



Congregational Constitution

Updated 2025



Calvary

LUTHERAN CHURCH

302 Olena Ave. SE, Willmar, MN 56201.

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KEY:

Bolded text = constitutional provisions

* = required provisions of the ELCA model constitution

Regular faced type = By-laws

Italicized type = continuing resolutions

***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 Calvary Lutheran Church of Willmar, Minnesota.

C1.02. For the purpose of this constitution and the accompanying bylaws, the congregation of Calvary Lutheran Church of Willmar, Minnesota 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. This church confesses the one, holy, catholic, and apostolic Church and is resolved to serve Christian unity throughout the world.**

***C3.03. The Church exists both as an inclusive fellowship and as local congregations gathered for worship and Christian service. Congregations find their fulfillment in the universal community of the Church, and the universal Church exists in and through congregations. The Evangelical Lutheran Church in America, therefore, derives its character and powers both from the sanction and representation of its congregations and from its inherent nature as an expression of the broader fellowship of the faithful. In length, it acknowledges itself to be in the historic continuity of the communion of saints; in breadth, it expresses the fellowship of believers and congregations in our day.**

***C3.04. This church, inspired and led by the Holy Spirit, participates in The Lutheran World Federation as a global com-**

munions of churches, engaging in faithful witness to the gospel of Jesus Christ and in service for the sake of God's mission in the world.

- *C3.05.** The name Evangelical Lutheran Church in America (ELCA or “this church”) as used herein refers in general references to this whole church, including its three expressions: congregations, synods, and the churchwide organization. The name Evangelical Lutheran Church in America is also the name of the corporation of the churchwide organization to which specific references may be made herein.

Chapter 4: Statement of Purpose

- *C4.01.** The Church is a people created by God in Christ, empowered by the Holy Spirit, called and sent to bear witness to God's creative, redeeming, and sanctifying activity in the world.

- *C4.02.** To participate in God's mission, this congregation as a part of the Church shall:

- a. Worship God in proclamation of the Word and administration of the sacraments and through lives of prayer, praise, thanksgiving, witness, and service.
- b. Proclaim God's saving Gospel of justification by grace for Christ's sake through faith alone, according to the apostolic witness in the Holy Scripture, preserving and transmitting the Gospel faithfully to future generations.
- c. Carry out Christ's Great Commission by reaching out to all people to bring them to faith in Christ and by doing all ministry with a global awareness consistent with the understanding of God as Creator, Redeemer, and Sanctifier of all.
- d. Serve in response to God's love to meet human needs, caring for the sick and the aged, advocating dignity and justice for all people, working for peace and reconciliation among the nations, 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 this congregation's ministry and the ministry of the other expressions of the Evangelical Lutheran Church in America.
- h. Foster and participate in interdependent relationships with other congregations, the synod, and the churchwide organization of the Evangelical Lutheran Church in America.
- i. Foster and participate in ecumenical relationships consistent with churchwide policy.

C4.03.a.01 Holy Communion shall be administered and received according to the Word of God and the teachings of the ELCA.

- *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 adopt and periodically review a mission statement which will provide specific direction for its programs.

- *C4.06.** References herein to the nature of the relationship between the three expressions of this church—congregations, synods, and the churchwide organization—as being interdependent or as being in a partnership relationship describe the mutual responsibility of these expressions in God's mission and the fulfillment of the purposes of this church as described in this chapter, and do not imply or describe the creation of partnerships, co-ventures, agencies, or other legal relationships recognized in civil law.

Chapter 5: Powers of the Congregation

***C5.01. The powers of this congregation are those necessary to fulfill its purpose.**

***C5.02. The powers of this congregation are vested in the Congregation Meeting called and conducted as provided in this constitution and bylaws.**

***C5.03. Only such authority as is delegated to the Congregation Council or other organizational units in this congregation's governing documents is recognized. All remaining authority is retained by this congregation. This congregation is authorized to:**

- a. call a pastor as provided in Chapter 9;
- b. terminate the call of a pastor as provided in Chapter 9;
- c. call a minister of Word and Service;
- d. terminate the call of a minister of Word and Service in conformity with the constitution of the Evangelical Lutheran Church in America;
- e. adopt amendments to the constitution, as provided in Chapter 16, amendments to the bylaws, as specified in Chapter 17, and continuing resolutions, as provided in Chapter 18;
- f. approve the annual budget;
- g. acquire real and personal property by gift, devise, purchase, or other lawful means;
- h. hold title to and use its property for any and all activities consistent with its purpose;
- i. sell, mortgage, lease, transfer, or otherwise dispose of its property by any lawful means;
- j. elect its Congregation Council and require them to carry out their duties in accordance with the constitution, bylaws and continuing resolutions; and
- k. terminate its relationship with the Evangelical Lutheran Church in America as provided in Chapter 6.

***C5.04. This congregation shall elect from among its voting members laypersons to serve as voting members of the Synod Assembly as well as persons to represent it at meetings of any conference, cluster, coalition, or other area subdivision of which it is a member. The number of persons to be elected by this congregation and other qualifications shall be as prescribed in guidelines established by the Southwestern Minnesota Synod of the Evangelical Lutheran Church in America.**

C5.05 This congregation shall have a mission endowment fund that will operate as specified in this congregation's bylaws. The purpose of the mission endowment fund is to provide for mission work beyond the operational budget of this congregation.

C5.05.01. Mission Endowment Fund Committee, whose purpose, governance and operational procedures shall be defined by special resolution adopted by the congregation, shall be established.

- a. Committee Membership
 - i. 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. In the event of a vacancy on the committee, the church council shall appoint a member to fill the vacancy.
 - ii. 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.
 - iii. 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.
 - iv. 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.
 - v. 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.

- b. Duties of The Endowment Committee
 - i. The committee shall meet at least quarterly, or more frequently as deemed in the best interest of the fund.
 - ii. 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.
 - iii. 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.
 - iv. 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.
 - v. 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.
- c. Define Principal and Income
 - i. 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.
 - ii. 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.
- d. Distribution of Income
 - i. Income from the fund shall be distributed annually and at such other times as deemed necessary or feasible to accomplish the following purposes:
 - 1. 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.
 - 2. 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.
 - 3. 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.
 - 4. 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.
 - 5. 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.
- e. Distribution of Principal
 - i. 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.

- f. Disposition or Transfer of Fund
 - i. 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.

Chapter 6: Church Affiliation

- *C6.01. This congregation shall be an interdependent part of the Evangelical Lutheran Church in America or its successor, and of the Southwestern 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 roster of Ministers of Word and Sacrament of the Evangelical Lutheran Church in America in accordance with its call procedures except in special circumstances and with the approval of the bishop of the synod. These special circumstances are limited either to calling a candidate approved for the roster of Ministers of Word and Sacrament of the Evangelical Lutheran Church in America or to contracting for pastoral services with a minister of Word and Sacrament of a church body with which the Evangelical Lutheran Church in America officially has established a relationship of full communion.
 - d. This congregation agrees to consider ministers of Word and Service for call to other staff positions in this congregation according to the procedures of the Evangelical Lutheran Church in America.
 - e. This congregation agrees to file this constitution and any subsequent changes to this constitution with the synod for review to ascertain that all of its provisions are in agreement with the constitution and bylaws of the Evangelical Lutheran Church in America and with the constitution of the synod.
- *C6.04. Affiliation with the Evangelical Lutheran Church in America is terminated as follows:**
 - a. This congregation takes action to dissolve.
 - b. This congregation ceases to exist.
 - c. This congregation is removed from membership in the Evangelical Lutheran Church in America according to the procedures for discipline of the Evangelical Lutheran Church in America or in accordance with provision 9.23. of the constitution and bylaws of the Evangelical Lutheran Church in America.
 - d. The Southwestern Minnesota Synod takes charge and control of the property of this congregation to hold, manage, and convey the same on behalf of the synod pursuant to ¶S13.24. of the synod constitution. This congregation shall have the right to appeal the decision to the next Synod Assembly.
 - e. This congregation follows the procedures outlined in *C6.05.
- *C6.05. This congregation may terminate its relationship with the Evangelical Lutheran Church in America by the following procedure:**
 - a. A resolution indicating the intent to terminate its relationship must be adopted at two legally called and conducted special meetings of this congregation by a two-thirds vote of the voting members present at each meeting. The first such meeting may be held no sooner than 30 days after written notice of the meeting is received by the bishop of the synod, during which time this congregation shall consult with the bishop and the bishop's designees, if any. The times and manner of the consultation shall be determined by the bishop in consultation with the Congregation Council. Unless he or she is a voting member of this congregation, the bishop and the bishop's designees, if any, shall have voice but not vote at the first meeting.
 - b. Within 10 days after the resolution has been voted upon at the first meeting, the secretary of this congregation shall submit a copy of the resolution to the bishop, attesting that the special meeting was legally called and conducted and certifying the outcome of the vote, and shall send copies of the

resolution and certification to voting members of this congregation.

- c. If the resolution was adopted by a two-thirds vote of the voting members present at the first meeting, the bishop of the synod and this congregation shall continue in consultation, as specified in paragraph a. above, during a period of at least 90 days after receipt by the bishop of the attestation and certification as specified in paragraph b. above.
- d. If this congregation, after such consultation, is still considering termination of its relationship with this church, such action may be taken at a legally called and conducted special meeting by a two-thirds vote of the voting members present. Notice of the second meeting shall be sent to all voting members and to the bishop at least 10 days in advance of the meeting. Unless he or she is a voting member of this congregation, the bishop and the bishop's designees, if any, shall have voice but not vote at the second meeting.
- e. Within 10 days after the resolution has been voted upon, the secretary of this congregation shall submit a copy of the resolution to the bishop, attesting that the second special meeting was legally called and conducted and certifying the outcome of the vote, and shall send copies of the resolution and certification to the voting members of the congregation. If the resolution was adopted by a two-thirds vote of the voting members present at the second meeting, the relationship between the congregation and this church shall be terminated subject to Synod Council approval as required by paragraphs f. and g. below.
- f. Unless this notification to the bishop also certifies that this congregation has voted to affiliate with another Lutheran denomination, this congregation shall be deemed an independent or non-Lutheran church, in which case *C7.04 shall apply.
- g. This congregation shall abide by these covenants by and among the three expressions of this church:
 - 1) Congregations seeking to terminate their relationship with this church which fail or refuse to comply with each of the foregoing provisions in *C6.05. shall be required to receive Synod Council approval before terminating their membership in this church.
 - 2) Congregations which had been members of the Lutheran Church in America shall be required, in addition to complying with the foregoing provisions in *C6.05., to receive synod approval before terminating their membership in this church.
 - 3) Congregations established by the Evangelical Lutheran Church in America shall be required, in addition to complying with the foregoing provisions in *C6.05., to satisfy all financial obligations to this church and receive Synod Council approval before terminating their membership in this church.
- h. If this congregation fails to achieve the required two-thirds vote of voting members present at this congregation's first meeting as specified in paragraph a. above or fails to achieve the required two-thirds vote of voting members present at this congregation's second meeting as specified in paragraph d. above, another attempt to consider termination of relationship with this church must follow all requirements of *C6.05. and may begin no sooner than six months after the meeting at which the two-thirds vote was not achieved.

*C6.06. If this congregation considers relocation, it shall confer with the bishop of the synod in which it is territorially located and the appropriate unit of the churchwide organization before any steps are taken leading to such action. The approval of the Synod Council shall be received before any such action is taken.

*C6.07. If this congregation considers developing an additional site to be used regularly for worship, it shall confer with the bishop of the synod in which it is territorially located and the appropriate unit of the churchwide organization before any steps are taken leading to such action.

Chapter 7: Property Ownership

*C7.01. If this congregation ceases to exist, title to undisposed property shall pass to the Southwestern 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 or pursuant to 9.23. of the constitution and bylaws of the Evangelical Lutheran Church in America, title to property shall continue to reside in this congregation.

*C7.03. If the voting members of this congregation present at a legally called and conducted special meeting of this congre-

gation vote to transfer to another Lutheran church body, title to property shall continue to reside in this congregation, provided the process for termination of relationship in *C6.05. has been followed. Before this congregation takes action to transfer to another Lutheran church body, it shall consult with representatives of the Southwestern Minnesota Synod.

- *C7.04. If the voting members of this congregation present at a legally called and conducted special meeting of this congregation vote to become independent or relate to a non-Lutheran church body and have followed the process for termination of relationship in *C6.05., title to property of this congregation shall continue to reside in this congregation only with the consent of the Synod Council. The Synod Council, after consultation with this congregation by the process established by the synod, may give approval to the request to become independent or to relate to a non-Lutheran church body, in which case title shall remain with the majority of this congregation. If the Synod Council fails to give such approval, title shall remain with those members who desire to continue as a congregation of the Evangelical Lutheran Church in America. In neither case does title to this congregation's property transfer to the synod.
- *C7.05. Notwithstanding the provisions of *C7.02. and *C7.03. above, where this congregation has received property from the synod pursuant to a deed or other instrument containing restrictions under provision 9.71.a. of the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*, this congregation accepts such restrictions and:
- a. Shall not transfer, encumber, mortgage, or in any way burden or impair any right, title, or interest in the property without prior approval of the Synod Council.
 - b. Shall—upon written demand by the Synod Council, pursuant to †S13.23. of the constitution of the Southwestern 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 this congregation as well as the other rights and privileges ascribed to voting members by the provisions of this constitution and its bylaws. They shall not have voted as a seasonal member of another congregation of this church in the previous two calendar months.
 - d. *Associate* members are persons holding membership in other ELCA congregations who wish to retain such membership but desire to participate in the life and mission of this congregation. These individuals have all the privileges and duties of membership except voting rights or other rights and privileges ascribed to voting members by the provisions of this constitution and its bylaws.
 - e. *Seasonal* members are voting members of other congregations of this church who wish to retain such membership but desire to participate in the life and mission of this congregation, including exercising limited voting rights in this congregation. The Congregation Council may grant seasonal membership to such persons provided that this congregation is a member of a synod where the Synod Council has approved seasonal member voting on its territory. Such seasonal members shall have all the privileges and duties of voting members except that:
 - 1) they shall not be eligible for elected office in, or for membership on the Congregation Council or on a call committee of, this congregation;

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

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

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

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

***C8.05.** Membership in this congregation shall be terminated by any of the following:

- a. death;
- b. resignation;
- c. transfer or release;
- d. disciplinary action in accordance with Chapter 20 of the constitution and bylaws of the Evangelical Lutheran Church in America; or
- e. removal from the roll due to inactivity in accordance with the provisions of this constitution and its by-laws.

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

C8.05e.01. 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.

C8.05e.02 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.

Chapter 9: Rostered Minister

***C9.01.** Authority to call a pastor shall be in this congregation by at least a two-thirds vote of voting members present and voting at a meeting legally called for that purpose. Before a call is issued, the officers, or a committee elected by the Congregation Council to recommend the call, shall seek the advice and help of the bishop of the synod.

***C9.02.** Only a member of the roster of Ministers of Word and Sacrament of the Evangelical Lutheran Church in America or a candidate for the roster of Ministers of Word and Sacrament who has been recommended for this congregation by the synod bishop may be called as a pastor of this congregation.

***C9.03.** Consistent with the faith and practice of the Evangelical Lutheran Church in America,

- a. Every minister of Word and Sacrament shall:
 - 1) preach the Word;
 - 2) administer the sacraments;
 - 3) conduct public worship;
 - 4) provide pastoral care;
 - 5) seek out and encourage qualified persons to prepare for the ministry of the Gospel;
 - 6) impart knowledge of this church and its wider ministry through available channels of effective

communication;

- 7) witness to the Kingdom of God in the community, in the nation, and abroad; and
- 8) 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 pastor with a congregational call shall, within the congregation:

- 1) offer instruction, confirm, marry, visit the sick and distressed, and bury the dead;
- 2) relate to all schools and organizations of this congregation;
- 3) install regularly elected members of the Congregation Council;
- 4) with the council, administer discipline;
- 5) endeavor to increase the support given by the congregation to the work of the churchwide organization and of the Southwestern Minnesota Synod; and
- 6) encourage adherence to covenantal relationship with this church as expressed in the *Constitutions, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*.

***C9.04.** The specific duties of the pastor, compensation, and other matters pertaining to the service of the pastor shall be included in a letter of call, which shall be attested by the bishop of the synod.

***C9.05.** The provisions for termination of the mutual relationship between a minister of Word and Sacrament and this congregation shall be as follows:

- a. The call of this congregation, when accepted by a pastor, shall constitute a continuing mutual relationship and commitment, which shall be terminated only by the pastor's death or, following consultation with the synod bishop, for the following reasons:
 - 1) mutual agreement to terminate the call or the completion of a call for a specific term;
 - 2) resignation of the pastor, which shall become effective, unless otherwise agreed, no later than 30 days after the date on which it was submitted;
 - 3) inability to conduct the pastoral office effectively in this congregation in view of local conditions;
 - 4) physical disability or mental incapacity of the pastor;
 - 5) suspension of the pastor through discipline for more than three months;
 - 6) resignation or removal of the pastor from the roster of Ministers of Word and Sacrament of this church;
 - 7) termination of the relationship between this church and this congregation;
 - 8) dissolution of this congregation or the termination of a parish arrangement; or
 - 9) suspension of this congregation through discipline for more than six months.
- b. When allegations of physical disability or mental incapacity of the pastor under paragraph a.4) above, or ineffective conduct of the pastoral office under paragraph a.3) above, have come to the attention of the bishop of this synod,
 - 1) the bishop in his or her sole discretion may investigate such conditions personally together with a committee of two rostered ministers and one layperson, or
 - 2) when such allegations have been brought to the synod's attention by an official recital of allegations by the Congregation Council or by a petition signed by at least one-third of the voting members of this congregation, the bishop personally shall investigate such conditions together with a committee of two rostered ministers and one layperson.
- c. In case of alleged physical disability or mental incapacity under paragraph a.4) above, the bishop's committee shall obtain and document competent medical opinion concerning the pastor's condition. When a disability or incapacity is evident to the committee, the bishop of this synod may declare the pastorate vacant. When the pastorate is declared vacant, the Synod Council shall list the pastor on the roster of Ministers of Word and Sacrament with disability status. Upon removal of the disability and the restoration of the pastor to health, the bishop shall take steps to enable the pastor to resume the ministry, either in the congregation last served or in another appropriate call.
- d. In the case of alleged local difficulties that imperil the effective functioning of this congregation under paragraph a.3) above, the bishop's committee shall endeavor to hear from all concerned persons, after which the bishop together with the committee shall present their recommendations first to the pastor and then to this congregation. The recommendations of the bishop's committee must address whether the pastor's call should come to an end and, if so, may suggest appropriate severance arrangements.

The committee may also propose other actions that should be undertaken by this congregation and by the pastor, if appropriate. If the pastor and congregation agree to carry out such recommendations, no further action need be taken by the synod.

- e. If either party fails to assent to the recommendations of the bishop's committee concerning the pastor's call, this congregation may dismiss the pastor only at a legally called meeting after consultation with the bishop, either (a) by a two-thirds vote of the voting members present and voting where the bishop and the committee did not recommend termination of the call, or (b) by a majority vote of the voting members present and voting where the bishop and the committee recommended termination of the call.
- f. If, in the course of proceedings described in paragraph c. or paragraph d. above, the bishop's committee concludes that there may be grounds for discipline, the committee shall make recommendations concerning disciplinary action in accordance with the provisions of this church's constitution, bylaws, and continuing resolutions.

- *C9.06. 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 this congregation of a regularly called pastor and may delegate the same in part to a supply pastor with the consent of the bishop of the synod and this congregation or Congregation Council. The interim pastor and any rostered minister providing assistance shall refrain from exerting influence in the selection of a pastor. Unless previously agreed upon by the Synod Council, an interim pastor is not available for a regular call to the congregation served.
- *C9.08. This congregation shall make satisfactory settlement of all financial obligations to a former pastor before calling a successor. A pastor shall make satisfactory settlement of all financial obligations to this congregation before beginning service in a call to another congregation or employment in another ministry setting.
- *C9.09. When a pastor is called to serve in company with another pastor or pastors, the privileges and responsibilities of each pastor shall be specified in documents to accompany the call and to be drafted in consultation involving the pastors, the Congregation Council, and the bishop of the synod. As occasion requires, the documents may be revised through a similar consultation.
- *C9.11. With the approval of the bishop of the synod, this congregation may depart from *C9.05.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 this congregation for a review of the call. Such a call may also be terminated before its expiration in accordance with the provisions of *C9.05.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 this 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 this congregation. The secretary of this congregation shall attest in writing to the bishop of this synod that such records have been placed in his or her hands in good order by a departing pastor before the installation of that pastor in another call or approval of a request for change in roster status.
- C9.15. Under special circumstances, subject to the approval of the synod bishop and the concurrence of this congregation, a minister of Word and Sacrament of a church body with which the Evangelical Lutheran Church in America officially has established a relationship of full communion may serve temporarily as pastor of this congregation under a contract between this congregation and the pastor in a form proposed by the synod bishop and approved by this congregation.
- *C9.21. Authority to call a deacon shall be in this congregation by at least a two-thirds vote of voting members present and voting at a meeting legally called for that purpose. Before a call is issued, the officers, or a committee elected by the Congregation Council to recommend the call, shall seek the advice and help of the bishop of the synod.
- *C9.22. Only a member of the roster of Ministers of Word and Service of the Evangelical Lutheran Church in America

or a candidate for the roster of Ministers of Word and Service who has been recommended for this congregation by the synod bishop may be called as a deacon of this congregation.

***C9.23.** Consistent with the faith and practice of the Evangelical Lutheran Church in America, every minister of Word and Service shall:

- a. Be rooted in the Word of God, for proclamation and service;
- b. Advocate a prophetic diakonia that commits itself to risk-taking and innovative service on the frontiers of the Church's outreach, giving particular attention to the suffering places in God's world;
- c. Speak publicly to the world in solidarity with the poor and oppressed, calling for justice and proclaiming God's love for the world, witnessing to the realm of God in the community, the nation, and abroad;
- d. Equip the baptized for ministry in God's world that affirms the gifts of all people;
- e. Encourage mutual relationships that invite participation and accompaniment of others in God's mission;
- f. Practice stewardship that respects God's gift of time, talents, and resources;
- g. Be grounded in a gathered community for ongoing diaconal formation;
- h. Share knowledge of this church and its wider ministry of the gospel and advocate for the work of all expressions of this church; and
- i. Identify and encourage qualified persons to prepare for ministry of the gospel.

***C9.24.** The specific duties of the deacon, compensation, and other matters pertaining to the service of the deacon shall be included in a letter of call, which shall be attested by the bishop of the synod.

***C9.25.** The provisions for termination of the mutual relationship between a minister of Word and Service and this congregation shall be as follows:

- a. The call of this congregation, when accepted by a deacon, shall constitute a continuing mutual relationship and commitment, which shall be terminated only by the deacon's death or, following consultation with the synod bishop, for the following reasons:
 - 1) mutual agreement to terminate the call or the completion of a call for a specific term;
 - 2) resignation of the deacon, which shall become effective, unless otherwise agreed, no later than 30 days after the date on which it was submitted;
 - 3) inability to conduct the ministry of Word and Service effectively in this congregation in view of local conditions;
 - 4) physical disability or mental incapacity of the deacon;
 - 5) suspension of the deacon through discipline for more than three months;
 - 6) resignation or removal of the deacon from the roster of Ministers of Word and Service of this church;
 - 7) termination of the relationship between this church and this congregation;
 - 8) dissolution of this congregation or the termination of a parish arrangement;
 - 9) or suspension of this congregation through discipline for more than six months.
- b. When allegations of physical disability or mental incapacity of the deacon under paragraph a.4) above, or ineffective conduct of the office of minister of Word and Service under paragraph a.3) above, have come to the attention of the bishop of this synod,
 - 1) the bishop in his or her sole discretion may investigate such conditions personally together with a committee of two rostered ministers and one layperson, or
 - 2) when such allegations have been brought to the synod's attention by an official recital of allegations by the Congregation Council or by a petition signed by at least one-third of the voting members of this congregation, the bishop personally shall investigate such conditions together with a committee of two rostered ministers and one layperson.
- c. In case of alleged physical disability or mental incapacity under paragraph a.4) above, the bishop's committee shall obtain and document competent medical opinion concerning the deacon's condition. When a disability or incapacity is evident to the committee, the bishop of this synod may declare the position vacant. When the position is declared vacant, the Synod Council shall list the deacon on the roster of Ministers of Word and Service with disability status. Upon removal of the disability and the restoration of the deacon to health, the bishop shall take steps to enable the deacon to resume the ministry, either in the congregation last served or in another appropriate call.

- d. In the case of alleged local difficulties that imperil the effective functioning of this congregation under paragraph a.3) above, the bishop's committee shall endeavor to hear from all concerned persons, after which the bishop together with the committee shall present their recommendations first to the deacon and then to this congregation. The recommendations of the bishop's committee must address whether the deacon's call should come to an end and, if so, may suggest appropriate severance arrangements. The committee may also propose other actions that should be undertaken by this congregation and by the deacon, if appropriate. If the deacon and congregation agree to carry out such recommendations, no further action need be taken by the synod.
- e. If either party fails to assent to the recommendations of the bishop's committee concerning the deacon's call, this congregation may dismiss the deacon only at a legally called meeting after consultation with the bishop, either (a) by a two-thirds vote of the voting members present and voting where the bishop and the committee did not recommend termination of the call, or (b) by a majority vote of the voting members present and voting where the bishop and the committee recommended termination of the call.
- f. If, in the course of proceedings described in paragraph c. or paragraph d. above, the bishop's committee concludes that there may be grounds for discipline, the committee shall make recommendations concerning disciplinary action in accordance with the provisions of this church's constitution, bylaws, and continuing resolutions.

- *C9.26. This congregation shall make satisfactory settlement of all financial obligations to a former deacon before calling a successor. A deacon shall make satisfactory settlement of all financial obligations to this congregation before beginning service in a call to another congregation or employment in another ministry setting.
- *C9.27. When a deacon is called to serve in company with another rostered minister or other rostered ministers, the privileges and responsibilities of each rostered minister shall be specified in documents to accompany the call and to be drafted in consultation involving the rostered ministers, the Congregation Council, and the bishop of the synod. As occasion requires, the documents may be revised through a similar consultation.
- *C9.28. With the approval of the bishop of the synod, this congregation may depart from *C9.25.a. and call a deacon for a specific term. Details of such calls shall be in writing setting forth the purpose and conditions involved. Prior to the completion of a term, the bishop or a designated representative of the bishop shall meet with the deacon and representatives of this congregation for a review of the call. Such a call may also be terminated before its expiration in accordance with the provisions of *C9.25.a.
- *C9.29. The deacon shall become a member of this congregation upon receipt and acceptance of the letter of call. In a parish of multiple congregations, the deacon shall hold membership in one of the congregations.
- *C9.31. The deacon(s) shall submit a report of his or her ministry to the bishop of the synod at least 90 days prior to each regular meeting of the Synod Assembly.

Chapter 10: Congregational Meeting

- C10.01. This congregation shall have at least one regular meeting per year. The regular meeting(s) of the congregation shall be held at the time(s) specified in the bylaws. Consistent with the laws of the State of Minnesota, the bylaws shall designate one regular meeting per year as the annual meeting of this congregation.
- C10.01.01 The annual meeting of the congregation shall be held in the month of January on a date set by the Church Council
 - a. The order of business shall include but is not limited to:
 - a. Opening Devotion
 - b. Approval of minutes of the previous meeting
 - c. Reports of the Pastors, Church Council, Treasurer, Committees, and Others
 - d. Elections
 - e. Approval of Budget
 - f. Unfinished Business
 - g. New Business
 - h. Closing Prayer
 - b. In the following cases voting shall be by written ballot.
 - a. To elect the members of the Church Council or 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 their 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.
- c. Except as otherwise provided in the constitution and bylaws, all matters shall be decided by majority vote of those present and voting.

- C10.02.** A special Congregation Meeting may be called by the lead pastor, the Congregation Council, or the president of this congregation, and shall be called by the president of this congregation upon the written request of ten percent of the voting members. The president of the Congregation Council shall call a special meeting upon request of the synod bishop. The call for each special meeting shall specify the purpose for which it is to be held, and no other business shall be transacted.
- C10.03.** Notice of all meetings of this congregation shall be given at the services of worship on the preceding two consecutive Sundays and by mail or electronic means, as permitted by state law, to all voting members at least 10 days in advance of the date of the meeting.
- C10.04.** Four percent of the 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 this congregation shall be by majority vote of those voting members present and voting, except as otherwise provided in this constitution or by state law.
- C10.07.** *Robert's Rules of Order*, latest edition, shall govern parliamentary procedure of all meetings of this congregation.
- C10.08.** This congregation may hold meetings by remote communication, including electronically and by telephone conference, as long as there is an opportunity for simultaneous aural communication. To the extent permitted by state law, notice of all meetings may be provided electronically.

Chapter 11: Officers

- C11.01.** The officers of this congregation shall be a president, vice president, secretary, and treasurer.
- a. Duties of the officers shall be specified in the bylaws.
 - b. The officers shall be voting members of this congregation.
 - c. Officers of this congregation shall serve similar offices of the Congregation Council and shall be voting members of the Congregation Council.
- C11.02.** The Congregation Council shall elect its officers and they shall be the officers of this congregation. The office shall be elected by written ballot and shall serve for one year or until their successors are elected. Their terms shall begin at the close of the annual meeting at which they are elected.
- C11.03.** No officer shall hold more than one office at a time. No elected officer shall be eligible to serve more than two consecutive terms in the same office.

Chapter 12: Congregational Council

- C12.01** At its annual meeting, the congregation shall elect in the manner provided in the bylaws, a Church Council of voting members. The Church Council:
- a. 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.
 - b. 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.
 - c. Works with the pastors in providing for the spiritual care and assists in providing for the material welfare of the congregational membership.
 - d. 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.
 - e. 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.

- f. Appoints such committees as may be necessary or advisable to facilitate the discharge of the above responsibilities.**

C12.01.01 Membership and Meetings of the Church Council

- a. The Church Council shall consist of 9 members, elected for a term of three years by the congregation, but elected in such a manner that on-going one-third of the council is elected each year, except as specified in Paragraph “e” of this section. Only these 9 members shall have voting privileges at the Church Council meetings.
- b. In addition to the requirements of congregational membership stated in Chapter 8 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. No person may be elected to the Church Council who has not been a member of the congregation for at least one year.
- c. Members may serve up to two consecutive terms of three years each. An unexpired term of less than one year shall not be considered a term of office.
- d. Immediately following the annual meeting the church council shall elect officers from its membership, if there is a quorum. Without quorum, the Church Council shall elect its officers within 30 days. The presiding council president shall convene the church council, within 30 days of the annual meeting. Terms of office for newly elected members to the Church Council begin after the annual meeting.
- e. 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.
- f. 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.
- g. 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.
- h. 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 council meeting may be called by the pastors or the president or by any three members of the Church Council.
- i. If a member of the Church Council is absent from three consecutive regular meetings without an excuse, acceptable to the council, the member has forfeited membership on the Church Council. A member having two consecutive unexcused absences from regular meetings shall be notified thereof by the secretary. The secretary shall record the unexcused absences in the minutes, after the council determined the absence was unexcused, and make a record of all communication to the member.
- j. Council member extended absence, resignation, or removal.
 - a. If a council member indicates in writing to the council a need for an extended absence of three or more consecutive meetings, the council shall determine whether the absence is excused. This decision shall be recorded and reported to the council member seeking the absence. If the member of the extended absence is an officer, the council shall fill the vacancy temporarily.
 - b. If a council member resigns their elected or appointed position they shall submit their resignation in writing to the council. The remaining council members shall ensure the resignation is documented in the minutes of the next council meeting and the secretary archives the written resignation. Fill vacancy per C12.01.01.e.
 - c. In the instance of a council member’s persistent and public denial of the Christian faith, willful or criminal conduct grossly unbecoming a member of the Church of Christ, continual and intentional interference with the ministry of this congregation, or willful and repeated harassment or defamation of this congregation is sufficient cause to remove the elected or appointed member by the church council. Prior to removal, efforts shall be made by the Executive Committee or Church Council to resolve the conflict. The council member subject to removal shall be given the opportunity to respond prior to removal. A council meeting shall be held and removal requires a vote of at least two-thirds of the members present and voting. The decision shall be held and minutes of the decision shall be recorded by the secretary or other member.

C12.01.02 Committees of the Church Council

- a. The Church Council shall have the authority to appoint committees as may from time to time be necessary or advisable. Committees serve as an extension of/are accountable to the Church Council, or staff. The Church Council should assign itself or a staff person to oversee responsibilities, with such assignments based primarily on functional responsibilities. In addition, each committee shall have designated staff 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.
- b. The Church Council shall (at least once a year) visit with the congregation's committees to review their respective work.

C12.01.03 Duties of Officers and Committees of the Church Council

- a. The president shall preside over meetings of the Church Council and of the congregation unless the Council decides otherwise.
 1. The president, or designee, shall communicate quarterly with the congregation, verbally, by letter, or other electronic means. The president, or designee, shall endeavor to communicate the quarterly communications in multiple forms.
- b. The vice-president shall preside in the absence of the president, unless the Council decides otherwise.
- c. The secretary shall keep the minutes of the Council and of the congregation and working with appropriate staff, shall preserve its archives. The secretary, in conjunction with the staff, will ensure the council minutes, once approved, are accessible to the congregation in printed and/or electronic means.
- d. The treasurer shall present a report to the annual congregational meeting and such other reports to the Church Council as may be required.
- e. The Board of Finance shall have responsibility for the oversight and management of funds, and for care of the property, making recommendations to the Church Council in these areas and executing whatever action the Church Council shall delegate to it.
- f. The Budget Committee shall be responsible for the preparation of the congregational budget.

C12.01.04 Other Responsibilities of the Church Council

- a. 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.
- b. 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.
- c. The Church Council shall help ensure all personnel matters are carried out within the guidelines of the adopted personnel policies.
- d. The time of services and use of hymnals shall be decided by the pastors in consultation with the Church Council.
- e. The Church Council shall, as far as possible, operate within the limits of the approved budget of the congregation.
- f. In the event the church's finances are not managed by a bonded CPA firm, a qualified auditor should be selected by the President with the approval of the Church Council at the end of the fiscal year.
- g. 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 pastor(s) and/or staff. Such approval shall be by two-thirds majority vote of the Church Council in the case of a request for regular use.
- h. The Church Council, in partnership with the Executive Committee, shall review and respond timely to complaints of the congregation. The complaint shall be investigated in a timely manner and the Pastor(s), Church Council President, or their designee, shall respond to the person who originated the complaint. Congregants shall bring complaints to the Pastor(s) and/or the Church Council President: if the complaint involves the Pastor(s) and /or the Church Council President, the complaint shall be brought to a member of the Personnel Committee. All persons shall endeavor to support an open communication policy and work toward peaceful resolution of conflicts.
- i. The organizational chart is to be reviewed, annually, and updated, as needed, by the Church Council in consultation with Pastor(S) and/or staff. It shall be available upon request and/or easily accessed by the congregation.

C12.01.05 Nominating Committee

- a. 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.
- b. 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.
- c. The members of the nominating committee shall serve for the year following their election.
- d. The candidates recommended by the nominating committee shall be made known to the congregation in conjunction with the announcements of the annual meeting.
- e. In addition to the candidates submitted by the nominating committee, additional nominations may be made from the floor.
- f. A vacancy in the congregational elected membership of the nominating committee shall be filled by action of the Church Council.

C12.01.06 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.

Chapter 13 Congregational Boards and Committees

C13.01. The officers of this congregation and the Pastor shall constitute the Executive Committee. The Executive Committee may meet monthly, as needed, with the Pastor to prepare for upcoming church council meetings. The council president may call an Executive Committee meeting, with or without the Pastor, as needed. The secretary shall keep a record of the minutes and preserve its archives.

C13.02. An Audit Committee can be called by the Church Council and will be comprised of three members appointed by the Church Council. The members shall not be members of the Church Council but may include an outside source. The Audit Committee will meet, as needed, for the purpose of which it was called.

C13.03. When a vacancy occurs in a position for which this congregation calls a rostered minister, a call committee of, at least, six members shall be appointed by the Church Council. Term of office will terminate upon installation of the newly called rostered minister. A chairperson of the call committee shall be elected from its membership or appointed by the Church Council.

C13.04. Duties of Boards and Committees of this Congregation

- a. The Board of Faith Formation 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 having responsibility, in consultation with the Pastor(s) and Staff, to focus on ministry offerings to all ages and life seasons including, but not limited to, post-confirmation, young adult, and other identified groups. This includes additional oversight and guidance to committees identified as appropriately fitting into the scope of this ministry, making recommendations to the Church Council in these areas, and executing whatever action the Church Council shall delegate to it.
 1. The Board of Faith Formation shall be comprised of a minimum of three representatives from its respective committees outlined in the organizational chart or other church member(s). The Pastor(s) and Staff will be active on the board providing support to the members and participating in the activities of the board and committees pursuant to their respective job descriptions/duties. A member of Church Council shall serve on the board and act as a liaison between the board and council. A chairperson shall be elected from the board's membership or appointed by the Church Council and cannot be Pastor(s), Staff, or Church Council member. The Nominating Committee is responsible for identifying potential members to serve as the board chairperson and will ensure the position is filled by each annual meeting. The board chairperson will ensure, with assistance from the council liaison and/or Nominating Committee, that the board membership is full.
 2. The Board of Faith Formation shall meet, at least, six times a year and the chairperson, or designee, will ensure minutes are recorded and submitted to the Church Council representative. The board shall ensure that active committee minutes are being recorded and disseminated to the Church Council for review. The board shall complete the Board and Committee Guide Worksheet annually and submit to the Church Council representative to be maintained on file with the office staff. The board shall ensure this worksheet has been completed, disseminated, and archived by each active committee.

3. The Board of Faith Formation shall provide an annual report to the congregation and the chairperson, or designee, will ensure this report is written and submitted to the staff pursuant to the deadline. The board shall ensure that the active committees provide an annual report to the congregation pursuant to the deadline.
- b. 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 having responsibility, in consultation with the Pastor(s) and Staff, for matters pertaining to the congregation's worship, music, and for the general spiritual cares of the congregation, making recommendations to the Church Council in these areas, and executing whatever action the Church Council shall delegate to it.
 1. The Board of Worship membership shall be comprised of a minimum of three representatives from its respective committees outlined in the organizational chart or other church member(s). The Pastor(s) and Staff will be active on the board providing support to the members and participating in the activities of the board and committees pursuant to their respective job descriptions/duties. A member of Church Council shall serve on the board and act as a liaison between the board and council. A chairperson shall be elected from the board's membership and cannot be Pastor(s), Staff, or Church Council member. The Nominating Committee is responsible for identifying potential members to serve as board chairperson and will ensure the position is filled by each annual meeting. The board chairperson will ensure, with assistance from the council liaison and/or Nominating Committee, that the board membership is full.
 2. The Board of Worship shall determine the congregation's annual Lenten Offerings allocation and recipients recommending a motion to the Church Council prior to the start of the Lenten season.
 3. The Board of Worship shall meet, at least, quarterly and the chairperson or designee will ensure minutes are recorded and submitted to the Church Council representative. The board shall ensure that the active committee minutes are being recorded and disseminated to the Church Council for review. The board shall complete the Board and Committee Guide Worksheet annually and submit to the Church Council representative to be maintained on file with the office staff. The board shall ensure this worksheet has been completed, disseminated, and archived by each active committee.
 4. The Board of Worship shall provide an annual report to the congregation and the chairperson or designee will ensure this report is written and submitted to the staff pursuant to their deadline. The board shall ensure that active committees provide an annual report to the congregation pursuant to the deadline.
- c. The Board of Stewardship & Outreach shall be primarily responsible to develop policy for and see to the effective and spiritual carrying out of the church functions of witnessing, serving, and supporting. This includes the Board of Stewardship having responsibility, in consultation with the Pastor(s) and Staff, for the congregation's development in accordance with spiritual principles of time, talents, and monetary stewardship, and for the raising of funds, development of sound programs of evangelism, missions, and social ministry, making recommendations to the Church Council in these areas, and executing whatever action the Church Council shall delegate to it.
 1. The Board of Stewardship & Outreach membership shall be comprised of at least three representatives from its respective committees outlined in the organizational chart or other church member(s). The Pastor(s) and Staff will be active on the board providing support to the members and participating in the activities of the board and committees pursuant to their respective job descriptions/duties. A member of Church Council shall serve on the board and act as a liaison between the board and council. A chairperson shall be elected from the board's membership and cannot be Pastor(s), Staff, or Church Council member. The Nominating Committee is responsible for identifying potential members to serve as board chairperson and will ensure the position is filled by each annual meeting. The board chairperson will ensure, with assistance from the council liaison and/or Nominating Committee, that the board membership is full.
 2. The Board of Stewardship & Outreach shall determine the congregation's First Fruits annual giving allocation and recipients providing a proposed resolution to the Church Council prior to the annual meeting. The board is responsible for creating, promoting, and communicating the stewardship campaign, at least annually, and creating, distributing and communicating an annual time and talents survey of the congregation. The board shall ensure the church roster and directory is maintained with support from the Church Council, Pastor(s), and Staff.

3. The Board of Stewardship & Outreach shall meet, at least, quarterly and the chairperson, or designee, will ensure minutes are recorded and submitted to the Church Council representative. The board shall ensure that the active committee minutes are being recorded and disseminated to the Church Council for review. The board shall complete the Board and Committee Guide Worksheet annually and submit to the Church Council representative to be maintained on file with the office staff. The board shall ensure this worksheet has been completed, disseminated, and archived by each active committee.
 4. The Board of Stewardship & Outreach shall provide an annual report to the congregation and the chairperson or designee will ensure this report is written and submitted to the staff pursuant to their deadline. The board shall ensure that active committees provide an annual report to the congregation pursuant to the deadline.
- d. 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 the care of 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.
1. The Board of Finance membership shall be comprised of a minimum of three representatives from its respective committees outlined in the organizational chart or other church member(s). The Pastor(s) and Staff will be active on the board providing support to the members and participating in the activities of the board and committees pursuant to their respective job descriptions/duties. A member of Church Council shall serve on the board and act as a liaison between the board and council. The Treasurer shall be a member of the board. A chairperson shall be elected from the board's membership and cannot be Pastor(s), Staff, or Church Council member. The Nominating Committee is responsible for identifying potential members to serve as board chairperson and Treasurer and will ensure the position is filled by each annual meeting. The board chairperson will ensure, with assistance from the council liaison and/or Nominating Committee, that the board membership is full.
 2. The Board of Finance shall meet, at least, monthly and the chairperson or designee will ensure a financial packet is prepared for the monthly Church Council meeting, submitting it for distribution, and minutes are recorded and submitted to the Church Council representative. The board shall ensure that committee minutes are being recorded and disseminated to the Church Council for review. The board shall complete the Board and Committee Guide Worksheet annually and submit to the Church Council representative to be maintained on file with the office staff. The board shall ensure this worksheet has been completed, disseminated, and archived by each active committee.
 3. The Board of Finance shall provide an annual report to the congregation and the chairperson or designee will ensure this report is written and submitted to the staff pursuant to their deadline. The board shall ensure that the Treasurer and the active committees provide an annual report to the congregation pursuant to the deadline.

C13.06. The designated pastor(s), program staff, and/or support staff of this congregation shall be *ex officio* members of all boards and committees of this congregation. The president of this congregation or their designee shall be *ex officio* a member of all boards and committees of this congregation, except the personnel committee.

Chapter 14 : Organizations Within This Congregation

- C14.01. All organizations within this congregation shall exist to aid 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(s) 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 church council. This authorization and any discussion shall be documented by the secretary in the meeting minutes. The church council will designate where the group is placed on the organizational chart

Chapter 15: Discipline Of Members and Adjudication

- *C15.01. Persistent and public denial of the Christian faith, willful or criminal conduct grossly unbecoming a member of the Church of Christ, continual and intentional interference with the ministry of this congregation, or willful and repeated harassment or defamation of member(s) of this congregation is sufficient cause for discipline of a member. Prior to disciplinary action, reconciliation and repentance will be attempted following Matthew 18:15–17, proceeding through these successive steps, as necessary:**
- a. private counsel and admonition by the pastor,**
 - b. censure and admonition by the pastor in the presence of two or three witnesses,**
 - c. written referral of the matter by the Congregation Council to the vice president of the synod, who will refer it to a consultation panel drawn from the Consultation Committee of the synod, and**
 - d. written referral of the matter by the consultation panel to the Committee on Discipline of the synod. If, for any reason, the pastor is unable to administer the admonitions required by paragraphs a. and b. hereof, those steps may be performed by another pastor chosen by the Executive Committee of the Congregation Council.**
- *C15.02. The process for discipline of a member of this congregation shall be governed as prescribed by the chapter on discipline in the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*. If the counseling, censure, and admonitions pursuant to *C15.01. do not result in repentance and amendment of life, charges against the accused member(s) that are specific and in writing may be prepared by the Congregation Council, signed, and submitted to the vice president of the synod. The vice president shall select from the synod's Consultation Committee a panel of five members (three laypersons and two ministers of Word and Sacrament). A copy of the written charges shall be provided to the consultation panel and the accused member(s). The consultation panel, after requesting a written reply to the charges from the accused member(s), shall consider the matter and seek a resolution by means of investigation, consultation, mediation, or whatever other means may seem appropriate. The panel's efforts to reach a mutually agreeable resolution shall continue for no more than 45 days after the matter is submitted to it.**
- *C15.03. If the consultation panel fails to resolve the matter, that panel shall refer the case in writing, including the written charges and the accused member's reply, to the Committee on Discipline of the synod for a hearing. A copy of the panel's written referral shall be delivered to the vice president of the synod, the Congregation Council, and the accused member(s) at the same time it is sent to the Committee on Discipline of the synod. The Executive Committee of the Synod Council shall then select six members from the Committee on Discipline to decide the case and shall appoint a member of the Synod Council to preside as nonvoting chair. Those six members, plus the nonvoting chair, comprise the discipline hearing panel for deciding the case. The Congregation Council and the accused member(s) are the parties to the case.**

- *C15.04. The discipline hearing panel shall commence and conduct the disciplinary hearing in accordance with the provisions governing discipline of congregation members prescribed in the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*.
- *C15.05. By the vote of at least two-thirds of the members of the discipline hearing panel who are present and voting, one of the following disciplinary sanctions can be imposed:
 - a. suspension from the privileges of congregation membership for a designated period of time;
 - b. suspension from the privileges of congregation membership until the pastor and Congregation Council receive evidence, satisfactory to them, of repentance and amendment of life;
 - c. termination of membership in this congregation; or
 - d. termination of membership in this congregation and exclusion from the church property and from all congregation activities.
- *C15.06. The written decision of the discipline hearing panel shall be sent to the vice president of the synod, the accused member(s), and the Congregation Council as required by the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*. The decision of the discipline hearing panel shall be implemented by the Congregation Council and recorded in the minutes of the next council meeting.
- *C15.07. No member of this congregation shall be subject to discipline a second time for offenses that a discipline hearing panel has heard previously and decided pursuant to this chapter.
- *C15.10. Adjudication
- *C15.11. When there is disagreement between or among factions within this congregation on a substantive issue which cannot be resolved by the parties, members of this congregation may petition the synod bishop for consultation after informing the president of this congregation of their intent to do so. The synod bishop shall seek a timely resolution of the dispute. If the issue relates directly to the pastor, the bishop may begin the process in †S14.18.d. In all other matters, if the bishop's consultation fails to resolve the issue, the bishop shall refer the matter to the Consultation Committee of the synod, which shall undertake efforts to find an appropriate solution. If the Consultation Committee's efforts fail to resolve the dispute, the entire matter shall be referred to the Synod Council for adjudication by whatever process the Council deems necessary. The Synod Council's decision shall be final.

Chapter 16: Amendments

- *C16.01. Unless provision *C16.04. is applicable, those sections of this constitution that are not required, in accord with the *Model Constitution for Congregations of the Evangelical Lutheran Church in America*, may be amended in the following manner. Amendments may be proposed by at least ten voting members or by the Congregation Council. Proposals must be filed in writing with the Congregation Council 60 days before formal consideration by this congregation at a regular or special Congregation Meeting called for that purpose. The Congregation Council shall notify this congregation's members of the proposal together with the council's recommendations at least 30 days in advance of the meeting. Notification may take place by mail or electronic means, as permitted by state law.
- *C16.02. An amendment to this constitution, proposed under *C16.01., shall:
 - a. Be approved at any legally called meeting of this congregation by a majority vote of those voting members present and voting;
 - b. Be ratified without change at the next regular meeting of this congregation held pursuant to C10.01 by a two-thirds vote of those voting members present and voting; and have the effective date included in the resolution and noted in the constitution.
 - c. Have the effective date included in the resolution and noted in the constitution.
- *C16.03. Any amendments to this constitution that result from the processes provided in *C16.01. and *C16.02. shall be sent by the secretary of this congregation to the synod. The synod shall notify this congregation of its decision to approve or disapprove the proposed changes; the changes shall go into effect upon notification that the synod has approved them.
- *C16.04. This constitution may be amended to bring any section into conformity with a section or sections, either required or not required, of the *Model Constitution for Congregations of the Evangelical Lutheran Church in America* as most recently amended by the Churchwide Assembly. Such amendments may be approved by a majority vote of those voting members present and voting at any legally called meeting of this congregation without presentation at a prior meeting of this congregation, provided that the Congregation Council has submitted by mail or electronic means, as permitted by state law, notice to this congregation of such an amendment or amendments, together with the council's recommendations, at least 30 days prior to the meeting. Upon the request of at least two (2) voting members of this congregation, the Congregation Council shall submit such notice. Following the adoption of an amendment, the secretary of this congregation shall submit a copy thereof to the synod. Such provisions shall become effective immediately following a vote of approval.

Chapter 17: Bylaws

- *C17.01.** This congregation may adopt bylaws. No bylaw may conflict with this constitution.
- *C17.02.** Bylaws may be adopted or amended at any legally called meeting of this congregation with a quorum present by a two-thirds vote of those voting members present and voting.
- *C17.03.** Changes to the bylaws may be proposed by any voting member, provided that such additions or amendments be submitted in writing to the Congregation Council at least 60 days before a regular or special Congregation Meeting called for that purpose. The Congregation Council shall notify this congregation's members of the proposal with the council's recommendations at least 30 days in advance of the Congregation Meeting. Notification may take place by mail or electronic means, as permitted by state law.
- *C17.04.** Adopted or amended bylaws shall be sent by the secretary of this congregation to the synod.

Chapter 18: Continuing Resolutions

- *C18.01.** This congregation in a legally called meeting or the Congregation Council may enact continuing resolutions. Such continuing resolutions may not conflict with the constitution or bylaws of this congregation.
- *C18.02.** Continuing resolutions shall be enacted or amended by a majority vote of a meeting of this congregation or a two-thirds vote of all voting members of the Congregation Council.
- *C18.03.** Adopted or amended continuing resolutions shall be sent by the secretary of this congregation to the synod.

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.