

CONSTITUTION  
OF  
ST. JOHN LUTHERAN CHURCH  
WILLISTON, OHIO  
THE EVANGELICAL LUTHERAN CHURCH IN AMERICA

January 2016

\*PREAMBLE

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

Chapter 1

NAME AND INCORPORATION

C1.01 The name of this congregation shall be *Saint John Evangelical Lutheran Church of Williston, Ohio*.

C1.02 For the purpose of this constitution and accompanying bylaws, the St. John Evangelical Lutheran Church congregation is hereinafter designated as "this congregation."

C1.11 This congregation is a corporation, not for profit, under the laws of the State of Ohio.

Chapter 2

CONFESSION OF FAITH

\*C2.01 This congregation confesses the Triune God, Father, Son, and Holy Spirit.

\*C2.02 This congregation confesses Jesus Christ as Lord and Savior and the Gospel as the power of God for the salvation of all who believe.

- a. Jesus Christ is the Word of God incarnate, through whom everything was made and through whose life, death, and resurrection God fashions a new creation.
- b. The proclamation of God's message to us as both Law and Gospel is the Word of God, revealing judgment and mercy through word and deed, beginning with the Word in creation, continuing in the history of Israel, and centering in all its fullness in the person and work of Jesus Christ.
- c. The canonical Scriptures of the Old and New Testaments are the written Word of God. Inspired by God's Spirit speaking through their authors, they record and announce

God's revelation centering in Jesus Christ. Through them God's Spirit speaks to us to create and sustain Christian faith and fellowship for service in the world.

- \*C2.03 This congregation accepts the canonical Scriptures of the Old and New Testaments as the inspired Word of God and the authoritative source and norm of its proclamation, faith, and life.
- \*C2.04 This congregation accepts the Apostles', Nicene, and Athanasian Creeds as true declarations of the faith of this congregation.
- \*C2.05 This congregation accepts the Unaltered Augsburg Confession as a true witness to the Gospel, acknowledging as one with it in faith and doctrine all churches that likewise accept the teachings of the Unaltered Augsburg Confession.
- \*C2.06 This congregation accepts the other confessional writings in the Book of Concord, namely, the Apology of the Augsburg Confession, the Smalcald Articles and the Treatise, the Small Catechism, the Large Catechism, and the Formula of Concord, as further valid interpretations of the faith of the Church.
- \*C2.07 This congregation confesses the Gospel, recorded in the Holy Scriptures and confessed in the ecumenical creeds and 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.
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- \*C3.02 The Church exists both as an inclusive fellowship and as local congregations gathered for worship and Christian service. Congregations find their fulfillment in the universal community of the Church, and the universal Church exists in and through congregations. The Evangelical Lutheran Church in America, therefore, derives its character and powers both from the sanction and representation of its congregations and from its inherent nature as an expression of the broader fellowship of the faithful. In length, it acknowledges itself to be in the historic continuity of the communion of saints: in breadth, it expresses the fellowship of believers and congregations in our day.
- \*C3.03 The name Evangelical Lutheran Church in America (ELCA or "this church") as used herein refers in general references to this whole church, including its three expressions: congregations, synods, and the churchwide organization. The name Evangelical Lutheran Church in America is also the name of the corporation of the churchwide organization to which specific references may be made herein.

## Chapter 4

### STATEMENT OF PURPOSE

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

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

- a. Worship God in proclamation of the Word and administration of the sacraments and through lives of prayer, praise, thanksgiving, witness, stewardship, 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 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 the congregation's ministry and the ministry of other parts of the Evangelical Lutheran Church in America.
- h. Foster and participate in interdependent relationships with other congregations, the synod, and the churchwide organization of the Evangelical Lutheran Church in America.
- i. Foster and participate in ecumenical relationships consistent with church-wide policy.

\*C4.04 This congregation shall develop an organizational structure to be described in this constitution and in the bylaws. The Congregation Committees shall prepare descriptions

of the responsibilities of each committee, task force, or other organizational groups and shall review their actions. (Such descriptions shall be contained in the bylaws.)

\*C4.05 This congregation shall, from time to time, adopt a mission statement, which will provide specific direction for its programs.

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

## Chapter 5

### POWERS OF THE CONGREGATION

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

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

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

- a. Call a pastor as provided in Chapter 9;
- b. Terminate the call of a pastor as provided in Chapter 9;
- c. Call or terminate the call of associates in ministry, deaconesses, and diaconal minister in conformity with the applicable policy of the Evangelical Lutheran Church in America;
- d. Adopt amendments to the constitution, as provided in Chapter 17, and amendments to the bylaws, as specified in Chapter 16;
- e. Approve the annual budget;
- f. Acquire real and personal property by gift, devise, purchase, or other lawful means;
- g. Hold title to and use its property for any and all activities consistent with its purpose;
- h. Sell, mortgage, lease, transfer, or otherwise dispose of its property by any lawful means;
- i. Elect its officers and Congregation Council, boards, and committees as are specified in the bylaws and require them to carry out their duties in accordance with the constitution, bylaws and continuing resolutions;
- j. Terminate its relationship with the Evangelical Lutheran Church in America as provided in Chapter 6.

\*C5.04 This congregation shall choose from among its voting members, laypersons to serve as voting members of the Synod Assembly as well as persons to represent it at meetings of any conference, cluster, coalition, or other area subdivision of which it is a member. The

number of persons to be elected by the congregation and other qualifications shall be as prescribed in guidelines established by the Northwestern Ohio Synod of the Evangelical Lutheran Church in America.

C5.05 This congregation shall have a special needs endowment fund that will operate as specified in this congregation's bylaws and continuing resolutions.

## Chapter 6

### CHURCH AFFILIATION

- \*C6.01 This congregation shall be an interdependent part of the Evangelical Lutheran Church in America or its successor, and the Northwestern Ohio Synod of the Evangelical Lutheran Church in America. This congregation is subject to the discipline of the Evangelical Lutheran Church in America.
- \*C6.02 This congregation accepts the confession of Faith and agrees to the Purposes of the Evangelical Lutheran Church in America and shall act in accordance with them.
- \*C6.03 This congregation acknowledges its relationship with the Evangelical Lutheran Church in America in which:
  - a. This congregation agrees to be responsible for its life as a Christian community.
  - b. This congregation pledges its financial support and participation in the life and mission of the Evangelical Lutheran Church in America.
  - c. This congregation agrees to call pastoral leadership from the clergy roster of the Evangelical Lutheran Church in America in accordance with its call procedures except in special circumstances and with the approval of the bishop of the synod. These special circumstances are limited either to calling a candidate approved for the roster of ordained minister of the Evangelical Lutheran Church in America or to contracting for pastoral services with an ordained minister of a church body with which the Evangelical Lutheran Church in America officially has established a relationship of full communion.
  - d. This congregation agrees to consider associates in ministry, deaconesses, and diaconal ministers for call to other staff positions in the congregation according to the procedures of the Evangelical Lutheran Church in America.
  - e. This congregation agrees to file this constitution and any subsequent changes to this constitution with the synod for review to ascertain that all of its provisions are in agreement with the constitution and bylaws of the Evangelical Lutheran Church in America and/or with the constitution of the synod.
- \*C6.04 Affiliation with the Evangelical Lutheran Church in America may be terminated as follows:
  - a. This congregation takes action to dissolve;
  - b. This congregation ceases to exist;

- c. This congregation is removed from membership in the Evangelical Lutheran Church in America according to the procedure for discipline of the Evangelical Lutheran Church in America;
- d. This congregation follows the procedure outlined in \*C6.05.

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

- a. A resolution indicating the desire of this congregation to terminate its relation must be adopted at a legally called and conducted special meeting of this congregation by a two-thirds majority of the voting members present. Such meeting may be held no sooner than 30 days after written notice of the meeting is received by the bishop of synod, during which time the congregation shall consult with the bishop and the bishop's designees, if any. The times and manner of the consultation shall be determined by the bishop in consultation with the Congregation Council. Unless he or she is a voting member of the congregation, the bishop and the bishop's designees, if any, shall have voice but not vote at the meeting.
- b. The secretary of 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 mail a copy of the resolution to voting members of the congregation. This notice shall be submitted within 10 days after the resolution has been adopted.
- c. The bishop of the synod shall consult with this congregation during a period of at least 90 days after the receipt by the synod of the notice as specified in paragraph b. above.
- d. If this congregation, after consultation, still desires to terminate its relationship, such action may be taken at a legally called and conducted special meeting by a two-thirds majority of the voting members present, at which meeting the bishop of the synod or an authorized representative shall be present. Notice of the meeting shall be mailed to all voting members at least 10 days in advance of the meeting. Unless he or she is a voting member of the congregation, the bishop and the bishop's designees, if any, shall have voice but not vote at the meeting.
- e. A certified copy of the resolution to terminate its relationship shall be sent to the synodical bishop within 10 days after the resolution has been adopted, at which time the relationship between this congregation and the Evangelical Lutheran Church in America shall be terminated subject to paragraphs g., h., and i. below. Unless this notification to the bishop also certifies that the congregation has voted by a two-thirds vote to affiliate with another Lutheran denomination the congregation will be conclusively presumed to be an independent or non-Lutheran church.
- f. Notice of termination shall be forwarded by the synodical bishop to the secretary of this church and published in the periodical of this church.
- g. Congregations seeking to terminate their relationship with this church which fail or refuse to comply with each of the foregoing provisions in \*C6.05 shall be required to receive Synod Council approval before terminating their membership in this church.

- h. Congregations which had been members of the Lutheran Church in America shall be required, in addition to complying with the foregoing provisions in \*C6.05, to receive synodical approval before terminating their membership in this church.
- i. Congregations established by the Evangelical Lutheran Church in America shall be required, in addition to complying with the foregoing provisions in \*C6.05., to satisfy all financial obligations to this church and receive Synod Council approval before terminating their membership in this church.
- j. If a congregation fails to achieve the required two-thirds vote of voting members present at the congregation's first meeting as specified in paragraph a. above, another special meeting to consider termination of relationship with this church may be called no sooner than six months after the first meeting. If a congregation fails to achieve the required two-thirds vote of voting members present at the congregation's second meeting as specified in paragraph d. above, another attempt to consider termination of relationship with this church must follow all requirements of \*C6.05, and may begin no sooner than six months after that second meeting.

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

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

## Chapter 7

### PROPERTY OWNERSHIP

\*C7.01 If this congregation ceases to exist, title to undisposed property shall pass to the Northwestern Ohio Synod of the Evangelical Lutheran Church in America.

\*C7.02 If this congregation is removed from membership in the Evangelical Lutheran Church in America according to its procedure for discipline, title to property shall continue to reside in this congregation.

\*C7.03 If a two-thirds majority of the voting members of this congregation present at a legally called and conducted special meeting of this congregation vote to transfer to another Lutheran church body, title to property shall continue to reside in this congregation. Before this congregation takes action to transfer to another Lutheran church body, it shall consult with representatives of the Northwestern Ohio Synod.

\*C7.04 If a two-thirds majority of the voting members of this congregation present at a legally called and conducted special meeting of this congregation vote to become independent or

relate to a non-Lutheran church body and have followed the process for the 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 the congregation by an established synodical process, may give approval to the request to become independent or to relate to a non-Lutheran church body, in which case title shall remain with the majority of the 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.

## Chapter 8 MEMBERSHIP

\*C8.01 Members of this congregation shall be those baptized persons on the roll of the congregation at the time that this constitution is adopted and those who are admitted thereafter and who have declared and maintain their membership in accordance with the provisions of this constitution and its bylaws.

\*C8.02 Members shall be classified as follows:

- a. **Baptized** members are those persons who have been received by the Sacrament of Holy Baptism in this congregation, or having been previously baptized in the name of the Triune God, have been received by certificate of transfer from other Lutheran congregations or by affirmation of faith.
- b. **Confirmed** members are baptized persons who have been confirmed in this congregation, those who have been received by adult baptism or by transfer as confirmed members from other Lutheran congregations, or baptized persons received by affirmation of faith.
- c. **Voting** members are confirmed members. Such confirmed members, during the current or preceding calendar year, shall have communed in this congregation and shall have made a contribution of record to this congregation. Members of this congregation who have satisfied these basic standards shall have the privilege of voice and vote at every regular and special meeting of the congregation.
- d. **Associate** members are persons holding membership in other Christian congregations who wish to retain such membership but desire to participate in the life and mission of this congregation, or persons who wish to retain a relationship with this congregation while being members of other congregations. They have all the privileges and duties of membership except voting rights and eligibility for elected offices or membership on the Congregation Council of this congregation.

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

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

- a. Make regular use of the means of grace, both Word and sacraments;



- b. Live a Christian life in accordance with the Word of God and the teachings of the Lutheran church;
- c. Support the work of this congregation, the synod, and the church-wide organization of the Evangelical Lutheran Church in America through contributions of their time, abilities, and financial support as Biblical stewards.

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

- a. Death;
- b. Resignation;
- c. Transfer or release;
- d. Disciplinary action in accordance with ELCA constitutional provision 20.40 and the accompanying bylaws.
- e. Removal from the roll due to inactivity as defined in the bylaws. Such persons who have been removed from the roll of members shall remain persons for whom the Church has a continuing pastoral concern.

## Chapter 9

### THE PASTOR

\*C9.01 Authority to call a pastor shall be in this congregation, by at least two-thirds majority ballot vote of members present and voting, at a meeting legally called for that purpose. Before a call is issued the officers or a committee elected by 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 clergy roster of the Evangelical Lutheran Church in America or a candidate for the roster of ordained ministers who has been recommended for the congregation by the synodical bishop may be called as a pastor of this congregation.

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

- a. Every ordained minister shall:
  1. Preach the Word;
  2. Administer the sacraments;
  3. Conduct public worship;
  4. Provide pastoral care; and
  5. Speak publicly to the world in solidarity with the poor and oppressed, calling for justice and proclaiming God's love for the world.
- b. Each ordained minister with a congregational call shall, within the congregation:
  1. Offer instruction, confirm, marry, visit the sick and distressed, and bury the dead;
  2. Act as advisor to all schools and organizations of this congregation;
  3. Install regularly elected members of the Congregation council; and
  4. With the council, administer discipline.
- c. Every pastor shall:
  1. Strive to extend the Kingdom of God in the community, in the nation, and abroad;
  2. Seek out and encourage qualified persons to prepare for the ministry of the Gospel;

3. Impart knowledge of this church and its wider ministry through distribution of its periodicals and other publications; and
4. Endeavor to increase the support given by the congregation to the work of the churchwide organization of the Evangelical Lutheran Church in America (ELCA) and of the Northwestern Ohio Synod of the ELCA.

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

\*C9.05

- a. The call of a congregation, when accepted by a pastor, shall constitute a continuing mutual relationship and commitment which shall be terminated only by death or, following consultation with the synodical bishop, for the following reasons:
  1. Mutual agreement to terminate the call or the completion of a call for a specific term;
  2. Resignation of the pastor, which shall become effective, unless otherwise agreed, no later than 30 days after the date on which it was submitted;
  3. Inability to conduct the pastoral office effectively in the congregation in view of local conditions;
  4. Physical disability or mental incapacity of the pastor;
  5. Suspension of the pastor through discipline for more than three months;
  6. Resignation or removal of the pastor from the roster of ordained ministers of this church;
  7. Termination of the relationship between this church and the congregation;
  8. Dissolution of the congregation or the termination of a parish arrangement; or
  9. Suspension of the congregation through discipline for more than six months.
- b. When allegations of physical disability or mental incapacity of the pastor under paragraph a.4) above or ineffective conduct of the pastoral office under paragraph a.3) above, have come to the attention of the bishop of the synod:
  1. The bishop in his or her sole discretion may investigate such conditions personally together with a committee of two ordained ministers and one layperson or
  2. When such allegations have been brought to the synod's attention by an official recital of allegations by the congregation council or by a petition signed by at least one-third of the voting members of the congregation, the bishop personally shall investigate such conditions together with a committee of two ordained ministers and one layperson.
- c. In case of alleged physical disability or mental incapacity under paragraph a.4) above, the bishop's committee shall obtain and document competent medical opinion concerning the pastor's condition. When a disability or incapacity is evident to the committee, the bishop of the synod may declare the pastorate vacant

and the pastor shall be listed on the clergy roster as disabled. Upon removal of the disability and restoration of the pastor to health, the bishop shall take steps to enable the pastor to resume the ministry, either in the congregation last served or in another appropriate call.

- d. In the case of alleged local difficulties that imperil the effective functioning of the Congregation under paragraph a.3). above, the bishop's committee shall endeavor to hear

from all concerned persons, after which the bishop together with the committee shall present their recommendations first to the pastor and then to the congregation. The recommendations of the bishop's committee must address whether the pastor's call should come to an end and, if so, may suggest appropriate severance arrangements.

The

committee may also propose other actions that should be undertaken by the congregation

and by the pastor, if appropriate. If the pastor and congregation agree to carry out such recommendations, no further action need be taken by the synod.

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

\*C9.06 At a time of pastoral vacancy, an interim pastor shall be appointed by the bishop of the synod with the consent of this congregation or the Congregation Council.

\*C9.07 During the period of service, an interim pastor shall have the rights and duties in the congregation of a regularly called pastor and may delegate the same in part to a supply pastor with the consent of the bishop of the synod and this congregation or Congregation Council. The interim pastor and any ordained pastor providing assistance shall refrain from exerting influence in the selection of a pastor. Unless previously agreed upon by the Synod Council, an interim pastor is not available for a regular call to the congregation served.

\*C9.08 This congregation shall make satisfactory settlement of all financial obligations to a former pastor before calling a successor. A pastor shall make satisfactory settlement of all financial obligations to this congregation before beginning service in a call to another congregation or employment in another ministry setting related to the Evangelical Lutheran Church in America.

\*C9.09 When a pastor is called to serve in company with another pastor or pastors, the privileges and responsibilities of each pastor shall be specified in documents to accompany the call and to be drafted in consultation involving the pastors, the Congregation Council, and the bishop of the synod. As occasion requires, the documents may be revised through a similar consultation.

\*C9.11 With the approval of the bishop of the synod, the congregation may depart from \*C9.05 and call a pastor for a specific term. Details of such calls shall be in writing setting forth the purpose and conditions involved. Prior to the completion of a term, the bishop or a designated representative of the bishop shall meet with the pastor and representatives of the congregation for a review of the call. Such a call may also be terminated before its expiration in accordance with the provisions of \*C9.05.a.

\*C9.12 The pastor of this congregation:

- a. Shall keep accurate parochial records of all baptisms, confirmations, marriages, burials, communicants, members received, transferred, inactive, as well as any members dismissed for disciplinary actions or for any other reasons;
- b. Shall submit a summary of such statistics annually to the synod; and
- c. Shall become a member of this congregation upon receipt and acceptance of the letter of call. (In a parish of multiple congregations, the pastor shall hold membership in one of the congregations.)

\*C9.13 The pastor(s) shall submit a report of his or her ministry to the bishop of the synod at least 90 days prior to each regular meeting of the Synod Assembly.

\*C9.14 The parochial records of this congregation shall be maintained by the pastor and shall remain the property of the congregation. The secretary of this congregation shall attest in writing to the bishop of this synod that such records have been placed in his or her hands in good order by a departing pastor before the installation of that pastor in another field of labor or the granting by the synod of retired status to the pastor.

#### C9.20 Ecumenical Pastoral Ministry

Under special circumstances, subject to the approval of the synodical bishop and the concurrence of this congregation, an ordained minister of a church body with which the Evangelical Lutheran Church in America official has established a relationship of full communion may serve temporarily as pastor of the congregation under a contract between the congregation and the ordained minister in a form proposed by the synodical bishop and approved by the congregation.

### Chapter 10

#### CONGREGATION MEETING

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

C10.02 A special Congregation Meeting may be called by the pastor, the Congregation Council or the president of this congregation, and shall be called by the president of the congregation upon the written request of 5% of the voting members. The president of the Congregation Council shall call a special meeting upon request of the synodical bishop. The call for each special meeting shall specify the purpose for which it is to be held and no other business shall be transacted.

C10.03 Notice of all meetings of this congregation shall be given at the services of worship on the preceding two consecutive weekend services 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 Ten percent of voting members shall constitute a quorum.

C10.05 Voting by proxy or by absentee ballot shall not be permitted.

C10.06 All actions approved by the congregation shall be by majority vote of those voting members present and voting, except as otherwise provided in the constitution or by state law.

C10.07 *Robert's Rules of Order*, latest edition, shall govern parliamentary procedure of all meetings of this congregation.

## Chapter 11

### OFFICERS

C11.01 The officers of this congregation shall be a president, vice president, secretary, treasurer and financial secretary. They shall serve similar offices of the Congregation Council and shall be voting members of the Congregation Council:

- a. Duties of the officers shall be specified in the bylaws.

C11.02 The vice-president shall be elected by the congregation by written ballot, and after serving two years in this office, shall succeed to the office of president for a period of two years.

C11.03 The congregation shall elect the officers and board members by written ballot as determined by the constitution and the bylaws. They shall serve for a term of two years, or until their successors are elected. Their terms shall begin at the close of the annual meeting at which they are elected.

C11.04 Duties of the officers and the board chair shall be specified in the bylaws.

C11.05 All voting members of the congregation who are of legal age to enter into contracts in the State of Ohio are eligible to be elected as an officer or board chair, except that no officer or board chair shall hold more than one such position at a time, and no officer or board chair shall be eligible to serve more than two consecutive terms in the same position.

C11.06 Terms of office of the officers shall be staggered, so that the terms of approximately half of the officers and half of the board chairs shall begin each year. The schedules of these terms shall be defined in the bylaws.

## Chapter 12

### CONGREGATION COUNCIL

C12.01 The voting membership of the Congregation Council shall consist of the pastor(s), the officers of the congregation, and the committee Chairs. Any voting member of the congregation may be elected, subject only to the limitation on the length of continuous service permitted in that office. A member's place on the Congregation Council shall be declared vacant if the member:

- a. Ceases to be a voting member of this congregation; or
- b. Is absent from four successive regular meetings of the Congregation Council without cause. Consistent with the laws of the State of Ohio, the congregation may adopt procedures for the removal of a member of the Congregation Council in other circumstances.

C12.02 The members of the Congregation Council, except the pastor(s), shall be elected at a legally called meeting of the congregation during. Their term of office shall be for two years, with the term of office beginning after installation. Newly elected Congregation Council members shall be installed at worship on the Saturday/Sunday prior to the date they assume office.

C12.03 Should a member's place on the congregation Council be declared vacant, the Congregation Council shall elect, by majority vote, a successor until the next annual meeting. Individuals who have served less than one-half of a regular term shall be eligible for nomination and possible election to a full term.

C12.04 The congregation Council shall have general oversight of the life and activities of this congregation, and in particular its worship life, to the end that everything be done in accordance with the Word of God and the faith and practice of the Evangelical Lutheran Church in America. The duties of the Congregation Council shall include the following:

- a. To lead this congregation in stating its mission, to do long-range planning, to set goals and priorities, and to evaluate its activities in light of its mission and goals.
- b. To seek to involve all members of this congregation in worship, learning, witness, service, and support.
- c. To oversee and provide for the administration of this congregation to enable it to fulfill its functions and perform its mission.
- d. To maintain supportive relationships with the pastor(s) and staff and help them annually to evaluate the fulfillment of their calling, appointment, or employment.
- e. To be examples individually and corporately of the style of life and ministry expected of all baptized persons.

- f. To promote a congregational climate of peace and goodwill, and as differences and conflict arise, to endeavor to foster mutual understanding.
- g. To arrange for pastoral service during the sickness or absence of the pastor.
- h. To emphasize partnership with the synod and churchwide organization of the Evangelical Lutheran Church in America as well as cooperation with other congregations, both Lutheran and non-Lutheran, subject to established policies of the synod and the Evangelical Lutheran Church in America.
- i. To recommend and encourage the use of program resources produced or approved by the Evangelical Lutheran Church in America.
- j. To seek out and encourage qualified persons to prepare for the ministry of the Gospel.

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

- a. The Congregation Council shall be responsible for maintaining and protecting its property and the management of its business and fiscal affairs. It shall have the powers and be subject to the obligations that pertain to such boards under the laws of the State of Ohio, except as otherwise provided herein.
- b. The Congregation Council shall not have the authority to buy, sell, or encumber real property unless specifically authorized to do so by a meeting of the congregation.
- c. The Congregation Council may enter into contracts of up to ten percent of the budget for items not included in the budget.
- d. The Congregation Council shall prepare an annual budget for adoption by this congregation, shall supervise the expenditure of funds in accordance therewith following its adoption, and may incur obligations of more than ten percent of the budget in excess of the anticipated receipts only after approval by a Congregation Meeting. The budget shall include this congregation's fully indicated share in support of the wider ministry being carried on in partnership with the synod and churchwide organization.
- e. The Congregation Council shall ascertain that the financial affairs of this congregation are being conducted efficiently, giving particular attention to the prompt payment of all obligations and to the regular forwarding of benevolence monies to the synodical treasurer.
- f. The Congregation Council shall be responsible for this congregation's investments and its total insurance program.

C12.06 The Congregation Council shall see that the provisions of this constitution and its bylaws are carried out.

C12.07 The Congregation Council shall provide for an annual review of the membership roster.

C12.08 The Congregation Council shall be responsible for the employment and supervision of the salaried lay workers of this congregation.

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

C12.11 The Congregation Council shall normally meet once a month. Special meetings may be called by the pastor or the president, and shall be called by the president at the request of at least one-half of its members. Notice of each special meeting shall be given to all who are entitled to be present.

C12.12 A quorum for the transaction of business shall consist of a majority of the members of the Congregation Council, including the pastor or interim pastor, except when the pastor or interim pastor requests or consents to be absent and has given prior approval to the agenda for a particular regular or special meeting, which shall be the only business considered at that meeting. Chronic or repeated absence of the pastor or interim pastor who has refused approval of the agenda of a subsequent regular or special meeting shall not preclude action by the Congregation Council, following consultation with the synodical bishop.

C12.13 The Congregation Council and its committees may hold meetings by remote communication, including electronically and by telephone conference, and, to the extent permitted by state law, notice of all meetings may be provided electronically.

## Chapter 13

### CONGREGATION COMMITTEES

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

C13.02 A *Nominating Committee* shall consist of five voting members of this congregation.

- a. Four members shall be elected at large by the congregation at the time of the general elections and shall serve a term of one year.
- b. The Vice President shall serve on and Chair the Committee.
- c. Members of the Nominating Committee shall not stand for election to any elected office during their term of office.

C13.03 The *Audit Committee* of three voting members shall be elected by the Congregation Council when deemed necessary by council or Finance. Audit Committee members shall not be members of the Congregation Council. Term of office shall be terminated upon completion of the audit. (See B8.03)

C13.04 A *Mutual Ministry Committee* (in the absence of a mutual ministry committee, the duties shall be fulfilled by the executive committee) shall be appointed jointly by the president (vice president) and the pastor. Term of office shall be three years, with two members to be appointed each successive year.



C13.04.01 The *Staff Support Committee* shall consist of three voting members appointed jointly by the Executive Committee and approved by the Congregation Council. Term of office shall be three years, one member to be appointed in each successive year. Committee members will hold no other office in the congregation council during their term. The start process will be with one member appointed for one year, one member appointed for two years and one member appointed for three years.

C13.05 When a pastoral vacancy occurs, a *Call Committee* of six voting members shall be appointed by the Congregation Council, with the president being ex-officio member (with vote). Term of office will terminate upon installation of the newly called pastor.

C13.06 Other committees of this congregation may be formed, as the need arises, by decision of the Congregation Council.

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

C13.08 The pastor of this congregation shall be an ex-officio member (with vote) of all committees and boards of the congregation with the exception of the Call Committee. The President of this congregation shall be an ex-officio member (with vote) of all committees and boards of the congregation.

## Chapter 14

### ORGANIZATIONS WITHIN THE CONGREGATION

C14.01 All organizations within this congregation shall exist to aid it in ministering to the members of this congregation and to all persons who can be reached with the Gospel of Christ. As outgrowths and expressions of this congregation's life, the organizations are subject to its oversight and direction. This congregation at its meeting shall determine their policies, guide their activities, and receive reports concerning their membership, work, and finances.

C14.02 Special interest groups, other than those of the official organizations of the Evangelical Lutheran Church in America may be organized only after authorization has been given by the Congregation Council.

## Chapter 15

### DISCIPLINE OF MEMBERS

\*C15.01 Persistent and public denial of the Christian faith, willful or criminal conduct grossly unbecoming a member of the Church of Christ, continual and intentional interference with the ministry of the congregation, or willful and repeated harassment or defamation of member(s) of the congregation is sufficient cause for discipline of a

member. Prior to disciplinary action, reconciliation and repentance will be attempted following Matthew 18: 15-17, proceeding through these successive steps, as necessary:

- a. Private counsel and admonition by the pastor;
- b. Censure and admonition by the pastor in the presence of two or three witnesses;
- c. Written referral of the matter by the Congregation Council to the vice president of the synod, who will refer it to consultation panel drawn from the Consultation Committee of the synod; and
- d. Written referral of the matter by the consultation panel to the Committee on Discipline of the Synod. If, for any reason, the pastor is unable to administer the admonitions required by paragraphs a. and b. hereof, those steps may be performed by another pastor chosen by the Executive Committee of the Congregation Council.

\*C15.02 The process for discipline of a member of the congregation shall be governed as prescribed by the chapter on discipline in the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*. If the counseling, censure, and admonitions pursuant to C15.01 do not result in repentance and amendment of life, charges against the accused member(s) that are specific and in writing may be prepared by the Congregation Council, signed, and submitted to the vice president of synod. The vice president shall select from the synod's Consultation Committee a panel of five members (three lay persons and two clergy). A copy of 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 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 *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*.

- \*C15.05 By the vote of at least two-thirds of the member of the discipline hearing panel who are present and voting, one of the following disciplinary sanctions can be imposed:
- a. Suspension from the privileges of congregation membership for a designated period of time;
  - b. Suspension from the privileges of congregation membership until the pastor and Congregation Council receive evidence, satisfactory to them, of repentance and amendment of life;
  - c. Termination of membership in the congregation; or
  - d. Termination of membership in the congregation and exclusion from the church property and from all congregation activities.

\*C15.06 The written decision of the discipline hearing panel shall be sent to the vice president of the synod, the accused member(s), and the Congregation Council as required by the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*. The decision of the discipline hearing panel shall be implemented by the Congregation Council and recorded in the minutes of the next council meeting.

\*C15.07 No member of a congregation shall be subject to discipline a second time for offenses that a discipline hearing panel has heard previously and decided pursuant to this chapter.

\*C15.10 Adjudication

\*C15.11 When there is disagreement among factions within this congregation on a substantive issue

that cannot be resolved by the parties, members of this congregation shall have access to the synodical bishop for consultation after informing the chair of the Congregation Council of their intent. If the consultation fails to resolve the issue(s), the matter shall be referred to the Synod Council, whose decision shall be final.

## Chapter 16

### BYLAWS

\*C16.01 This congregation may adopt bylaws. No bylaw may conflict with this constitution.

\*C16.02 Bylaws may be adopted or amended at any legally called meeting of this congregation with a quorum present by a majority vote of those voting members present and voting.

\*C16.03 Changes to the bylaws may be proposed by any voting member provided, however, that such additions or amendments be submitted in writing to the Congregation Council at least 60 days before a regular or special Congregation Meeting called for that purpose. The Congregation Council must notify the congregation's members of the proposal with the council's recommendations at least 30 days in advance of the Congregation Meeting. Notification may take place by mail or electronic means, as permitted by state law.

\*C16.04 Approved changes to the bylaws shall be sent by the secretary of this Congregation to the synod.

## Chapter 17 AMENDMENTS

\*C17.01 Unless provision \*C17.04 is applicable those sections of this constitution that are not required in accord with the *Model Constitution for Congregations of the Evangelical Lutheran Church in America*, may be amended in the following manner. Amendments may be proposed by at least 5 percent of the voting members or by the Congregation Council. Proposals must be filed in writing with the Congregation Council 60 days before formal consideration by this congregation at a regular or special Congregation Meeting called for that purpose. The Congregation Council shall notify the congregation's members of the proposal together with the council's recommendations at least 30 days in advance of the meeting. Notification may take place by mail or electronic means, as permitted by state law.

\*C17.02 An amendment to this constitution, proposed under \*C17.01 shall:

- a. Be approved at a legally called Congregation Meeting according to this constitution by a majority vote of those present and voting;
- b. Be ratified without change at the next annual meeting by a two-thirds majority vote of those present and voting; and
- c. Have the effective date included in the resolution and noted in the constitution.

\*C17.03 Any amendments to this constitution that result from the processes provided in \*C17.01 and C17.02 shall be sent by the secretary of this congregation to the synod. The synod shall notify the congregation of its decision to approve or disapprove the proposed changes; the changes shall go into effect upon notification that the synod had approved them.

\*C17.04 This constitution may be amended to bring any section into conformity with a section or sections, either required or not required, of the *Model Constitution for Congregations of the Evangelical Lutheran Church in America* – as most recently amended by the Churchwide Assembly – by a simple majority vote of those voting members present and voting at any legally called meeting of the congregation without presentation at a prior meeting of the congregation, provided that the Congregation Council has submitted by mail or electronic means, as permitted by state law, notice to the congregation of such an amendment or amendments, together with the council's recommendation, at least 30 days prior to the meeting. Upon the request of 5% voting members of the congregation, the Congregation Council shall submit such notice. Following the adoption of an amendment, the secretary of the congregation shall submit a copy thereof to the synod. Such provisions shall become effective immediately following a vote of approval.

## Chapter 18

### CONTINUING RESOLUTIONS

\*C18.01 The congregation in a legally called meeting or the Congregation Council may enact continuing resolutions. Such continuing resolutions may not conflict with the constitution or bylaws of this congregation.

\*C18.02 Continuing resolutions shall be enacted or amended by a majority vote of a meeting of the congregation or a two-thirds vote of all voting members of the Congregation Council.

## Chapter 19

### INDEMNIFICATION

\*C19.01 Consistent with the provisions of the laws under which this congregation is incorporated, this congregation may adopt provisions providing indemnification for each person who, by reason of the fact that such person is or was a Congregation Council member, officer, employee, agent, or other member of any committee of this congregation, was or is threatened to be made a party to any threatened, ending or completed civil, criminal, administrative, arbitration, or investigative proceeding.

Bylaws of St John Lutheran Church  
Williston, Ohio

Section 1

PARISH RECORDS

B1.01 The records of the congregation shall be and remain the property of the congregation. The officers of the congregation shall be responsible for the maintenance of the records as provided herein. The records shall be brought up to date prior to each annual meeting of the congregation, and upon termination of such officer's service to the congregation, prior to his or her departure.

B1.02 The records of the congregation shall consist of:

- a. Accurate parochial records of all baptisms, confirmations, marriages, burials, communicants, members received, transferred, inactive as well as any disciplinary actions shall be kept by the Pastor. (See \*C9.12)
- b. The ministerial acts performed by all pastors, for which the Senior Pastor shall be responsible. (See \*C9.13)
- c. The minutes and report of the synod and the Parochial Records, for which the Secretary shall be responsible. (See \*C9.14)
- d. The minutes of the meetings of the congregation and the Congregation Council, for which the Secretary shall be responsible. (See \*B5.03)
- e. The contributions records, for which the Financial Secretary shall be responsible. (See B5.05)
- f. The financial records of the congregation, for which the Treasurer shall be responsible. (See \*B5.04)

B1.03 The Senior Pastor shall report to the synod and to the Secretary of the ELCA such statistics as may be requested and shall annually report to the congregation a summary of his ministerial acts.

Section 2

BUSINESS MEETINGS

B2.01 The annual meeting of the congregation shall be held during the month of January.

B2.02 Business meetings of the Congregation Council shall be held monthly at a time determined by the Council. The first meeting of a newly elected council shall take office at the first Council Meeting in February.

B2.03 Business meetings of the official Boards of the Congregation shall be held monthly at a time determined by each Board. Its current Chairman shall call the initial or organizing meeting of the Board within one month following the annual meeting of the congregation for the election of the chair.

B2.04 Regular and Special Committees shall meet as necessary to carry out the purpose for which they have been created.

B2.05 Minutes shall be kept of each regular or special business meeting by the Secretary for meetings of the congregation and Congregation Council. The Board and Committee chairs shall appoint a secretary to keep minutes of each regular or special business meeting. Board and committee minutes are to be given to the Congregation Council Secretary prior to the next monthly board meeting.

B2.06 Except as otherwise provided in the Constitution and bylaws, a quorum for all business meetings shall consist of one-half of the members of the Board or Committee.

### Section 3

#### RELATIONSHIP TO THE NORTHWESTERN OHIO SYNOD

B3.01 The Congregation, according to the Synod rules for representation shall elect delegates to the annual Synod Assembly. The Congregation Council shall appoint a substitute for any delegate that cannot attend the Assembly. Delegates shall provide the Secretary with a copy of Minutes and other relevant documents to be retained with the congregational records.

B3.02 The Congregation Council shall appoint appropriate representatives and/or visitors to Synod or Conference meetings, workshops, and other activities, and shall encourage attendance and participation in these activities by other members of the congregation.

B3.03 Organizations within the congregation are encouraged to participate in Synod and Conference activities appropriate to their organization.

### Section 4

#### ELECTIONS

B4.01 Election of officers, board chairs, and those committees' personnel who are elected by the congregation shall be by written ballot at the annual meeting of the congregation. The nominating committee shall make nominations for all positions to be filled, and the congregation shall make provision for additional nominations.

B4.02 The vice-president after serving two years in this office shall succeed to the office of the president for a period of two years. (See C11.02).

B4.03 Term of office shall begin in even-numbered years for the Financial Secretary. Terms of office for the Treasurer and Secretary shall begin in odd-numbered years.

B4.04 Boards of Evangelism, Christian Community Life, Stewardship, Property, Parish Education, Finance, and Worship Life will elect two members each year for a two-year term. Terms of office shall begin in odd-numbered years for the Treasurer and Secretary.

## Section 5

### DUTIES AND RESPONSIBILITIES OF OFFICERS

#### B5.01 President

The president of the congregation shall preside over all regular and special meetings of the congregation and the Congregation Council:

- a. Shall have general supervisory responsibility for the day-to-day activities of the congregation;
- b. Shall with the Congregation Council make appointments to the vacancies of committees of the congregation;
- c. The president shall assure that there is Council representation at all Committee meetings;
- d. Preside at meetings of congregation and Congregation Council and conduct meetings according to Robert's Rules of Order, latest edition;
- e. See that the resolutions and actions taken by the congregation and congregation council are carried out;
- f. Secure pastoral services in the event of an emergency;
- g. Serve as ex-officio member (with vote) of all ministries and committees of the Congregation;
- h. Work with Vice President on all issues that may span president's terms;
- i. Perform additional duties as assigned by congregation and/or congregation council;
- j. President with consultation with Pastor will have the authority to cancel worship services.

#### B5.02 Vice-President

The vice-president shall assist the president in the performance of the assigned duties and in the absence of the president perform the duties of the president at all meetings of the congregation and the Congregation Council:

- a. Shall become the president in the case that the office of the president becomes vacant. See C11.02
- b. Serve as Synod representative for the congregation.
- c. Assist all Board Chairpersons as necessary and become acquainted with duties of each Board.
- d. Perform additional duties as assigned by congregation and/or congregation council.
- e. Serve as chairman of the nominating committee.
- f. Attend leadership training.



### B5.03 Secretary

The Secretary shall keep official minutes of all meetings of the Congregation and Congregation Council, preserving the minutes permanently in the congregation's archives.

- a. Shall keep the minutes and report of the Synod and the Parochial Records.
- b. Shall send official correspondence of the congregation at the direction of the president of the Congregation Council.
- c. Be responsible for the attendance sheet at meetings of congregation.
- d. Read the minutes of previous meetings and make any necessary corrections.
- e. Keep official minutes of all congregation and congregation council meetings.
- f. Email a copy of the minutes to the church's office administrator so that they are included in the next monthly Congregation Council meeting.
- g. Put a summary of the minutes in the Forerunner each month.
- h. Attend leadership-training events.
- i. Maintain current list of council membership and have available for each meeting.
- j. Maintain Council meeting attendance and notify members after two consecutive absences with cause.
- k. Notify officers, board members, and committee members of their election as needed.
- l. In the absence of the president and vice president, call meetings to order and preside until the immediate election of a chairperson pro tem.
- m. Perform additional duties as assigned by the congregation and/or Congregation Council.

### B5.04 Treasurer

The treasurer shall keep all financial records of the congregation, except those for which the financial Secretary is responsible, and disburse the monies as directed by the Congregation Council. This office shall:

- a. Perform or oversee all bookkeeping functions.
- b. File all required Federal and State tax forms.
- c. Prepare/review monthly financial reports for Congregation Council.
- d. Report and provide requested financial information annually to congregation.
- e. Serve as member of the Finance Committee.
- f. Serve as member of the Endowment Committee.
- g. Assist in preparation of annual budget.
- h. Perform additional duties as assigned by the congregation and/or Congregation Council.

### B5.05 Financial Secretary

The financial secretary shall maintain a record of offerings and contributions. This office shall:

- a. Review monthly income reports including:
  - General fund offerings
  - Memorial contributions
  - Dedicated accounts
  - Special offerings
  - Other
- b. Assist in resolving any individual member offering issues;

- c. Order and distribute annual offering envelopes;
- d. Distribute personal giving records at least twice a year and provide members with an annual summary report;
- e. Report contribution progress during council and congregational meetings.
  - Comparison vs. budget
  - Comparison vs. prior year
  - Report any anomalies that could cause potential fluctuations in giving;
- f. Provide assistance during the annual budget process;
- g. Serve as a member of the finance board;
- h. Understand stewardship committee objectives and their financial giving impact;
- i. Perform additional duties as assigned by the congregation and/or Congregation Council.

## Section 6

### MEMBERSHIP OF THE BOARDS

B6.01 Each Board shall consist of four (4) members elected by the congregation for a term of two (2) years: two (2) elected each year. Members are eligible for reelection for a second term. After two (2) terms, there must be a one-year lapse before serving in any office or board.

B6.02 Each board is responsible for selecting its own chairperson and secretary annually. The Chairperson of each board shall be a member of the Congregation Council. It is encouraged that a person not serve as Chairperson during the first year of elected term. The Congregation Council shall approve any exception.

B6.03 No person shall serve on more than one Board or office at any time. (See C11.03)

## Section 7

### SPECIFIC DUTIES AND RESPONSIBILITIES OF BOARDS

(Refer to Chapters 11 through 13 of the Constitution)

#### B7.01 The Board of Christian Community Life

This board is responsible for coordinating fellowship of all organizations and groups of the congregation and community:

- a. Establishing and directing such programs and activities that will strengthen and promote Christian faith and fellowship at all age levels in keeping within the objectives and mission of the congregation.
- b. Assisting and counseling members of the congregation in conjunction with the pastor(s).
- c. Along with the pastor(s), visitation of the sick and shut-in.
- d. Assisting new members to adjust to the life and ministries of St. John, helping them in the discovery and use of spiritual gifts and talents.
- e. Fostering and participating in interdependent and ecumenical relationships with other congregations, the Synod, and the ELCA.

- f. Seeking congregational guidance with the Board of Property concerning organizational activities, fund raising programs, non-religious events or programs for the use of the church.
- g. Providing oversight, direction, and assistance to all organizations of the congregation and their activities, to include:
  - 1) Giving the organization or activity a voice at a Congregation Council meeting;
  - 2) When requested, assisting organizations in preparation and presentation of budget needs to the Finance Board and/or gathering and disbursing of funds.
- h. Coordinating and overseeing programs for various groups in the congregation including, but not limited to: youth, seniors, men, women, young couples, etc. Such activities may include bowling, softball, dart ball, etc.
- i. Encouraging and promoting the prayer chain. (WELCA takes care of this for the Board.)
- j. Coordinating fellowship programs for the congregation and its various units.
- k. Planning seminars and educational activities for the congregation (i.e. marriage, living will, etc.).
- l. Serving as the communicator for the social service agencies of our synod.
- m. Emphasizing partnership with synod and churchwide organizations of the ELCA as well as cooperation with other congregations, both Lutheran and non-Lutheran, subject to established policies of the Synod and the ELCA.
- n. Investigating social needs in the local area and educating the congregation to respond through advocacy and action.
- o. Increasing awareness of Lutheran mission activity in the local area, the United States, and abroad through educational activities.
- p. Maintaining a program for collecting and distributing food, clothing, etc., for the needy or homeless.
- q. Preparing activity reports for the Congregation Council and the congregation.
- r. Preparing articles for the congregation's publications.
- s. Preparing a recommended budget and monitor disbursements.
- t. Preparing annual report of activities and plans for the annual meeting.
- u. Forming committees as necessary to carry out duties and responsibilities, and appointing members from within or outside of the Board membership. Committees shall be directly responsible to the Board and through the Board and its Chairman to the Congregation Council and to the Congregation.

#### B7.02 The Board of Evangelism

This board is responsible for studying, reviewing and encouraging the use of evangelism programs and resources for spreading the redeeming and healing Gospel of Jesus Christ to those, especially in this community, who have not already acknowledged acceptance of such faith:

- a. Informing the congregation of the work being done through the wider church and encourage participation through benevolent giving.
- b. Organizing, promoting and executing a follow-up program for prospective members with the aim of sharing our life and faith in Christ.
- c. Purchasing and using literature conducive to the promotion of our Christian concepts.

- d. Organizing and promoting special evangelism programs such as retreats, workshops, and preaching missions.
- e. Developing programs and taking steps necessary to aid in the assimilation and integration of new members into the life and programs of the congregation.
- f. Developing and providing a program of outreach that would aim at making the community aware of what we have to offer as the people of God at St. John.
- g. In conjunction with the Pastor, accomplishing an annual review of the membership roster to determine the baptized, confirmed, and voting members of the congregation. This committee shall report to the church's office administrator and to the Pastor those persons who do not fulfill the criteria for membership as defined. After sufficient attempts have been made by the committee to encourage and invite these members to renew their relationship, any member, who has not attended or communed in the current or previous year, shall be considered a non-voting member. ( C12.07)
- h. After discussion of the report, the Pastor and the church's office administrator will refer to the members desire to be kept in communication with the church, or if they wish to be removed from future communication (i.e. if they have moved out of area, etc.)
- i. Encouraging members of the congregation to participate actively in small group fellowship and Bible study.
- j. Maintaining a list of members wishing to receive the Sunday morning worship recordings, and be responsible for seeking persons to deliver these recordings on a regular basis.
- k. Preparing activity reports for the Congregation Council and the congregation.
- l. Preparing articles for the congregation's publications.
- m. Preparing a recommended budget and monitor disbursements.
- n. Preparing annual report of activities and plans for the annual meeting.
- o. Forming committees as necessary to carry out duties and responsibilities, and appoint members from within or outside of the Board membership. Committees shall be directly responsible to the Board and through the Board and its Chairman to the Congregation Council and to the Congregation.

#### B7.03 The Board of Parish Education

This board is responsible for establishing a Christian educational program for the congregation as follows:

- a. Suggesting and promoting home Bible study groups and suggesting appropriate materials.
- b. Providing materials appropriate for small groups.
- c. Establishing, maintaining, promoting, and coordinating a Christian educational program for the congregation, such as Sunday School, Vacation Bible School, Children's Christmas program, adult Bible Studies, Rally Sunday, Easter Egg Hunt, Easter Breakfast, etc.
- d. Reviewing, ordering, and purchasing all Christian materials and supplies for all Congregational and Sunday school classes, catechism classes, VBS, adult Bible classes and programs.

- e. Providing adult education programs including: Bible studies for all ages; contemporary discussion issues; family educational programs; intergenerational educational opportunities.
- f. Seeking to develop learning programs for the shut-ins.
- g. Seeking to introduce church periodicals and books of family devotions and study into the homes of congregational members.
- h. Submitting annually the name of a qualified individual to congregation Council to be called as the Sunday School Superintendent. Such person shall serve as a member of the Board for the period of two years with a two-year reappointment.
- i. Superintendent shall count offerings and submit offering and attendance to church office administrator; maintain birthday list; support teacher's needs; attend Parish Education meetings; and other duties as assigned.
- j. Selecting carefully and prayerfully all teachers.
- k. Planning a teacher appreciation program.
- l. Assisting the pastor(s) in developing a training program for teachers and leaders.
- m. Assisting the Pastor(s) in developing pre-communion and pre-confirmation programs.
- n. Assigning the necessary classrooms for all programs under its jurisdiction.
- o. Approving and supporting youth group activities and youth groups.
- p. Recommending to Congregation Council the hiring of Youth Director and supervising such help.
- q. Developing, maintaining, and reviewing the job description for the Youth Director.
- r. Performing an annual review with Youth Director and reporting review to the council and Finance committee for any wage change.
- s. Recommending to Congregation Council where Christmas Program and Birthday offerings will go.
- t. Establishing and overseeing the opening for the Sunday school classes each Sunday.
- u. Assisting the pastor with --
  - Catechism curriculum;
  - Creating a catechism syllabus for grades 6 – 8;
  - Setting expectation for confirmation;
  - Reviewing the names of the 8<sup>th</sup> grade confirmation students who have completed their expected work;
  - Presenting to Congregation Council the names of the catechism students they recommend to be confirmed;
  - Ordering the Bibles, flowers, pictures, and robes for confirmation;
  - Presenting each Catechism student who gets confirmed a Bible with his/her name printed on the front cover;
  - Maintaining a Cradle Roll of baptized infants up through the age of three;
  - Contact parents and inviting them to engage their children in Sunday school activities and assisting the Evangelism Board in maintaining the active baptized membership rolls.
- v. Preparing activity reports for the Congregation Council and the congregation.
- w. Preparing articles for the congregation's publications.
- x. Preparing a recommended budget and monitor disbursements.
- y. Preparing annual report of activities and plans for the annual meeting.

- z. Forming committees as necessary to carry out duties and responsibilities, and appointing members from within or outside of the Board membership. Committees shall be directly responsible to the Board and through the Board and its Chairman to the Congregation Council and to the Congregation.

#### B7.04 The Board of Stewardship

This board is responsible for instituting and maintaining programs and courses of action for the promotion of Christian stewardship aptitudes and practices in the congregation, which will involve the time, talent, and treasures of its members. This board shall be responsible for:

- a. Servicing the congregation in encouraging the membership to be faithful in their privilege of being stewards of God's gifts.
- b. Promoting the study of scriptural principles of Christian stewardship. Developing and maintaining a resource listing of the scriptures that promote stewardship. Sharing this periodically with the congregation.
- c. Conducting an annual program of stewardship to give each member the opportunity to make a commitment of his or her time, talents, and treasures to God's work.
- d. Securing commitments of time, talents, and money and record these commitments for further use. Making this list available to all boards and committees. Seeking out and encouraging new members of the congregation to establish Stewardship goals early in their membership.
- e. Responsibly presenting the needs of time, talent, and treasures to the congregation.
- f. Developing, in accordance with scriptural principles of stewardship, a program to present before the membership the call to be stewards of God's gifts.
- g. From time to time, attending or providing workshops on the theory, theology, and practice of current and historic modes of outreach.
- h. Preparing activity reports for the Congregation Council and the congregation.
- i. Preparing articles for the congregation's publications.
- j. Preparing a recommended budget.
- k. Preparing annual report of activities and plans for the annual meeting.
- l. Forming committees as necessary to carry out duties and responsibilities, and appointing members from within or outside of the Board membership. Committees shall be directly responsible to the Board and through the Board and its Chairman to the Congregation Council and to the Congregation.

#### B7.05 The Board of Finance

The primary responsibility of this Board is to oversee and supervise all the congregation's and its various organizations' financial and budgetary transactions to assure all are handled accurately and efficiently.

- a. The Finance Committee is comprised of the Finance Chairperson, the Financial Secretary, the Treasurer, and from three to five members of the congregation. The Finance Committee meets a minimum of once a month to review the finances of the congregation and act on fiscal matters as may be required. The church's office administrator is responsible for the day-to-day bookkeeping of the congregation and is invited to attend the Finance Committee meetings as needed to answer the committee's questions and provide input as necessary.

- b. The Finance Chairperson:
  - 1) Chairs the Finance Committee and conducts the committee meetings.
  - 2) Recruits and coordinates counters from the congregation for the counting, handling, and recording of all offerings.
  - 3) Provides counter roles and responsibilities with the assistance of the Finance Committee to minimize financial risk to the congregation. This includes:
    - a. Determination and implementation of efficient counting process to ensure easy posting of information to financial records;
    - b. Establishing proper checks and balances;
    - c. Establishing deposit process;
    - d. Defining and ensuring separation of duties.
- c. Is the coordinating body for all the financial consideration/fiscal planning of the congregation and its various organizations.
- d. Evaluates and reports membership-giving trends to council, the Stewardship Board, and for the congregation annual meeting.
- e. Reviews summaries of the congregation's finances monthly and ensures that said reports balance with bank statements.
- f. Receives reports of the budget needs for the support of the various congregational boards and organizations.
- g. Prepares and recommends to Congregation council an annual budget for submission to the congregation. Said budget is to include the congregation's indicated share in support of synodical and churchwide ministries of the agencies of the Evangelical Lutheran Church in America.
- h. Presents the budget to the Congregation Council at least 30 days prior to the Congregational meeting.
- i. Requests and assembles the budget requests from other Boards and develop a congregational budget annually. (Congregational approval is required for obligations of more than ten percent (10%) of the budget in excess of the anticipated receipts.)
- j. Works with Parish Education, Worship Life, Property, and the Executive Committee to recommend to Congregation Council the salaries and fringe benefits together with basic work and vacation policies for clergy and lay employees.
- k. Is responsible for the congregation's investments, insurance, bookkeeping, and banking procedures under the direction of the Congregation Council.
- l. Assist the Property Board to ensure adequate insurance coverage is obtained at a competitive price.
- m. See that all financial obligations of the congregation are paid promptly and that benevolence moneys are forwarded monthly to the synod.
- n. Arrange for outside audits of the accounts of the Treasurer and the Financial Secretary as well as for the accounts of all organizations within the congregation every five years.
- o. Is responsible for the handling, counting, recording, and banking procedures for offerings of every worship service, including Sunday school.
- p. Arranges for secure and responsible handling and timely depositing of all incoming funds and for timely posting to membership records.
- q. Establishes the fiscal year 1 January through 31 December.
- r. Prepares a financial informational report for mailing to the membership, to accompany the Financial Secretary's statements.

- s. Keeps membership informed of needs and responses.
- t. Provides as needed assistance to the Treasurer.
- u. Arranges for appropriate bond for the Treasurer.
- v. Prepares activity reports for the Congregation Council and the congregation.
- w. Prepares articles for the congregation's publications.
- x. Prepares annual report of activities and plans for the annual meeting.
- y. Forms committees as necessary to carry out duties and responsibilities, and appoint members from within or outside of the Board membership. Committees shall be directly responsible to the Board and through the Board and its Chairman to the Congregation Council and to the Congregation.
- z. Supervise disbursements of endowment, mission, scholarship, and memorial gifts or funds.

#### 1. *Endowment Fund Committee*

The Endowment Committee will operate under the Board of Finance as a subcommittee consisting of five to seven members including a Chairperson, Vice-Chairperson, and a secretary. The Board of Finance shall appoint the Endowment Committee for a term of 4 years with reappointment to an unlimited term as long as the person prefers to serve. The Treasurer will also be a member of this committee. The chairperson will report their committee activities to the Board of Finance on a quarterly basis. The Endowment Committee will be responsible for:

- a. Communicating to and educating the Congregation about the Endowment Fund. This would include, preparing brochures about the Fund and its purpose, report quarterly to the finance board about the gifts received and disbursements made, preparation of an annual report to be included in the annual congregation report. Information in this report should include investment information about receipts, expenses, and disbursements.
- b. The Treasurer shall maintain the books of receipts, expenses, and disbursements for the Fund. The treasurer shall attend the Endowment Committee meeting and prepare quarterly reports for the committee and for the Board of Finance chairperson who will need to report the activities of the Endowment Committee.
- c. The Endowment Committee shall determine what is principal (bequests, estates, insurance, etc.) and income (interest, dividends, etc.) according to accepted accounting procedures. Principal and income will be accumulated until the Fund reaches \$100,000 at which time, only the income portion of the Fund above \$100,000 can be dispersed. If additional principal is received after the \$100,000 level is reached, only the income portion can be dispersed. The principal portion would not be disbursed and the Fund balance would remain above \$100,000.
- d. The Endowment Committee along with the Treasurer shall have the power to hold, sell, exchange, rent, lease, transfer, convert, invest, reinvest, and in all other respects to manage and control the assets of the fund as in their judgment and discretion they deem wise and prudent. In no event should the committee be required to make physical separation of the fund in order to conform to the directions of any donor, but it may establish such separate accounts in its accounting records as it may deem necessary or desirable. The Congregation Council shall have final approval of such activities.



- e. The Endowment Committee should establish the list of organizations and programs to be considered for the disbursement of income. This includes, but is not limited to outreach in the community, social service programs, congregational programs, as well as individuals or programs that are in spiritual or economic need. Congregation Council shall approve this list prior to any disbursement of income.
- f. The Endowment Committee will be responsible for determination of who will receive the distribution of income and the percentage they will receive. Congregation Council will have final authority on disbursements. Prior calendar year income for the Fund should be distributed by September 1.
- g. When in the opinion of the Endowment 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 majority vote, recommend such authorizing action to the congregation. The congregation may, upon recommendation by the Committee, decide when and if any fund principal shall be used, by majority vote at a legally called congregational meeting.

## 2. *Memorial Committee*

The Memorial Committee will be a subcommittee under the Board of Finance consisting of three to five members with one elected Board of Finance member. This committee shall:

- a. Implement communication/disbursement plan approved by Board of Finance to ensure timely memorial fund decisions.
- b. Communicate with appropriate Boards for items involving property and worship enhancements.
- c. Report activities and make purchase recommendations to Board of Finance.
- d. Board of Finance has final decision on purchases, except individual items over five percent of the budget which require Congregation Council approval.
- e. Board of Finance informs Church Council of purchase decisions during regular meetings.

## 3. *The Scholarship Committee*

- a. Scholarship Committee will be a subcommittee under the Board of Finance consisting of chairperson (appointed by church council), pastor, youth worker or high school teacher, and representative from church council. In the event that a member of the committee has a child that is eligible for a scholarship, that member will be excluded from the scholarship decision making process for that given year.
- b. Implements communication/disbursement plan approved by Board of Finance to ensure timely scholarship fund decisions.
- c. Ensures scholarship fund balances are available for distribution prior to awarding scholarships.
- d. Board of Finance has final decision on scholarships distributions.
- e. Board of Finance informs Church Council of scholarship activities during regular meetings.

## B7.06 The Board of Property

The primary responsibility of this Board is the care and repair of all church property and facilities. Develop a schedule of repairs, painting and preventative maintenance. Make

regular inspections of the properties of this congregation to assess conditions and set priorities for continuing maintenance and insurance in order to keep the properties in good repair. Provide proper security of building and facilities:

- a. Prepare guidelines and regulations, subject to the approval of Congregation Council, for use and rental of property and facilities. Review and/or set rental fees for the use of the property or facilities for such functions as weddings, receptions, sporting events, dinners, meetings, or other activities as necessary. Receive and act on all requests for non-congregational use of property or facilities.
- b. Maintain an inventory of property and equipment and make recommendations to the Finance Board concerning the valuation of property and adequacy of insurance coverage.
- c. On a regular basis, report to Congregational Council on the condition and use of church property and recommend improvements, renovations, etc., as needed.
- d. Report to Congregation Council as to the need for all materials, and the duties and recommended compensation for all personnel related to the repair and maintenance of church property.
- e. Be responsible for snow removal from parking lot and walks as necessary.
- f. Take necessary action to engage and supervise contract personnel i.e. exterminators, trash disposal, lawn maintenance, if applicable, etc.
- g. Recruit, interview and recommend to Congregation Council the hiring of the custodian and supervise such help. Note: Staff support can assist in interview process, but final recommendation should come from Board of Property.
- h. Develop, maintain, and review the job description for the Custodian.
- i. Provide annual review input regarding the Custodian and report review to the Staff Support Committee and Finance Committee.
- j. Acceptable performance of inside and outside custodians shall be the responsibility Property Chairman.
- k. Coordinate and supervise all volunteer help for special work projects. Members of this board should be notified of projects to be done by other boards.
- l. Closely monitor all Board of Property items in budget, watch for all abnormalities keeping expenses as low as possible, and approve expenditures for emergency and normal repairs and upkeep.
- m. Recruit members of the congregation to serve on the furnishing committee. The function of this committee will be to supervise purchases of the furnishings at both the parsonage and the church building and grounds.
- n. Appoint Technology Coordinator for a period of two years and may have a two-year reappointment.
  - 1) The Technology Coordinator to maintain all technical equipment for the church. This includes but is not limited to computers, server(s), computer software programs, software licensing, computer networking, copier(s), printer(s), audiovisual equipment, website, ISP, email hosting, and phone systems. (All software purchased and installed on Church's computer systems must have a valid license key and agree with the \*EULA of such software vendors.)  
\*End User's License Agreement
  - 2) Technology Coordinator may enter into maintenance contracts with service

- companies on technical equipment only as specified (See n. 1) above with the consent of the Property chair and Congregation Council.
- 3) Technology Coordinator shall keep an accurate inventory of all technical assets and submit to Property Chair when requested.
  - 4) Coordinator oversees sound/visual system operators and shall provide the Worship Life Chair with a list of operators a month in advance for worship services.
  - 5) Coordinator shall prepare an annual budget of required equipment/software for the Property Chair to be included in the property budget.
  - 6) All Staff and Boards must submit a request for technical equipment through the Technology Coordinator before any equipment/software purchase is made.
- o. Prepare activity reports for the Congregation Council and the congregation.
  - p. Prepare articles for the congregation's publications.
  - q. Prepare a recommended budget and monitor disbursements.
  - r. Prepare annual report of activities and plans for the annual meeting.
  - s. Form committees as necessary to carry out duties and responsibilities, and appoint members from within or outside of the Board membership. Committees shall be directly responsible to the Board and through the Board and its Chairman to the Congregation Council and to the Congregation.

#### B7.07 The Board of Worship Life

This Board is responsible for the worship life of this congregation. They shall:

- a. Work with the Pastor and other appropriate staff to assure effective, orderly and spiritually uplifting worship and communion services having their basis in the Word of God.
- b. This committee shall serve the congregation by developing and creating a meaningful and caring atmosphere within the worship.
- c. Assist the Pastor in developing season worship themes for the main festival seasons of the church year: Advent, Christmas, Lent and Holy Week, Easter, Pentecost, Reformation, Thanksgiving.
- d. Develop policies and programs in the area of music, worship and performing arts for the congregation's spiritual enrichment.
- e. Make recommendations of worship times and services to the Congregation Council for congregational vote.
- f. Be responsible, in consultation and approval with the Pastor, for all liturgical appointments in the worship area.
- g. Assist the appropriate music staff to discover and use the talent existing within the congregation.
- h. Procure and maintain adequate instruments, materials, and equipment to carry out its responsibilities.
- i. WELCA representative to coordinate the preparation of the altar and paraments for each service, preparation of the sacramental elements, procurement and care of vestments and sacramental linens, and oversee the purchasing of necessary candles, wine, wafers, and flowers. Coordinate the maintenance of the acolyte gowns, banners, and communion albs.
- j. Responsible for the care and maintenance of the choir robes.

- k. Responsible for coordination of the flower chart and selection of the florist.
- l. Provide appropriate hymnals and other worship materials.
- m. Appoint persons to co-ordinate, recruit and train members of the congregation as Acolytes, Communion Assistants, Greeters, sound system assistants, Lay Readers, Nursery Attendants, Ushers, and Projectionists.
- n. Appoint persons to coordinate each of these areas of ministry: Music Coordinator and Worship Assistant Coordinator. Define the responsibilities of each of the Music and Worship assistants.
- o. Appoint nursery coordinator whose responsibility will be to recruit attendants and schedule them when required, as well as purchasing necessary supplies. Provide a clean and healthy nursery. See that responsibilities for these positions are reviewed annually.
- p. Be responsible for the personal welcome of visitors at worship.
- q. Arrange for pastoral services in case of planned absence (such as vacation/continuing education, etc.) of pastor.
- r. Recruit, interview and recommend to Congregation Council the hiring of organists, bell directors, and choir directors and supervise such help. Note: Staff Support can assist in interview process, but final recommendation should come from Worship Life.
- s. Develop, maintain and review the job description for the organists, choir director, and bell directors and supervise their ministry.
- t. Provide annual review input regarding organists, choir directors, and bell directors and report review to the Staff Support Committee and Finance Committee.
- u. Prepare activity reports for the Congregation Council and the congregation.
- v. Prepare articles for the congregation's publications.
- w. Prepare a recommended budget.
- x. Prepare annual report of activities and plans for the annual meeting.
- y. Form committees as necessary to carry out duties and responsibilities, and appoint members from within or outside of the Board membership. Committees shall be directly responsible to the Board and through the Board and its Chairman to the Congregation Council and to the Congregation.

B7.08 Other Boards that may be established in these bylaws shall have their Duties and Responsibilities defined in this section of the bylaws.

## Section 8

### DUTIES OF THE CONGREGATION COMMITTEES

#### B8.01 The Executive Committee (See C13)

This committee shall consist of the officers of the Congregation -- President, Vice President, Secretary, Treasurer, Financial Secretary and the Pastor. The Executive Committee, together with the Pastor(s) and Congregation Council, shall see that the provisions of the constitution, its bylaws and continuing resolutions are carried out. This includes the following:

- a. Long range planning;
- b. Setting goals and priorities;

- c. Developing programs and mission statements, which provide specific direction for the congregation;
- d. Evaluating Congregational activities, in light of its mission and goals;
- e. Annually or when the need arises, counseling with the Pastors regarding Pastoral performance;
- f. Appointing The Staff Support Committee;
- g. Arranging for notice of all congregational meetings;
- h. Seeking to involve all members in worship, learning, witness, service, and support;
- i. Assuring that an outside audit is completed every five years;
- j. Assuring that a call committee is appointed in accordance with C13.05 and \*C6.03 when necessary;
- k. Recruit, interview and recommend to Congregation Council the hiring of the Office staff and supervise such help. Note: Staff Support can assist in interview process, but final recommendation should come from Executive Committee.
- l. Develop, maintain, and review the job description(s) for the office staff;
- m. Provide annual review input regarding the office staff and reporting review to the Staff Support Committee and Finance Committee;
- n. Preparing articles for the congregation's publications;
- o. Preparing reports for the Congregation Council and/or the congregation;
- p. Filing the constitution and any subsequent changes by the Congregation Council to the constitution with the Synod for their review to ascertain that it is in agreement with the constitution of the synod.

#### B8.02 The Nominating Committee (See C13.02)

The primary responsibility of this committee is to recruit members of the congregation as nominees to serve on the Congregation Council. This will require:

Securing nominee's consent to serve;  
Assuring nominees are eligible to serve.

- a. This committee shall be responsible for publishing a list of the nominations to the congregation for the church newsletter (Forerunner) prior to elections.
- b. The committee shall strive for a cross-section of the membership, seeking to include all aspects of the membership.
- c. The committee shall distribute a copy of the duties of each board or office from the constitution to each candidate.
- d. This committee shall endeavor not to place more than two immediate family members on the executive committee.
- e. The committee shall consist of the Vice President (chair) and four voting members of the congregation.
- f. The committee shall submit to the Congregation Council, one month before the Congregational meeting, a list of nominees recommended for election.
- g. The committee shall also see to the printing of the ballots for the annual congregational meeting once approved by the Congregation Council.
- h. Supervise the elections, i.e., printing of the ballot, counting the ballots, notifying the President and the Congregation of the results, and destroying the ballots when authorized.

B8.03 The Audit Committee is under the direction of the Finance Board. (See C13.03)

B8.04 The Staff Support Committee (See C13.04)

This committee shall seek to be a support group for the pastor and staff:

- a. It shall be a three-member committee appointed by the Executive Committee and approved by the Congregation Council. (See C13.04)
- b. It shall meet as needed for study, discussion, and evaluation of the ministry of this congregation, its pastor, and its staff.
- c. It shall be the duty of the Staff Support Committee to schedule an annual review with each employee after input is received from the finance group, along with the respective reporting group, i.e. Secretary (Pastor, Executive Committee); Sunday and Saturday Music Directors (Worship Life); Custodian (Property).
- d. This committee serves the congregation by listening to concerns of the Pastor and the entire staff to determine if there are worries or anxieties that should be addressed.
- e. The committee shall be responsible to listen to congregation members, as requested, and to address any issues or concerns that they may have with regard to staff. Any other issue involving/regarding the congregation shall be reviewed by the Staff Support Committee and directed to the appropriate committee, as needed.
- f. All concerns that involve staff and/or congregation members shall be brought before the Pastor for input.
- g. Only after consultation with the Pastor, shall the committee report problems to the Executive Committee, and make recommendations only upon approval of the majority of the three-member Staff Support Committee. (The Executive Committee may then make recommendations to the Congregation Council, as needed.)
- h. The committee shall seek synodical help in areas of concern but shall also observe the rule of confidentiality as appropriate.
- i. It shall conduct periodic surveys regarding the ministry of the Congregation and its staff, using appropriate judgment in the publication of results, and only with the approval of a majority of the three-member Staff Support Committee.

B8.05 The Mutual Ministry Committee

This committee shall provide feedback and support for the pastor.

- a. Their primary purpose is affirming and strengthening the mission of the congregation and  
the ministry of the pastor. This is done not through programs, performance reviews, or evaluations, but through listening and clarifying; sharing and communicating; considering and reflecting.
- b. This committee's makeup and purpose may be communicated to the congregation, however, the specifics of discussions at meetings of the Mutual Ministry Committee are to be regarded as confidential.
- c. They shall meet approximately once a month. Additional meetings may be scheduled by the pastor as needed.
- d. It should consist of six (6) members appointed jointly by the pastor and president (vice-president) and serve a three year term with two (2) members being appointed each successive year.

**B8.06 The Call Committee (See \*C6.03 and C13.05)**

When a pastoral vacancy occurs, a Call Committee of six voting members shall be appointed by the Congregation Council. Term of office will terminate upon installation of the newly called pastor. This committee reports to the Congregation Council. The President shall be an ex-officio (with vote) of this committee.

**B8.07 Constitution and Bylaws shall be reviewed and/or updated every five years beginning after the approval of the constitution updated in 2016.**