revised – January 27, 2008

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 these provisions. In the name of the Father and of the Son and of the Holy Spirit.

Article I – Name

The name of this congregation shall be: *The Calvary Lutheran Church of Willmar, Minnesota*. For the purpose of this constitution and the accompanying bylaws, the Calvary Lutheran Church congregation is hereinafter designated as "this congregation." Similarly, the Evangelical Lutheran Church in America is hereinafter designated as "the E.L.C.A." This congregation shall be incorporated under the laws of the State of Minnesota.

Article II – Confession of Faith

(Cf. Part I and II of Bylaws)

1. This congregation confesses the Triune God; Father, Son, and Holy Spirit.
2. This congregation believes and confesses that the Holy Scriptures, the canonical books of the Old and the New Testament, are the Word of God, revealed for the salvation of all. Therefore, the Holy Scriptures together with Baptism and the Lord's Supper are the only source and rule of faith, doctrine, and life in this congregation.
3. This congregation accepts and adheres to the Apostolic, the Nicene, and the Athanasian Creeds, and in addition thereto, the Unaltered Augsburg Confession and Luther's Small Catechism. Nothing contrary to these confessions shall be taught in the congregation, either in the public preaching of the Word or in the instruction of the youth.
4. As further elaboration of and in accord with these Lutheran symbols, this congregation also accepts the other confessional writings in the Book of Concord of 1580 namely; the Apology, Luther's Large Catechism, the Smalcald Articles, and the Formula of Concord, and recognizes them as normative for its theology.

5. This congregation accepts the above writings of the E.L.C.A. because they are the presentation and explanation of the pure doctrine of the Word of God and a summary of the faith of the E.L.C.A.

Article III – Purpose

1. All power in the Church belongs to our Lord Jesus Christ, its head. All actions of this congregation are to be carried out under the rule and authority of Christ.
2. The object and purpose of this congregation shall be to proclaim and spread the Christian faith through the Means of Grace, and to cooperate in the work and service of the E.L.C.A.

Article IV – Synod Membership

1. For the better attainment of its objectives and purposes, this congregation shall hold membership in the Southwestern Minnesota Synod of the E.L.C.A.
2. Severance of membership in the E.L.C.A. shall require two-thirds majority vote of all members present and voting at a properly called meeting. Such a decision shall not be effective until at least ninety days after the bishop of the synod has been notified, the bishop has been provided an opportunity to consult with the congregation, and until the initial action has been ratified by a two-thirds majority vote by written ballot at a subsequent properly called meeting. Notice of each meeting shall be mailed to all voting members at least ten days in advance of the meeting.
3. At its annual meeting the congregation shall elect, in the manner provided in the bylaws, voting members of the congregation as delegates or alternate delegates in the permitted numbers to the assemblies and the meetings of the Southwestern Minnesota Synod of the E.L.C.A. The expenses incurred by such delegates or alternate delegates in connection with their attendance shall be paid by the congregation.

Article V – Membership

(Cf. Part III of Bylaws)

1. Members of this congregation shall be those who are defined as such at the time this constitution is adopted, or who are admitted hereafter, and who maintain membership in accordance with the provisions of the constitution and bylaws. There shall be no membership restrictions with respect to race, color, national origin, or sex.
2. Members shall be classified as (a) baptized; (b) confirmed; (c) voting.

- a) Baptized members shall be those who have been baptized in the Name of the Triune God and have been received by the congregation.
 - b) Confirmed members shall be the baptized members who have been confirmed in the Lutheran faith or have been baptized and received into membership by affirmation of faith.
 - c) Voting members shall be all confirmed members and members who have been accepted by affirmation of faith, except in matters as required by law such as acquisition and sale of property, where legal voting age is a requirement.
3. Members of this congregation shall:
- a) make diligent 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;
 - c) support the work of the congregation and of the E.L.C.A. and actively participate in the functions of worshipping, learning, serving, witnessing, and supporting;
 - d) have active concern for the Christian training of the youth and for their instruction in Christian truth.
4. Discipline in the congregation shall be exercised in accordance with Matthew 18:15-18.

"If another member of the church sins against you, go and point out the fault when the two of you are alone. If the member listens to you, you have regained that one. But if you are not listened to, take one or two others along with you, so that every word may be confirmed by the evidence of two or three witnesses. If the member refuses to listen to them, tell it to the church; and if the offender refuses to listen even to the church, let such a one be to you as a Gentile and a tax collector. Truly I tell you, whatever you bind on earth will be bound in heaven and whatever you loose on earth will be loosed in heaven." (NRSV)

Article VI – Pastoral Office

(Cf. Part IV of Bylaws)

- 1. Authority to call a pastor shall rest in the congregation. Such authority to call shall be exercised by a two-thirds majority vote by written ballot of members present and voting at a meeting properly called for that purpose. Before a call is issued, the officers, or a committee authorized by the congregation, shall seek the advice and help of the bishop of the synod.
- 2. Only clergy of the E.L.C.A. in good standing or one who is recommended for call by the synodical bishop of the E.L.C.A., may be called as a pastor or as interim pastor of the congregation.
- 3. The pastors, as spiritual leaders of the congregation, shall be advisory and non-voting members of the Church Council and serve in such

capacity to all other boards, committees, and organizations of the congregation.

4. If in the judgment of the congregation a pastor is no longer able to serve satisfactorily, the pastor may be requested to resign. However, before the resignation is requested, the matter shall first be carefully considered at a meeting of the Church Council and in consultation with the bishop of the synod. A resolution requesting the pastor's resignation must be adopted by a two-thirds majority vote by written ballot of those present and voting at a meeting of the congregation especially called to consider such a resolution. At least ten days prior to such a meeting, written notice shall be mailed to voting members. When the pastor's resignation has been requested in the manner here specified, the pastor shall vacate the office at such a time as the congregation shall specify.
5. Matters of discipline involving a pastor for alleged defection in doctrine or for alleged conduct unbecoming a pastor, shall be referred by the Church Council to the bishop of the synod for action in accordance with the Constitution and Bylaws of the E.L.C.A.

Article VII – Power of the Congregation

1. In all matters of Christian faith and life, the authority of the Word of God shall be supreme.
2. In all matters not decided by the Word of God and not subject to civil laws, and not delegated to the Church Council, the congregation itself, not any individual or group within it, shall have the authority of decision.
3. All schools, societies, and other organizations within the congregation shall be organized only with the approval of the congregation and shall operate in harmony with its policies.

Article VIII – Legal Ownership

1. Title to all real and personal property acquired by the congregation, its organizations, or individuals for use by the congregation and its organizations shall be held by the congregation.
2. Real property shall not be purchased, accepted as a gift, disposed of, or encumbered in any manner except by resolution adopted by a two-thirds majority vote by written ballot of the members present and voting at a properly called meeting of the congregation, and in conformity with such provisions of civil law as may be applicable.
3. Should the congregation by means other than legal dissolution cease to exist or its property be abandoned, title to its land and other assets, real and personal, shall pass to the E.L.C.A. or its successor.

Article IX – Congregational Meeting

(Cf. Part V of Bylaws)

1. The power and authority of this congregation shall be exercised through the congregational meeting, called and held in conformity with civil laws and the provisions of the constitution and bylaws of the congregation.
2. The annual meeting of the congregation shall be held in the month of January on a date set by the Church Council. Notice of the meeting shall be given as provided in the bylaws.
3. A special meeting of the congregation may be called by action of the congregation, by petition of at least ten percent of the voting members or by any one of the following: the Church Council, the president of the congregation, or a pastor. The notice of a special meeting shall be read at all worship services of the congregation for two weeks preceding the day of the meeting unless otherwise required by law. If no services are held during the stipulated time, notice of the meeting shall be mailed to all voting members at least five days in advance of the meeting.
4. The pastors shall be notified of the time and place at which a special meeting of the congregation is to be held.
5. Only the business for which a special meeting has been called shall be transacted at the meeting.
6. A meeting of the congregation may, by majority vote, recess to reconvene at a specified time and place. A meeting may also recess to reconvene upon call provided the time and place of such a reconvened meeting must be announced at the worship services of the congregation for two weeks preceding the meeting.

Article X – Church Council

(Cf. Part VI of Bylaws)

At its annual meeting, the congregation shall elect in the manner provided in the bylaws, a Church Council of twenty-one voting members.

The Church Council:

1. Leads 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.
2. Exercises only such authority as may be delegated to it by the congregation, and this authority shall be exercised in accordance with the constitution, bylaws, and resolutions of the congregation.
3. Works with the pastors in providing for the spiritual care and assists in providing for the material welfare of the congregational membership.
4. Manages the financial affairs and property of the congregation by preparing an annual budget for adoption by this congregation and shall supervise the expenditure of funds in accordance with its adoption. The budget shall include this congregation's support of the wider ministry being carried on in partnership with the synod and the E.L.C.A.

5. Elects from its own membership a president, vice-president, and a secretary. These officers shall also be the president, vice-president and secretary of the congregation. The Church Council shall also elect a **treasurer** of the congregation, who need not be a member of the Church Council. However, the **treasurer** must be an elected member of the Church Council in order to have voting privileges at the Church Council meetings.
6. Appoints such committees as may be necessary or advisable to facilitate the discharge of the above responsibilities.

Article XI – Bylaws

1. The congregation shall adopt such bylaws as may from time to time be found necessary. No bylaw may conflict with this constitution.
2. Bylaws may be adopted or amended at any properly called meeting of the congregation by a two-thirds majority vote by written ballot of those present and voting.
 - a) Changes to the bylaws may be proposed by any voting member provided such additions or amendments be submitted in writing to the Church Council at least sixty days before a regular or special congregational meeting called for that purpose. The congregational members shall be notified of the proposed amendment and the Church Council's recommendation. The proposed bylaw or amendment must be read at the worship services of the congregation or mailed to the voting members, in either case at least two weeks prior to the meeting.
 - b) Approved changes to the bylaws shall be sent by the secretary of this congregation to the synod office.

Article XII – Amendments

1. The doctrinal basis and the confessional subscription in Article II; the purpose as contained in Article III; and this section of Article XII shall be unalterable; and no amendment to this constitution shall conflict therewith.
2. An amendment to this constitution shall be:
 - a) proposed by at least one percent of the voting members or by the Church Council. Proposals must be filed in writing with the Church Council sixty days before formal consideration by this congregation at its annual meeting. The Church Council shall notify the members of the proposal with its recommendation at least thirty days in advance of the meeting;
 - b) approved, with or without change, at the annual meeting following its announcement, by a majority vote by written ballot of those present and voting;
 - c) ratified without further change at the next annual meeting, by a two-thirds vote of those present and voting.

3. If a proposed amendment fails adoption, it may be amended by majority vote of those present and voting and adopted without change by a two-thirds vote by written ballot of those present and voting at the next annual meeting.
4. Any proposed amendments to this constitution shall be sent by the secretary of this congregation to the synod for review and comment.

BYLAWS

Amended January 25, 2004

Amended January 27, 2008

Part I – Communion Participation

(Cf. Article II of Constitution)

1. Participation in Holy Communion shall be open to those who have been prepared to receive this sacrament.
2. Holy Communion shall be administered and received according to the Word of God and the teachings of the E.L.C.A.

Part II – Liturgy and Conflicting Loyalties

(Cf. Article II and III of Constitution)

1. The public services of this congregation shall conform to the liturgies and rites of the E.L.C.A. All matters relating to major changes or variations in liturgy shall be reviewed by the Board of Worship and pastors and shall require a two-thirds majority vote of those present and voting at a congregational meeting.
2. The time of services and use of hymnals shall be decided by the Board of Worship and Pastors.
3. This congregation rejects all fellowship with organizations, secret or open, which are avowedly religious or which practice forms of religion without confessing faith in the Triune God and in Jesus Christ as the eternal Son of God incarnate to be our only Savior from sin.
4. Ceremonies of lodges or other such organizations shall not be permitted in the church or on the church premises of this congregation. The pastors of this congregation shall take no part in any such ceremonies even if they are conducted outside of the church premises.

Part III – Membership

(Cf. Article V of Constitution)

- A. Admission to Baptized Membership
 1. Children, one or both of whose parents or guardians are members of this congregation, shall upon receiving Christian Baptism, be received as baptized members of this congregation.
 2. Children neither of whose parents or guardians are members of this congregation shall, upon Christian baptism duly recorded as a ministerial act performed under the auspices of this congregation, be received as baptized members of this congregation unless there is understanding that, for good reason, they will be enrolled as baptized members of another congregation, in which case notice of the baptism shall be sent to that congregation.

3. Children baptized in other congregations shall be received as baptized members of this congregation upon admission of one or both parents or guardians to membership, or by consent of one or both parents or guardians, or by action of the Church Council.
 4. Unbaptized adults who have received instruction and have given evidence of having an adequate understanding and acceptance of the teachings of the Word of God as confessed by the E.L.C.A., shall, upon confession of faith and Christian Baptism duly recorded as a ministerial act performed under the auspices of this congregation, be received as baptized members of this congregation.
- B. Admission to Confirmed Membership
1. Baptized adults, not previously members of the congregation, who have received instruction and have given evidence of having adequate understanding and acceptance of the teachings of the Word of God as confessed by the E.L.C.A., may be admitted to membership through the rite of confirmation.
 2. However, adults received as baptized members according to the provisions of Section A. 4 of this part of the bylaws shall be recognized as confirmed members, at the discretion of the pastors, whether or not they have participated in the rite of confirmation.
 3. This congregation expects all baptized members of the congregation to take part in the confirmation instruction provided by the congregation in order to be admitted to confirmed membership through participation in the rite of confirmation.
 4. Applicants for membership presenting Letters of Transfer showing them to be confirmed members in good standing in other Lutheran congregations shall be admitted to confirmed membership upon acceptance of their Letters of Transfer and the report of their names to the congregation.
 5. Applicants for membership who present evidence of confirmation in a Lutheran congregation, but do not have Letters of Transfer, shall be admitted to confirmed membership when they have reaffirmed their faith before the congregation.
- C. Discontinuance of Membership
1. Members who move away shall be encouraged to transfer their membership. A confirmed member in good standing desiring to change membership to another Lutheran congregation shall, upon request, receive a Letter of Transfer.
 2. A confirmed member who does not, for a period of two years, partake of Holy Communion, support the church with offerings, and does not appear to desire to participate in the life and worship of the congregation, shall be visited by a pastor and/or representatives of the congregation and be encouraged into active membership. If, during the year, the confirmed member does not actively participate, that 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. Members who have been dismissed, or who have resigned; and members who have transferred to other Lutheran congregations; or who are definitely known to have become members of other congregations without transfer, have thereby terminated their membership in the congregation and have surrendered all membership rights.

Part IV – Pastoral Call

(Cf. Article VI of Constitution)

1. When the congregation has voted to call a pastor, it shall issue a Letter of Call to the pastor elect, in a form approved by the E.L.C.A. The Letter of Call shall be signed by the chairperson and the secretary of the meeting at which the call was voted, and shall be attested by the signature of the bishop of the synod.
2. The call shall normally be for an indefinite time.
3. If a pastor receives a call to another congregation, the pastor shall consult with the present congregation, or at least with the Church Council, before coming to a decision. The pastor should attempt to reach a decision as quickly as possible, normally within three weeks, and shall notify the present congregation and the bishop of the synod. When a release has been granted, and the call accepted, the pastor shall terminate his/her ministry and transfer as quickly as feasible, normally within one month.
4. A desire for a change in pastorate by either congregation or pastor shall be brought to the attention of the bishop of the synod, who shall advise in the matter in accordance with this constitution and with the established procedures of the E.L.C.A.
5. The congregation requires that its pastors shall be loyal to the faith and purpose of the congregation, as stated in Articles II and III of this constitution.
6. Clergy qualified according to Article VI.2 of this constitution may occasionally perform pastoral functions in this congregation with the approval of the Church Council and its pastors, or, in case of a vacancy in the pastorate, with the approval of the Church Council.
7. Temporary (six months or less) employment of clergy positions of assistance to the pastors shall be issued in consultation with the pastors and the Board of Worship. The final decision will be made by the Church Council.

Part V – Annual Meeting

(Cf. Article IX of Constitution)

1. Announcement of the time and place of the annual meeting of the congregation shall be made at all worship services of the congregation for two weeks preceding the day of the meeting, and in such publications as the congregation or the pastors may periodically issue; or by written notice to the voting members mailed at least ten days in advance of the meeting.
2. The current roster of confirmed and baptized members shall be updated by the authority of the Church Council prior to each annual meeting.
3. A quorum for the conduct of business at annual and special congregational meetings shall consist of four percent of the confirmed members as determined prior to the annual meeting.
4. The order of business at the annual meeting shall be:
 - a) Opening devotion
 - b) Approval of the minutes of the previous meeting
 - c) Reports of pastors, Church Council, **treasurer**, committees, and others
 - d) Elections
 - e) Approval of budget
 - f) Unfinished business
 - g) New business
 - h) Closing prayer.
5. In the following cases voting shall be by written ballot:
 - a) To elect the members of the Church Council and other elective offices;
 - b) To adopt or amend the articles of incorporation, constitution, or bylaws of the congregation;
 - c) To call a pastor or to request his/her resignation;
 - d) To remove a member from office in the congregation;
 - e) To sever membership in the E.L.C.A.
 - f) To dispose of, encumber, or purchase real property;
 - g) When requested by ten or more voting members present.
6. Except as otherwise provided in the constitution and bylaws, all matters shall be decided by majority vote of those present and voting.
7. Unless otherwise ordered, parliamentary procedures shall be in accordance with Robert's Rule of Order.

Part VI– Church Council

(Cf. Article X of Constitution)

- A. Membership and Meetings of the Church Council
 1. The Church Council shall consist of twenty-one members, elected each for a term of three years by the congregation to a specific Board of the Church Council; but elected in such a manner that on-going one-third of the council is elected each year, except as specified in Paragraph 5 of this section. Only

these twenty-one members shall have voting privileges at the Church Council meetings.

2. In addition to the requirements of congregational membership stated in Article V of the constitution, qualifications for membership on the Church Council shall include such practical ability as needed to promote the various interests of the congregation as outlined in the duties of the various Boards of the Council. No person may be elected to the Church Council who has not been a member of the congregation for at least one year.
 3. No member shall succeed oneself on the Church Council. An unexpired term of less than one year shall not be considered a term of office.
 4. Within ten days after the annual meeting of the congregation, the chairperson shall convene the Church Council and they shall elect the officers and committees prescribed by the constitution and bylaws. Terms of office for newly elected members to the Church Council begins at this organizational meeting.
 5. A vacancy on the Church Council shall be filled by action of the Church Council. Appointee is to serve until the next annual meeting of the congregation.
 6. The Pastors, other salaried Program Staff, and the **Treasurer** (if not elected to the Church Council) shall be advisory and nonvoting members of the Church Council.
 7. The Church Council shall not transact any business unless a quorum of its members is present. A majority of members of the Council shall constitute a quorum.
 8. Monthly meetings of the Church Council shall be held on the same day each month, when possible, as established by the Church Council at its organizational meeting each year. A special meeting may be called by the pastors or the president or by any three members of the Church Council.
 9. If a member of the Church Council is absent from three consecutive regular meetings without an excuse acceptable to the council, he/she has forfeited membership on the Church Council. A member having two consecutive unexcused absences from regular meetings shall be notified thereof by the secretary.
- B. Boards of the Church Council
1. The Church Council shall consist of the following Boards:
 - a) Children and Family, consisting of three members,
 - b) Finance, consisting of four members,
 - c) Outreach, consisting of four members,
 - d) Stewardship, consisting of three members,
 - e) Worship, consisting of four members,
 - f) Youth and Family, consisting of three members.

2. The Church Council board members shall be elected according to the following three year cycle:

	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Total</u>
Children & Family	1	1	1	3
Finance	1	2	1	4
Outreach	2	1	1	4
Stewardship	1	1	1	3
Worship	1	1	2	4
Youth & Family	<u>1</u>	<u>1</u>	<u>1</u>	<u>3</u>
Total Elected Each Year	<u>7</u>	<u>7</u>	<u>7</u>	<u>21</u>

3. The Church Council shall have authority to appoint such other committees as may from time to time be necessary or advisable. Any appointed committee should serve as an extension of/be accountable to the Church Council or one of its Boards. The Church Council should assign itself or a specific Board to oversee responsibilities, with such assignments based primarily on functional responsibilities. In addition, each board shall have designated pastoral support. All committee assignments shall be kept up to date, conspicuously available in the church office, and identified in the annual report. Whenever possible, committee openings shall be announced to the congregation to solicit volunteers.
4. The Church Council shall have authority to appoint or elect additional voting members as members on its regular Boards. These additional Board members will not be members of the Council.
5. The Church Council shall (at least once a year) invite the membership of its committees together with representatives chosen by the organizations of the congregation to review their respective work.
- C. Duties of Officers and Boards of the Church Council
1. The president shall preside over meetings of the Church Council and of the congregation unless the Council decides otherwise.
 2. The vice-president shall preside in the absence of the president, unless the Council decides otherwise.
 3. The secretary shall keep the minutes of the Council and of the congregation and shall preserve its archives.
 4. The treasurer shall be bonded and shall be custodian of all funds of the congregation; and shall disburse all such funds in accordance with the decisions of the congregation or the Church Council. The treasurer shall present a report to the annual congregational meeting and such other reports to the Church Council as may be required.
 5. The Board of Children and Family shall primarily be responsible for the effective and spiritual carrying out of faith formation classes and events which encompass formalized educational opportunities and specialized programming. The

Board of Children and Family shall have the responsibility, in consultation with the Youth and Family Pastor and the Children and Family Coordinator, to focus on ministry offerings for children who range in age from newborn through 6th grade and support for their families. This board's additional oversight and guidance include committees that the church council and the pastors see as appropriately fitting into this scope of ministry. Its call to service also includes consultation with the Church Council and execution of whatever action the Council shall delegate to it.

6. The Board of Finance shall be primarily responsible to develop policy for and see to the effective and spiritual carrying out of the church function of supporting. This includes the Board of Finance having responsibility for the management of funds, for care of the property, and for the preparation of the congregational budget, making recommendations to the Church Council in these areas and executing whatever action the Church Council shall delegate to it.
7. The Board of Outreach shall be primarily responsible to develop policy for and see to the effective and spiritual carrying out of the church functions of witnessing and serving. This includes the Board of Outreach having responsibility, in consultation with the pastors, for the development of sound programs of evangelism, missions, social ministry, making recommendations to the Church Council in these areas and executing whatever action the Church Council shall delegate to it.
8. The Board of Stewardship shall be primarily responsible to develop policy for and see to the effective and spiritual carrying out of the church functions of serving and supporting. This includes the Board of Stewardship having responsibility, in consultation with the pastors, for the congregation's development in accordance with spiritual principles of time, talents, and monetary stewardship, and for the raising of funds, making recommendations to the Church Council in these areas and executing whatever action the Church Council shall delegate to it.
9. The Board of Worship shall be primarily responsible to develop policy for and see to the effective and spiritual carrying out of the church functions of worshipping and serving. This includes the Board of Worship having responsibility, in consultation with the pastors, for matters pertaining to the congregation's worship, music and for the general spiritual care of the congregation, making recommendations to the Church Council in these areas and executing whatever action the Church Council shall delegate to it.
10. The Board of Youth and Family shall primarily be responsible for the effective and spiritual carrying out of faith formation classes and events which encompass formalized educational opportunities and specialized programming. The Board of

Youth and Family shall have the responsibility, in consultation with the Youth and Family Pastor and the Youth and Family Coordinator, to focus on ministry offerings for youth who range in age from 7th grade through post-High School and support for their families. This board's additional oversight and guidance include committees that the church council and the pastors see as appropriately fitting into this scope of ministry. Its call to service also includes consultation with the Church Council and execution of whatever action the Council shall delegate to it.

D. Other Responsibilities of the Church Council

1. The Church Council shall be empowered to secure non-pastoral staff as is needed to carry on the work of the congregation, and shall fix their salaries.
2. Adjustments in the salaries and benefits of the pastors shall be the responsibility of the Church Council, subject to the congregation's approval of the budget.
3. The Church Council shall help ensure all personnel matters are carried out within the guidelines of the adopted personnel policies.
4. The Church Council shall, as far as possible, operate within the limits of the approved budget of the congregation. Any expenditures in excess of the total voted budget must be approved by the congregation.
5. A qualified auditor shall be selected by the President with the approval of Church Council at the end of each church year. The Council President, in consultation with the Board of Finance, shall determine the extent of the audit for each church year. A written report on audit findings and actions taken will be presented at the next annual meeting by the Board of Finance. This report shall also include a listing of the kind and amount of insurance policies in force.
6. Use of Property
 - a) The property of the congregation shall be for the use of the congregation in its normal functions as a Lutheran Church and shall not be used in any way not in harmony with the purpose of the congregation.
 - b) Buildings which are the property of the congregation shall not be lent or rented to any group or individual not affiliated with the congregation or with the E.L.C.A. unless application for such use has been approved by the Church Council. Such approval shall be by a two-thirds majority vote of the Church Council in the case of a request for occasional use. Approval shall be by a two-thirds majority vote of the congregation in the case of a request for regular use.

Part VII– Nominating Committee

1. The nominating committee shall be composed of seven members, three of whom shall be elected by the Church Council from its own membership and four of whom shall be elected by the congregation.
2. This committee shall be called to its initial meeting in the month of October each year by the Pastors, who shall serve as advisory members, at which time the committee shall elect a chairperson from its membership. The chairperson shall call a sufficient number of meetings prior to the annual meeting to provide ample opportunity for the selection by the committee of one or more qualified candidates for each elective office. The committee, before presenting its nominations, shall determine that each candidate is qualified and shall secure the consent of each candidate to serve if elected.
3. The members of the nominating committee shall serve for the year following their election.
4. The candidates of the nominating committee shall be made known to the congregation in conjunction with the announcements of the annual meeting.
5. In addition to the candidates submitted by the nominating committee, additional nominations may be made from the floor.
6. A vacancy in the congregational elected membership of the nominating committee shall be filled by action of the Church Council.

Part VIII– Personnel Policies and Committee

Personnel policies shall be kept up to date and consistently applied. The personnel committee shall be composed of three members, representing the immediate past presidents of the Church Council. The committee shall serve in a proactive and advisory capacity on all personnel policies and matters.

Part IX– Reports of Organizations

All committees and organizations handling funds within the congregation shall submit accounts to the **treasurer** or the church office at least fifteen days prior to the annual meeting, and the **treasurer** shall include such accounts in a report to the meeting.

Part X– Parish Records

The pastors shall be responsible for keeping accurate records of membership and of ministerial acts on forms provided by the congregation and which shall remain the property of the congregation. The pastors shall report these statistics to the congregation annually, and, when required, to the secretary of the E.L.C.A. Upon leaving the congregation, the pastor shall complete the records of his/her ministry up to the time of departure.

Part XI– Mission Endowment Fund

A Mission Endowment Fund, whose purpose, governance and operational procedures shall be defined by special resolution adopted by the congregation, shall be established.

Committee Membership

The committee shall consist of six members, all of whom shall be voting members of Calvary Lutheran Church. Except as herein limited, the term of each member shall be three (3) years. Upon adoption of this resolution by the congregation, the council shall appoint six (6) members to the COMMITTEE: two (2) for a term of three (3) years; two (2) for a term of two (2) years; and two (2) for a term of one (1) year. Thereafter, the council shall appoint the necessary number for a term of three (3) years. No member shall serve more than two consecutive three (3) year terms. After a lapse of one (1) year, former COMMITTEE members may be re-appointed. The senior pastor shall be an advisory member and the president of the church council shall be a voting member of the COMMITTEE. The church council of the congregation shall report at the annual congregational meeting in the same as for other offices and committees. In the event of a vacancy on the COMMITTEE, the church council shall appoint a member to fill the vacancy.

The COMMITTEE shall meet at least quarterly, or more frequently as deemed by it in the best interest of the FUND.

A quorum shall consist of four (4) members. When only four (4) members are present a unanimous vote shall be required to carry any motion or resolution.

The committee shall elect from its membership a chairperson, recording secretary and financial secretary. The chairperson, or member designated by the chairperson, shall preside at all committee meetings.

The recording secretary of the COMMITTEE shall maintain complete and accurate minutes of all meetings and supply a copy thereof to each member of the committee. Each member shall keep a complete copy of minutes to be delivered to his or her successor. The recording secretary shall also supply a copy of the minutes to the church council.

The financial secretary of the COMMITTEE shall work with the congregation's **treasurer** in maintaining and coordinating complete and accurate accounts for the FUND and shall sign checks and all other necessary documents on behalf of the congregation in furtherance of the purposes of the FUND. The books shall be audited or reviewed annually by a certified public accountant or other appropriate person who is not a member of the COMMITTEE.

The COMMITTEE shall report on a quarterly basis to the church council and, at each annual or duly called special meeting of the congregation, shall render a full and complete account of the administration of the FUND during the preceding year.

The COMMITTEE may request other members of the congregation to serve as advisory members and, at the expense of FUND income, may provide for such professional counseling on investments or legal matters as it deems to be in the best interest of the FUND.

Members of the COMMITTEE shall not be liable for any losses which may be incurred upon the investments of the assets of the FUND except to the extent such losses shall have been caused by bad faith or gross negligence. No member shall be personally liable as long as he or she acts in good faith and with ordinary prudence. Each member shall be liable only for his or her own willful misconduct or omissions, and shall not be liable for the acts or omissions of any other member. No member shall engage in any "self dealing" or transactions with the FUND in which the member has direct or indirect financial interest and shall at all times refrain from any conduct in which his or her personal interests would conflict with the interest of the FUND.

All assets are to be held in the name of the Evangelical Lutheran Church in America, for the benefit of Calvary Lutheran Church Mission Endowment Fund.

Define Principal and Income

The COMMITTEE shall determine what is principal and income according to AICPA accounting procedures. At present, AICPA accounting procedures definition of income would include unrealized income (loss) as income.

Gifts and bequests to the Fund shall accumulate until principal amount of \$100,000 is achieved, after which the income generated from the investment of the principal shall be expended. In the event income isn't \$25,000, gifts can also be expended out of principal, up to \$25,000; however, gifts cannot be made out of principal if principal is less than or would be less than \$100,000.

Distribution of Income

Income from the FUND shall be distributed annually and at such other times as deemed necessary or feasible to accomplish the following purposes:

Minimum of 20 percent for outreach into the community and synod, including, but not limited to, grants to ELCA seminaries, colleges or students attending such schools, social service agencies, institutions and agencies to which this congregation relates, and to special programs designed for those persons in our parish area who are in spiritual and/or economic need.

Minimum of 20 percent for missions of the Evangelical Lutheran Church in America in this continent and worldwide, including, but not limited to, grants to the Evangelical Lutheran Church in America for new congregational development in North America, professional leadership, educational ministries, global mission, ecumenism, evangelism, social ministries and capital financing.

Up to 40 percent for any one or all of the above designated areas in any proportion as determined by the COMMITTEE, or for causes and programs which at the discretion of the COMMITTEE are consistent with the fund purpose of enhancing the mission outreach of Calvary Lutheran Church.

Programs for support shall be recommended by the COMMITTEE and approved by the church council for funding according to the guidelines established by the congregation.

Disbursement of income from the FUND need not occur annually in the event causes and programs have not been approved by the COMMITTEE sufficient to utilize total income available, or if in the judgment of the COMMITTEE total annual disbursement of income is not recommended.

Distribution of Principal

When, in the opinion of the COMMITTEE, circumstances are so dire and of such an emergency nature that the future of the congregation is at stake, and that the only recourse seems to be the use of the FUND principal, the COMMITTEE may, upon a two-thirds majority vote, recommend such authorizing action to the congregation.

Amending the Resolution

BE IT FURTHER RESOLVED, that any amendment to this resolution which will change, alter or amend the purpose for which the FUND is established shall be adopted by a two-thirds vote of the members present at an annual meeting of the congregation or at a special meeting called specifically for the purpose of amending this resolution.

Disposition or Transfer of Fund

BE IT FURTHER RESOLVED, that in the event Calvary Lutheran Church ceases to exist either through merger or dissolution, disposition or transfer of the FUND shall be at the discretion of the church council in conformity with the approved congregational constitution and in consultation with the bishop of the synod to which this congregation belongs at such time. Consultation with the Evangelical Lutheran Church in America may be desirable for continuation of Mission Endowment Fund obligations.