

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

January 2023

***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 the accompanying bylaws, the congregation of *St. John Evangelical Lutheran Church* is hereinafter designated as "this congregation."
- C1.11.** This congregation shall be incorporated under the laws of the State of Ohio.

Chapter 2.

CONFESSION OF FAITH

- *C2.01.** This congregation confesses the Triune God, Father, Son, and Holy Spirit.
- *C2.02.** This congregation confesses Jesus Christ as Lord and Savior and the Gospel as the power of God for the salvation of all who believe.
- a. Jesus Christ is the Word of God incarnate, through whom everything was made and through whose life, death, and resurrection God fashions a new creation.
 - b. The proclamation of God's message to us as both Law and Gospel is the Word of God, revealing judgment and mercy through word and deed, beginning with the Word in creation, continuing in the history of Israel, and centering in all its fullness in the person and work of Jesus Christ.
 - c. The canonical Scriptures of the Old and New Testaments are the written Word of God. Inspired by God's Spirit speaking through their authors, they record and announce God's revelation centering in Jesus Christ. Through them God's Spirit speaks to us to create and sustain Christian faith and fellowship for service in the world.
- *C2.03.** This congregation accepts the canonical Scriptures of the Old and New Testaments as the inspired Word of God and the authoritative source and norm of its proclamation, faith, and life.
- *C2.04.** This congregation accepts the Apostles', Nicene, and Athanasian Creeds as true declarations of the faith of this congregation.
- *C2.05.** This congregation accepts the Unaltered Augsburg Confession as a true witness to the Gospel, acknowledging as one with it in faith and doctrine all churches that likewise accept the teachings of the Unaltered Augsburg Confession.
- *C2.06.** This congregation accepts the other confessional writings in the Book of Concord, namely, the Apology of the Augsburg Confession, the Smalcald Articles and the Treatise, the Small Catechism, the Large Catechism, and the Formula of Concord, as further valid interpretations of the faith of the Church.
- *C2.07.** This congregation confesses the Gospel, recorded in the Holy Scripture and confessed in the ecumenical creeds and Lutheran confessional writings, as the power of God to create and sustain the Church for God's mission in the world.

Chapter 3.

NATURE OF THE CHURCH

- *C3.01. All power in the Church belongs to our Lord Jesus Christ, its head. All actions of this congregation are to be carried out under his rule and authority.
- *C3.02. This church confesses the one, holy, catholic, and apostolic Church and is resolved to serve Christian unity throughout the world.
- *C3.03. The Church exists both as an inclusive fellowship and as local congregations gathered for worship and Christian service. Congregations find their fulfillment in the universal community of the Church, and the universal Church exists in and through congregations. The Evangelical Lutheran Church in America, therefore, derives its character and powers both from the sanction and representation of its congregations and from its inherent nature as an expression of the broader fellowship of the faithful. In length, it acknowledges itself to be in the historic continuity of the communion of saints; in breadth, it expresses the fellowship of believers and congregations in our day.
- *C3.04. This church, inspired and led by the Holy Spirit, participates in The Lutheran World Federation as a global communion of churches, engaging in faithful witness to the gospel of Jesus Christ and in service for the sake of God's mission in the world.
- *C3.05. The name Evangelical Lutheran Church in America (ELCA or "this church") as used herein refers in general references to this whole church, including its three expressions: congregations, synods, and the churchwide organization. The name Evangelical Lutheran Church in America is also the name of the corporation of the churchwide organization to which specific references may be made herein.

Chapter 4.

STATEMENT OF PURPOSE

- *C4.01. The Church is a people created by God in Christ, empowered by the Holy Spirit, called and sent to bear witness to God's creative, redeeming, and sanctifying activity in the world.
- *C4.02. To participate in God's mission, this congregation as a part of the Church shall:
 - a. Worship God in proclamation of the Word and administration of the sacraments and through lives of prayer, praise, thanksgiving, witness, and service.
 - b. Proclaim God's saving Gospel of justification by grace for Christ's sake through faith alone, according to the apostolic witness in the Holy Scripture, preserving and transmitting the Gospel faithfully to future generations.
 - c. Carry out Christ's Great Commission by reaching out to all people to bring them to faith in Christ and by doing all ministry with a global awareness consistent with the understanding of God as Creator, Redeemer, and Sanctifier of all.
 - d. Serve in response to God's love to meet human needs, caring for the sick and the aged, advocating dignity and justice for all people, working for peace and reconciliation among the nations, standing with the poor and powerless, and committing itself to their needs.
 - e. Nurture its members in the Word of God so as to grow in faith and hope and love, to see daily life as the primary setting for the exercise of their Christian calling, and to use the gifts of the Spirit for their life together and for their calling in the world.
 - f. Manifest the unity given to the people of God by living together in the love of Christ and by joining with other Christians in prayer and action to express and preserve the unity which the Spirit gives.
- *C4.03. To fulfill these purposes, this congregation shall:
 - a. Provide services of worship at which the Word of God is preached and the sacraments are administered.
 - b. Provide pastoral care and assist all members to participate in this ministry.
 - c. Challenge, equip, and support all members in carrying out their calling in their daily lives and in their congregation.
 - d. Teach the Word of God.

- e. Witness to the reconciling Word of God in Christ, reaching out to all people.
 - f. Respond to human need, work for justice and peace, care for the sick and the suffering, and participate responsibly in society.
 - g. Motivate its members to provide financial support for this congregation's ministry and the ministry of the other expressions of the Evangelical Lutheran Church in America.
 - h. Foster and participate in interdependent relationships with other congregations, the synod, and the churchwide organization of the Evangelical Lutheran Church in America.
 - i. Foster and participate in ecumenical relationships consistent with churchwide policy.
- *C4.04.** This congregation shall develop an organizational structure to be described in the bylaws. The Congregation Council shall prepare descriptions of the responsibilities of each committee, task force, or other organizational group and shall review their actions. (Such descriptions shall be contained in the bylaws.)
- *C4.05.** This congregation shall adopt and periodically review a mission statement which will provide specific direction for its programs.
- *C4.06.** References herein to the nature of the relationship between the three expressions of this church—congregations, synods, and the churchwide organization—as being interdependent or as being in a partnership relationship describe the mutual responsibility of these expressions in God's mission and the fulfillment of the purposes of this church as described in this chapter, and do not imply or describe the creation of partnerships, co-ventures, agencies, or other legal relationships recognized in civil law.

Chapter 5.

POWERS OF THE CONGREGATION

- *C5.01.** The powers of this congregation are those necessary to fulfill its purpose.
- *C5.02.** The powers of this congregation are vested in the Congregation Meeting called and conducted as provided in this constitution and bylaws.
- *C5.03.** Only such authority as is delegated to the Congregation Council or other organizational units in this congregation's governing documents is recognized. All remaining authority is retained by this congregation. This congregation is authorized to:
- a. call a pastor as provided in Chapter 9;
 - b. terminate the call of a pastor as provided in Chapter 9;
 - c. call a minister of Word and Service;
 - d. terminate the call of a minister of Word and Service in conformity with the constitution of the Evangelical Lutheran Church in America;
 - e. adopt amendments to the constitution, as provided in Chapter 16, amendments to the bylaws, as specified in Chapter 17, and continuing resolutions, as provided in Chapter 18;
 - f. approve the annual budget;
 - g. acquire real and personal property by gift, devise, purchase, or other lawful means;
 - h. hold title to and use its property for any and all activities consistent with its purpose;
 - i. sell, mortgage, lease, transfer, or otherwise dispose of its property by any lawful means;
 - j. elect its officers and Congregation Council, boards, and committees, and require them to carry out their duties in accordance with the constitution, bylaws and continuing resolutions; and
 - k. terminate its relationship with the Evangelical Lutheran Church in America as provided in Chapter 6.
- *C5.04.** This congregation shall elect from among its voting members laypersons to serve as voting members of the Synod Assembly as well as persons to represent it at meetings of any conference, cluster, coalition, or other area subdivision of which it is a member. The number of persons to be elected by this congregation and other qualifications shall be as prescribed in guidelines established by the Northwestern Ohio Synod of the Evangelical Lutheran Church in America.
- C5.05.** This congregation shall have a mission endowment fund that will operate as specified in this congregation's bylaws and continuing resolutions. The purpose of the mission endowment fund is to provide for mission work beyond the operational budget of this congregation.

Chapter 6.

CHURCH AFFILIATION

- *C6.01.** This congregation shall be an interdependent part of the Evangelical Lutheran Church in America or its successor, and of the Northwestern Ohio Synod of the Evangelical Lutheran Church in America. This congregation is subject to the discipline of the Evangelical Lutheran Church in America.
- *C6.02.** This congregation accepts the Confession of Faith and agrees to the purposes of the Evangelical Lutheran Church in America and shall act in accordance with them.
- *C6.03.** This congregation acknowledges its relationship with the Evangelical Lutheran Church in America in which:
- This congregation agrees to be responsible for its life as a Christian community.
 - This congregation pledges its financial support and participation in the life and mission of the Evangelical Lutheran Church in America.
 - This congregation agrees to call pastoral leadership from the roster of Ministers of Word and Sacrament of the Evangelical Lutheran Church in America in accordance with its call procedures except in special circumstances and with the approval of the bishop of the synod. These special circumstances are limited either to calling a candidate approved for the roster of Ministers of Word and Sacrament of the Evangelical Lutheran Church in America or to contracting for pastoral services with a minister of Word and Sacrament of a church body with which the Evangelical Lutheran Church in America officially has established a relationship of full communion.
 - This congregation agrees to consider ministers of Word and Service for call to other staff positions in this congregation according to the procedures of the Evangelical Lutheran Church in America.
 - This congregation agrees to file this constitution and any subsequent changes to this constitution with the synod for review to ascertain that all of its provisions are in agreement with the constitution and bylaws of the Evangelical Lutheran Church in America and with the constitution of the synod.
- *C6.04.** Affiliation with the Evangelical Lutheran Church in America is terminated as follows:
- This congregation takes action to dissolve.
 - This congregation ceases to exist.
 - This congregation is removed from membership in the Evangelical Lutheran Church in America according to the procedures for discipline of the Evangelical Lutheran Church in America or in accordance with provision 9.23. of the constitution and bylaws of the Evangelical Lutheran Church in America.
 - The Northwestern Ohio Synod takes charge and control of the property of this congregation to hold, manage, and convey the same on behalf of the synod pursuant to †S13.24. of the synod constitution. This congregation shall have the right to appeal the decision to the next Synod Assembly.
 - This congregation follows the procedures outlined in *C6.05.
- *C6.05.** This congregation may terminate its relationship with the Evangelical Lutheran Church in America by the following procedure:
- A resolution indicating the intent to terminate its relationship must be adopted at two legally called and conducted special meetings of this congregation by a two-thirds vote of the voting members present at each meeting. The first such meeting may be held no sooner than 30 days after written notice of the meeting is received by the bishop of the synod, during which time this congregation shall consult with the bishop and the bishop's designees, if any. The times and manner of the consultation shall be determined by the bishop in consultation with the Congregation Council. Unless he or she is a voting member of this congregation, the bishop and the bishop's designees, if any, shall have voice but not vote at the first meeting.
 - Within 10 days after the resolution has been voted upon at the first meeting, the secretary of this congregation shall submit a copy of the resolution to the bishop, attesting that the special meeting was legally called and conducted and certifying the outcome of the vote, and shall send copies of the resolution and certification to voting members of this congregation.
 - If the resolution was adopted by a two-thirds vote of the voting members present at the first meeting, the bishop of the synod and this congregation shall continue in consultation, as specified in paragraph a. above,

during a period of at least 90 days after receipt by the bishop of the attestation and certification as specified in paragraph b. above.

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

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

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

Chapter 7.

PROPERTY OWNERSHIP

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

***C7.02.** If this congregation is removed from membership in the Evangelical Lutheran Church in America according to its procedure for discipline or pursuant to 9.23. of the constitution and bylaws of the Evangelical Lutheran Church in America, title to property shall continue to reside in this congregation.

***C7.03.** If the voting members of this congregation present at a legally called and conducted special meeting of this congregation vote to transfer to another Lutheran church body, title to property shall continue to reside in this

congregation, provided the process for termination of relationship in *C6.05. has been followed. Before this congregation takes action to transfer to another Lutheran church body, it shall consult with representatives of the Northwestern Ohio Synod.

- *C7.04. If the voting members of this congregation present at a legally called and conducted special meeting of this congregation vote to become independent or relate to a non-Lutheran church body and have followed the process for termination of relationship in *C6.05., title to property of this congregation shall continue to reside in this congregation only with the consent of the Synod Council. The Synod Council, after consultation with this congregation by the process established by the synod, may give approval to the request to become independent or to relate to a non-Lutheran church body, in which case title shall remain with the majority of this congregation. If the Synod Council fails to give such approval, title shall remain with those members who desire to continue as a congregation of the Evangelical Lutheran Church in America. In neither case does title to this congregation's property transfer to the synod
- *C7.05. Notwithstanding the provisions of *C7.02. and *C7.03. above, where this congregation has received property from the synod pursuant to a deed or other instrument containing restrictions under provision 9.71.a. of the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*, this congregation accepts such restrictions and:
- a. Shall not transfer, encumber, mortgage, or in any way burden or impair any right, title, or interest in the property without prior approval of the Synod Council.
 - b. Shall—upon written demand by the Synod Council, pursuant to †S13.23. of the constitution of the Northwestern Ohio Synod—reconvey and transfer all right, title, and interest in the property to the synod.

Chapter 8. MEMBERSHIP

- *C8.01. Members of this congregation shall be those baptized persons on the roll of this congregation at the time that this constitution is adopted and those who are admitted thereafter and who have declared and maintain their membership in accordance with the provisions of this constitution and its bylaws.
- *C8.02. Members shall be classified as follows:
- a. **Baptized** members are those persons who have been received by the Sacrament of Holy Baptism in this congregation, or, having been previously baptized in the name of the Triune God, have been received by certificate of transfer from other Lutheran congregations or by affirmation of faith.
 - b. **Confirmed** members are baptized persons who have been confirmed in this congregation, those who have been received by adult baptism or by transfer as confirmed members from other Lutheran congregations, or baptized persons received by affirmation of faith.
 - c. **Voting** members are confirmed members. Such confirmed members, during the current or preceding calendar year, shall have communed in this congregation and shall have made a contribution of record to this congregation. Members of this congregation who have satisfied these basic standards shall have the privilege of voice and vote at every regular and special meeting of this congregation as well as the other rights and privileges ascribed to voting members by the provisions of this constitution and its bylaws. They shall not have voted as a seasonal member of another congregation of this church in the previous two calendar months.
 - d. **Associate** members are persons holding membership in other Christian congregations who wish to retain such membership but desire to participate in the life and mission of this congregation. These individuals have all the privileges and duties of membership except voting rights or other rights and privileges ascribed to voting members by the provisions of this constitution and its bylaws.
 - e. **Seasonal** members are voting members of other congregations of this church who wish to retain such membership but desire to participate in the life and mission of this congregation, including exercising limited voting rights in this congregation. The Congregation Council may grant seasonal membership to such persons provided that this congregation is a member of a synod where the Synod Council has

approved seasonal member voting on its territory. Such seasonal members shall have all the privileges and duties of voting members except that:

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

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

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

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

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

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

ROSTERED MINISTER

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

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

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

- a. Every minister of Word and Sacrament shall:
 - 1) preach the Word;
 - 2) administer the sacraments;
 - 3) conduct public worship;
 - 4) provide pastoral care;
 - 5) seek out and encourage qualified persons to prepare for the ministry of the Gospel;

- 6) impart knowledge of this church and its wider ministry through available channels of effective communication;
- 7) witness to the Kingdom of God in the community, in the nation, and abroad; and
- 8) speak publicly to the world in solidarity with the poor and oppressed, calling for justice and proclaiming God's love for the world.

b. Each pastor with a congregational call shall, within the congregation:

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

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

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

a. The call of this congregation, when accepted by a pastor, shall constitute a continuing mutual relationship and commitment, which shall be terminated only by the pastor's death or, following consultation with the synod bishop, for the following reasons:

- 1) mutual agreement to terminate the call or the completion of a call for a specific term;
- 2) resignation of the pastor, which shall become effective, unless otherwise agreed, no later than 30 days after the date on which it was submitted;
- 3) inability to conduct the pastoral office effectively in this congregation in view of local conditions;
- 4) physical disability or mental incapacity of the pastor;
- 5) suspension of the pastor through discipline for more than three months;
- 6) resignation or removal of the pastor from the roster of Ministers of Word and Sacrament of this church;
- 7) termination of the relationship between this church and this congregation;
- 8) dissolution of this congregation or the termination of a parish arrangement; or
- 9) suspension of this congregation through discipline for more than six months.

b. When allegations of physical disability or mental incapacity of the pastor under paragraph a.4) above, or ineffective conduct of the pastoral office under paragraph a.3) above, have come to the attention of the bishop of this synod,

- 1) the bishop in his or her sole discretion may investigate such conditions personally together with a committee of two rostered ministers and one layperson, or
- 2) when such allegations have been brought to the synod's attention by an official recital of allegations by the Congregation Council or by a petition signed by at least one-third of the voting members of this congregation, the bishop personally shall investigate such conditions together with a committee of two rostered ministers and one layperson.

c. In case of alleged physical disability or mental incapacity under paragraph a.4) above, the bishop's committee shall obtain and document competent medical opinion concerning the pastor's condition. When a disability or incapacity is evident to the committee, the bishop of this synod may declare the pastorate vacant. When the pastorate is declared vacant, the Synod Council shall list the pastor on the roster of Ministers of Word and Sacrament with disability status. Upon removal of the disability and the restoration of the pastor to health, the bishop shall take steps to enable the pastor to resume the ministry, either in the congregation last served or in another appropriate call.

d. In the case of alleged local difficulties that imperil the effective functioning of this congregation under paragraph a.3) above, the bishop's committee shall endeavor to hear from all concerned persons, after

which the bishop together with the committee shall present their recommendations first to the pastor and then to this congregation. The recommendations of the bishop's committee must address whether the pastor's call should come to an end and, if so, may suggest appropriate severance arrangements. The committee may also propose other actions that should be undertaken by this congregation and by the pastor, if appropriate. If the pastor and congregation agree to carry out such recommendations, no further action need be taken by the synod.

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

- *C9.06.** At a time of pastoral vacancy, an interim pastor shall be appointed by the bishop of the synod with the consent of this congregation or the Congregation Council.
- *C9.07.** During the period of service, an interim pastor shall have the rights and duties in this congregation of a regularly called pastor and may delegate the same in part to a supply pastor with the consent of the bishop of the synod and this congregation or Congregation Council. The interim pastor and any rostered minister providing assistance shall refrain from exerting influence in the selection of a pastor. Unless previously agreed upon by the Synod Council, an interim pastor is not available for a regular call to the congregation served.
- *C9.08.** This congregation shall make satisfactory settlement of all financial obligations to a former pastor before calling a successor. A pastor shall make satisfactory settlement of all financial obligations to this congregation before beginning service in a call to another congregation or employment in another ministry setting.
- *C9.09.** When a pastor is called to serve in company with another pastor or pastors, the privileges and responsibilities of each pastor shall be specified in documents to accompany the call and to be drafted in consultation involving the pastors, the Congregation Council, and the bishop of the synod. As occasion requires, the documents may be revised through a similar consultation.
- *C9.11.** With the approval of the bishop of the synod, this congregation may depart from *C9.05.a. and call a pastor for a specific term. Details of such calls shall be in writing setting forth the purpose and conditions involved. Prior to the completion of a term, the bishop or a designated representative of the bishop shall meet with the pastor and representatives of this congregation for a review of the call. Such a call may also be terminated before its expiration in accordance with the provisions of *C9.05.a.
- *C9.12.** The pastor of this congregation:
 - a. shall keep accurate parochial records of all baptisms, confirmations, marriages, burials, communicants, members received, members dismissed, or members excluded from this congregation;
 - b. shall submit a summary of such statistics annually to the synod; and
 - c. shall become a member of this congregation upon receipt and acceptance of the letter of call. In a parish of multiple congregations, the pastor shall hold membership in one of the congregations.
- *C9.13.** The pastor(s) shall submit a report of his or her ministry to the bishop of the synod at least 90 days prior to each regular meeting of the Synod Assembly.
- *C9.14.** The parochial records of this congregation shall be maintained by the pastor and shall remain the property of this congregation. The secretary of this congregation shall attest in writing to the bishop of this synod that such records have been placed in his or her hands in good order by a departing pastor before the installation of that pastor in another call or approval of a request for change in roster status.
- C9.15.** Under special circumstances, subject to the approval of the synod bishop and the concurrence of this congregation, a minister of Word and Sacrament of a church body with which the Evangelical Lutheran Church in America officially has established a relationship of full communion may serve temporarily as pastor of this

congregation under a contract between this congregation and the pastor in a form proposed by the synod bishop and approved by this congregation.

- *C9.21.** Authority to call a deacon shall be in this congregation by at least a two-thirds vote of voting members present and voting at a meeting legally called for that purpose. Before a call is issued, the officers, or a committee elected by [this congregation][the Congregation Council] to recommend the call, shall seek the advice and help of the bishop of the synod.
- *C9.22.** Only a member of the roster of Ministers of Word and Service of the Evangelical Lutheran Church in America or a candidate for the roster of Ministers of Word and Service who has been recommended for this congregation by the synod bishop may be called as a deacon of this congregation.
- *C9.23.** Consistent with the faith and practice of the Evangelical Lutheran Church in America, every minister of Word and Service shall:
- a. Be rooted in the Word of God, for proclamation and service;
 - b. Advocate a prophetic diakonia that commits itself to risk-taking and innovative service on the frontiers of the Church's outreach, giving particular attention to the suffering places in God's world;
 - c. Speak publicly to the world in solidarity with the poor and oppressed, calling for justice and proclaiming God's love for the world, witnessing to the realm of God in the community, the nation, and abroad;
 - d. Equip the baptized for ministry in God's world that affirms the gifts of all people;
 - e. Encourage mutual relationships that invite participation and accompaniment of others in God's mission;
 - f. Practice stewardship that respects God's gift of time, talents, and resources;
 - g. Be grounded in a gathered community for ongoing diaconal formation;
 - h. Share knowledge of this church and its wider ministry of the gospel and advocate for the work of all expressions of this church; and
 - i. Identify and encourage qualified persons to prepare for ministry of the gospel.
- *C9.24.** The specific duties of the deacon, compensation, and other matters pertaining to the service of the deacon shall be included in a letter of call, which shall be attested by the bishop of the synod.
- *C9.25.** The provisions for termination of the mutual relationship between a minister of Word and Service and this congregation shall be as follows:
- a. The call of this congregation, when accepted by a deacon, shall constitute a continuing mutual relationship and commitment, which shall be terminated only by the deacon's death or, following consultation with the synod bishop, for the following reasons:
 - 1) mutual agreement to terminate the call or the completion of a call for a specific term;
 - 2) resignation of the deacon, which shall become effective, unless otherwise agreed, no later than 30 days after the date on which it was submitted;
 - 3) inability to conduct the ministry of Word and Service effectively in this congregation in view of local conditions;
 - 4) physical disability or mental incapacity of the deacon;
 - 5) suspension of the deacon through discipline for more than three months;
 - 6) resignation or removal of the deacon from the roster of Ministers of Word and Service of this church;
 - 7) termination of the relationship between this church and this congregation;
 - 8) dissolution of this congregation or the termination of a parish arrangement; or
 - 9) suspension of this congregation through discipline for more than six months.
 - b. When allegations of physical disability or mental incapacity of the deacon under paragraph a.4) above, or ineffective conduct of the office of minister of Word and Service under paragraph a.3) above, have come to the attention of the bishop of this synod,
 - 1) the bishop in his or her sole discretion may investigate such conditions personally together with a committee of two rostered ministers and one layperson, or
 - 2) when such allegations have been brought to the synod's attention by an official recital of allegations by the Congregation Council or by a petition signed by at least one-third of the voting members of this

congregation, the bishop personally shall investigate such conditions together with a committee of two rostered ministers and one layperson.

- c. In case of alleged physical disability or mental incapacity under paragraph a.4) above, the bishop's committee shall obtain and document competent medical opinion concerning the deacon's condition. When a disability or incapacity is evident to the committee, the bishop of this synod may declare the position vacant. When the position is declared vacant, the Synod Council shall list the deacon on the roster of Ministers of Word and Service with disability status. Upon removal of the disability and the restoration of the deacon to health, the bishop shall take steps to enable the deacon to resume the ministry, either in the congregation last served or in another appropriate call.
 - d. In the case of alleged local difficulties that imperil the effective functioning of this congregation under paragraph a.3) above, the bishop's committee shall endeavor to hear from all concerned persons, after which the bishop together with the committee shall present their recommendations first to the deacon and then to this congregation. The recommendations of the bishop's committee must address whether the deacon's call should come to an end and, if so, may suggest appropriate severance arrangements. The committee may also propose other actions that should be undertaken by this congregation and by the deacon, if appropriate. If the deacon and congregation agree to carry out such recommendations, no further action need be taken by the synod.
 - e. If either party fails to assent to the recommendations of the bishop's committee concerning the deacon's call, this congregation may dismiss the deacon only at a legally called meeting after consultation with the bishop, either (a) by a two-thirds vote of the voting members present and voting where the bishop and the committee did not recommend termination of the call, or (b) by a majority vote of the voting members present and voting where the bishop and the committee recommended termination of the call.
 - f. If, in the course of proceedings described in paragraph c. or paragraph d. above, the bishop's committee concludes that there may be grounds for discipline, the committee shall make recommendations concerning disciplinary action in accordance with the provisions of this church's constitution, bylaws, and continuing resolutions.
- *C9.26.** This congregation shall make satisfactory settlement of all financial obligations to a former deacon before calling a successor. A deacon shall make satisfactory settlement of all financial obligations to this congregation before beginning service in a call to another congregation or employment in another ministry setting.
- *C9.27.** When a deacon is called to serve in company with another rostered minister or other rostered ministers, the privileges and responsibilities of each rostered minister shall be specified in documents to accompany the call and to be drafted in consultation involving the rostered ministers, the Congregation Council, and the bishop of the synod. As occasion requires, the documents may be revised through a similar consultation.
- *C9.28.** With the approval of the bishop of the synod, this congregation may depart from *C9.25.a. and call a deacon for a specific term. Details of such calls shall be in writing setting forth the purpose and conditions involved. Prior to the completion of a term, the bishop or a designated representative of the bishop shall meet with the deacon and representatives of this congregation for a review of the call. Such a call may also be terminated before its expiration in accordance with the provisions of *C9.25.a.
- *C9.29.** The deacon shall become a member of this congregation upon receipt and acceptance of the letter of call. In a parish of multiple congregations, the deacon shall hold membership in one of the congregations.
- *C9.31.** The deacon(s) shall submit a report of his or her ministry to the bishop of the synod at least 90 days prior to each regular meeting of the Synod Assembly.

Chapter 10.

CONGREGATION MEETING

C10.01. This congregation shall have at least one regular meeting per year. The regular meeting(s) of this congregation shall be held at the time(s) specified in the bylaws. Consistent with the laws of the State of Ohio, the bylaws shall designate one regular meeting per year as the annual meeting of this congregation.

B10.01.01. The annual meeting of this congregation shall be held during the month of January.

- 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 this 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 synod bishop. The call for each special meeting shall specify the purpose for which it is to be held and no other business shall be transacted.
- C10.03.** Notice of all meetings of this congregation shall be given at the services of worship on the preceding two consecutive 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 the voting members shall constitute a quorum.
- C10.05.** Voting by proxy or by absentee ballot shall not be permitted.
- C10.06.** This congregation may hold meetings by remote communication, including electronically and by telephone conference, as long as there is an opportunity for simultaneous aural communication. To the extent permitted by state law, notice of all meetings may be provided electronically.
- C10.07.** All actions approved by this congregation shall be by majority vote of those voting members present and voting, except as otherwise provided in this constitution or by state law. A member shall be considered present if they are attending a meeting pursuant to C10.08.
- C10.08.** *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. All voting members of this congregation who are of legal age to enter into contracts in the State of Ohio are eligible to be elected as an officer.
- C11.02.** The Vice-President shall be elected by this congregation, 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 as determined by the constitution and the bylaws. They shall serve for a term of two years, or until their successors are installed.
- B11.03.01.** Term of office shall begin in even-numbered years for the Secretary and Financial Secretary. Terms of office for the Vice President and Treasurer shall begin in odd-numbered years.
- C11.04.** Duties of the officers shall be specified in the bylaws.
- B11.04.01. President**
- a. Shall preside over all regular and special meetings of this congregation and the Congregation Council.
 - b. Shall have general supervisory responsibility for the day-to-day activities of this congregation.
 - c. Shall, with the Congregation Council, make appointments to the vacancies of committees of this congregation.
 - d. Shall assure that there is Council representation at all Committee meetings.
 - e. Preside at meetings of this congregation and Congregation Council and conduct meetings according to Robert's Rules of Order, latest edition.
 - f. See that the resolutions and actions taken by this congregation and Congregation Council are carried out.
 - g. Secure pastoral services in the event of an emergency.
 - h. Serve as ex-officio member (with vote) of all ministries and committees of this congregation.
 - i. Work with Vice-President on all issues that may span President's terms.
 - j. Serve as member of the Executive Committee.
 - k. Serve as an authorized signer for the banking of this congregation.
 - l. Shall have the authority to cancel worship services with agreement of the Pastor.

- m. Ensure this Congregation's Constitution and Bylaws are reviewed, updated, and approved every five years.
- n. Perform additional duties as assigned by Congregation and/or Congregation Council.

B11.04.02. Vice-President

- a. Shall assist the President in the performance of the President's assigned duties.
- b. In the absence of the President perform the duties of the President at all meetings of this congregation and the Congregation Council.
- c. Shall become the President in the case that the office of the President becomes vacant. (As defined in C11.02)
- d. Serve as member of the Executive Committee.
- e. Serve as Synod representative for this congregation.
- f. Assist all Board Chairpersons as necessary and become acquainted with duties of each Board.
- g. Serve as chairman of the Nominating Committee.
- h. Attend leadership training.
- i. Ensure this Congregation's Constitution and Bylaws are reviewed, updated, and approved every five years.
- j. Perform additional duties as assigned by Congregation and/or Congregation Council.

B11.04.03. Secretary

- a. Shall keep official minutes of all meetings of this congregation (As defined in C10.01 and C10.02) and Congregation Council, preserving the minutes permanently in this congregation's archives.
- b. Shall keep the minutes and report of the Synod and the Parochial Records.
- c. Shall send official correspondence of this congregation at the direction of the President of the Congregation Council.
- d. Be responsible for the attendance sheet at meetings of this congregation. (As defined in C10.01 and C10.02)
- e. Read the minutes of previous meetings and make any necessary corrections.
- f. Keep official minutes of all Congregation and Congregation Council meetings.
- g. Email a copy of the minutes to the church's office administrator so that they are included in the next monthly Congregation Council meeting.
- h. Put a summary of the minutes in the Forerunner each month.
- i. Serve as member of the Executive Committee.
- j. Attend leadership-training events.
- k. Maintain current list of council membership and have available for each meeting.
- l. Maintain Congregation Council meeting attendance and notify members after two consecutive absences with cause.
- m. Notify officers, board members, and committee members of their election as needed.
- n. In the absence of the President and Vice-President, call meetings to order and preside until the immediate election of a chairperson pro tem.
- o. Perform additional duties as assigned by this congregation and/or Congregation Council.

B11.04.04. Treasurer

- a. Shall keep all financial records of this congregation, except those for which the Financial Secretary is responsible.
- b. Disburse the monies as directed by the Congregation Council.
- c. Perform or oversee all bookkeeping functions.
- d. File all required Federal and State tax forms.
- e. Prepare/review monthly financial reports for Congregation Council.
- f. Report and provide requested financial information annually to this congregation.
- g. Serve as member of the Executive Committee.
- h. Serve as member of the Finance Committee.
- i. Serve as member of the Endowment Committee.
- j. Serve as an authorized signer for the banking of this congregation.
- k. Assist in preparation of annual budget.

1. Perform additional duties as assigned by this congregation and/or Congregation Council.

B11.04.05. Financial Secretary

- a. Shall maintain a record of offerings and contributions.
- b. Review monthly income reports including but not limited to:
 - 1) General fund offerings
 - 2) Memorial contributions
 - 3) Dedicated accounts
 - 4) Special offerings
 - 5) Other
- c. Assist in resolving any individual member offering issues.
- d. Order and distribute annual offering envelopes.
- e. Distribute personal giving records at least twice a year and provide members with an annual summary report.
- f. Report current contributions during council and congregational meetings comparing to budget and prior year contributions.
- g. Report any anomalies that could cause potential fluctuations in giving.
- h. Serve as member of the Executive Committee.
- i. Serve as a member of the finance board.
- j. Assist in preparation of annual budget.
- k. Understand stewardship committee objectives and their financial giving impact.
- l. Perform additional duties as assigned by this congregation and/or Congregation Council.

C11.05. No officer shall hold more than one such position at a time, and no officer 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 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 this congregation, and one elected representative from each of the elected Boards of this Congregation. Any voting member of this 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, this 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 this congregation during the month of January. Their term of office shall be for two years, with the term of office beginning immediately after installation. Newly elected Congregation Council members shall be installed at a worship service at a time appointed by the Congregation Council.

C12.03. Should a member's place on the Congregation Council be declared vacant, the Congregation Council shall elect, by majority vote, a successor to fulfill that vacant term. Individuals who have served more than one-half of a regular term shall only be eligible for nomination and possible election to one additional full term.

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

- a. To lead this congregation in stating its mission, to do long-range planning, to set goals and priorities, and to evaluate its activities in light of its mission and goals.

- b. To seek to involve all members of this congregation in worship, learning, witness, service, and support.
- c. To oversee and provide for the administration of this congregation to enable it to fulfill its functions and perform its mission.
- d. To maintain supportive relationships with the pastor(s) and staff and help them annually to evaluate the fulfillment of their calling, appointment, or employment.
- e. To be examples individually and corporately of the style of life and ministry expected of all baptized persons.
- f. To promote a congregational climate of peace and goodwill, and as differences and conflicts arise, to endeavor to foster mutual understanding.
- g. To arrange for pastoral service during the sickness or absence of the pastor.
- h. To emphasize support of the synod and churchwide organization of the Evangelical Lutheran Church in America as well as cooperation with other congregations, both Lutheran and non-Lutheran, subject to established policies of the synod and the Evangelical Lutheran Church in America.
- i. To recommend and encourage the use of program resources produced or approved by the Evangelical Lutheran Church in America.
- j. To seek out and encourage qualified persons to prepare for the ministry of the Gospel.

- C12.05.** 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 this 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 approved annual budget 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 mission support monies to the synod 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, its bylaws, and the continuing resolutions 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 staff of this congregation. Nothing in this provision shall be deemed to affect this congregation's responsibility for the call, terms of call, or termination of call of any employees who are on a roster of this church.
- 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.
- B12.11.01.** 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 place at the first Congregational Council Meeting in February.
- 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 synod 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 (as defined in C11.01) and the pastor shall constitute the *Executive Committee*.

B13.01.02. Duties of *The Executive Committee*

- a. Comprised of the officers of this congregation (President, Vice-President, Secretary, Treasurer, Financial Secretary) and the pastor.
- b. Responsible for overseeing that the provisions of the constitution, its bylaws and continuing resolutions are carried out.
- c. Responsible to develop long range planning, goals and priorities.
- d. Responsible to develop programs and mission statements, which provide specific direction for the congregation.
- e. Responsible for evaluating Congregational activities, in light of its mission and goals.
- f. Responsible for counseling with the Pastors regarding Pastoral performance when needed.
- g. Appoint members to be approved by the Congregation Council to the Staff Support Committee.
- h. Arrange for notice of all congregational meetings.
- i. Seek to involve all members in worship, learning, witness, service, and support.
- j. Assure that an outside audit is completed every five years.
- k. Assure that a call committee is appointed when necessary. (as defined in C6.03 and C13.05)
- l. Develop, maintain, and review the job description(s) for the office staff.
- m. Recruit, interview and recommend to Congregation Council the hiring of the office staff. Note: Staff Support can assist in interview process, but final recommendation should come from Executive Committee.
- n. Supervise the office staff.
- o. Provide annual review input to the Staff Support Committee and Finance Committee regarding the office staff.
- p. Ensure this Congregation's Constitution and Bylaws are reviewed, updated, and approved every five years.
- q. Prepare reports for the Congregation Council and this congregation.
- r. Prepare articles for this congregation's publications.
- s. 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.

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

- a. Four members shall be elected at large by this 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.
- d. The nominating committee shall make nominations for all positions to be filled, and this congregation shall make provision for additional nominations.

B13.02.02. Duties of *The Nominating Committee*

- a. Comprised of the Vice-President (chair) and four voting members of the congregation.
- b. Responsible to recruit nominees to serve on the Congregation Council and Boards by:
 - 1) Securing nominee's consent to serve

- 2) Assuring nominees are eligible to serve
 - i. Voting member of this congregation in good standing (as defined in C8.02)
 - ii. Serve on more than one board or office at any time (as defined in B6.03)
 - iii. Eligible for re-election for a second term. After two terms, there must be a one year lapse before serving in any office or board (as defined in B6.01)
 - iv. Appointed individuals who have served more than one-half of a regular term shall only be eligible for nomination and possible election to one additional full term (as defined in C12.03)
 - 3) Assuring Secretary and Financial Secretary terms of office shall begin in even-numbered years (as defined in B4.03)
 - 4) Assuring Vice President and Treasurer terms of office shall begin in odd-numbered years (as defined in B4.03)
- c. Responsible for providing the list of nominations for this congregation's publications prior to elections.
 - d. Strive for a cross-section of the membership, seeking to include all aspects of the membership.
 - e. Distribute a copy of the duties of each board or office from the constitution to each candidate.
 - f. Endeavor not to place more than two immediate family members on the Executive Committee.
 - g. Responsible to submit to the Congregation Council, one month before the Congregational meeting, a list of nominees recommended for election.
 - h. Oversee the printing of the ballots for the annual congregational meeting once approved by the Congregation Council.
 - i. Supervise the elections. (i.e., counting the ballots, notifying the President and the Congregation of the results, and destroying the ballots when authorized)
- C13.03.** An *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.
- 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.
- B13.04.01.** Duties of *The Mutual Ministry Committee*
- a. Consists of a six (6) member committee appointed jointly by the Pastor, President and Vice-President and serve a three year term with two (2) members being appointed each successive year.
 - b. Provide feedback and support for the pastor.
 - c. Responsible for 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.
 - d. Keep confidential the specifics of discussions at meetings of the Mutual Ministry Committee. The committee's makeup and purpose may be communicated to the congregation, however, are to be regarded as confidential.
 - e. Meet approximately once a month. Additional meetings may be scheduled by the pastor as needed.
- C13.05.** 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.
- B13.05.01.** Duties of *The Staff Support Committee*
- a. Consists of a three (3) member committee appointed by the Executive Committee and approved by the Congregation Council.
 - b. Responsible to be a support group for the pastor and staff.
 - c. Meet as needed for study, discussion, and evaluation of the ministry of this congregation, its pastor, and its staff.

- d. Schedule an annual review with each employee after input is received from the finance group, along with the respective reporting group, i.e., Office Administrator (Pastor, Executive Committee); Paid Music Staff (Worship Life); Custodian (Property).
- e. Serve 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.
- f. Serve this congregation by listening to members, as requested, to address any issues or concerns that they may have with regard to staff.
 - 1) Direct issues involving/regarding the congregation to the appropriate committee, as needed.
 - 2) Review issues that involve staff and/or congregation members with the Pastor for input.
 - 3) Report issues after consultation with the Pastor 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.
- g. Seek synodical help in areas of concern but shall also observe the rule of confidentiality as appropriate.
- h. 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.

C13.06. When a vacancy occurs in a position for which this congregation calls a rostered minister, 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 rostered minister.

B13.06.01. Duties of *The Call Committee*

- a. Consists of six voting members appointed by the Congregation Council when a pastoral vacancy occurs. The President shall be ex-officio (with vote) member of this committee.
- b. Reports to the Congregation Council.
- c. Exists until the installation of the newly called pastor.

C13.07. Other committees/boards of this congregation may be formed, as the need arises, by decision of the Congregation Council.

C13.08. Duties of committees of this congregation shall be specified in the bylaws.

B13.08.01. Business meetings of the official Boards of the Congregation shall be held monthly at a time determined by each Board. Each Board shall elect a chairperson prior to the first Congregational Council Meeting in February. The chairperson will assure that the Board has representation at each Congregational Council Meeting.

B13.08.02. Regular and Special Committees shall meet as necessary to carry out the purpose for which they have been created.

B13.08.03. Minutes shall be kept of each regular or special business meeting by the Secretary for meetings of this 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 Congregation Council meeting.

B13.08.04. 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.

B13.08.05. 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.

B13.08.06. Each Board shall consist of four (4) members elected by this congregation for a term of two (2) years: two (2) elected each year. Members are eligible for re-election for a second term. After two (2) terms, there must be a one-year lapse before serving in any office or board.

B13.08.07. Each board is responsible for selecting its own chairperson and secretary annually. The chairperson will assure that the Board has representation at each Congregational Council Meeting. Each board has a single vote at the Congregational Council Meeting. It is encouraged that a person does not serve as Chairperson during the first year of elected term. The Congregation Council shall approve any exception.

B13.08.08. No person shall serve on more than one board or office at any time. (As defined in C11.03)

C13.09. The pastor of this congregation shall be an ex-officio member (with vote) of all committees and boards of this 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 this congregation.

B13.10. Other Boards that may be established in these bylaws shall have their Duties and Responsibilities defined in this section of the bylaws.

B13.10.01. *The Board of Christian Community Life*

- a. Coordinating fellowship of all organizations and groups of this congregation and community.
- b. 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 this congregation.
- c. Assisting the pastor(s) with 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. Coordinating fellowship programs for this congregation and its ministries.
- g. Providing support and assistance for various groups and programs of this congregation by:
 - 1) Giving the group or program a voice at a Congregation Council meeting.
 - 2) Assist the group or program in preparation and presentation of budget needs to the Finance Board and/or gathering and disbursing of funds.
- h. Encouraging and promoting WELCA's prayer chain.
- i. Planning seminars and educational activities for this congregation (i.e. marriage, living will, etc.).
- j. Serving as the communicator for the social service agencies of our Synod.
- k. 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.
- l. Investigating social needs in the local area and educating this congregation to respond through advocacy and action.
- m. Increasing awareness of Lutheran mission activity in the local area, the United States, and abroad through educational activities.
- n. Maintaining a program for collecting and distributing food, clothing, etc., for the needy or homeless.
- o. Prepare activity reports for the Congregation Council and this congregation.
- p. Prepare articles for this congregation's publications.
- q. Review the board's annual expenditures and recommend updated board budget to Board of Finance.
- 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 this congregation.

B13.10.02. *The Board of Evangelism*

- a. 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.
- b. Informing this congregation of the work being done through the wider church and encourage participation through benevolent giving.
- c. Organizing, promoting, and executing a follow-up program for prospective members with the aim of sharing our life and faith in Christ.
- d. Purchasing and using literature conducive to the promotion of our Christian concepts.
- e. Organizing and promoting special evangelism programs such as retreats, workshops, and preaching missions.

- f. Developing programs and taking steps necessary to aid in the assimilation and integration of new members into the life and programs of this congregation.
- g. 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 Lutheran Church.
- h. Accomplish annual review of the membership roster of this congregation to determine Baptized, Confirmed, Voting, Associate, and Seasonal membership as defined by C8.02. (C12.07)
 - 1) Attempt to encourage and invite those members who have not attended or communed in the current or previous year to renew their relationship with this congregation.
 - 2) Notify pastor and office administrator of members that desire to keep in communication with this congregation or those that wish to be removed from membership of this congregation.
- i. Encouraging members of this congregation to participate actively in small group fellowship and Bible study.
- j. Maintaining a list of members wishing to receive the worship recordings and be responsible for seeking persons to deliver these recordings on a regular basis.
- k. Be responsible for the personal welcome of visitors at worship.
- l. Prepare activity reports for the Congregation Council and this congregation.
- m. Prepare articles for this congregation's publications.
- n. Review the board's annual expenditures and recommend updated board budget to Board of Finance.
- o. Prepare annual report of activities and plans for the annual meeting.
- p. 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 this congregation.

B13.10.03. The Board of Finance

- a. Responsible to oversee and supervise all this congregation's and its various organizations' financial and budgetary transactions to assure all are handled accurately and efficiently.
- b. The requirements for B6.01 and B6.02 do not apply to the Board of Finance. Instead, the Finance Committee is comprised of the following:
 - 1) Finance Chairperson
 - i. Chairs the Finance Committee and conducts the committee meetings.
 - ii. Serves as an authorized signer for the banking of this congregation.
 - iii. Recruits and coordinates counters from this congregation for the counting, handling, and recording of all offerings.
 - iv. Provides counter roles and responsibilities with the assistance of the Finance Committee to minimize financial risk to this congregation. This includes:
 - 1. Determination and implementation of efficient counting process to ensure easy posting of information to financial records;
 - 2. Establishing proper checks and balances;
 - 3. Establishing deposit process;
 - 4. Defining and ensuring separation of duties.
 - 2) Treasurer, as described in B5.04; and
 - 3) Financial Secretary, as described in B5.05;
 - 4) Three to five members of this congregation.
- c. The Finance Committee meets a minimum of once a month to review the finances of this congregation and act on fiscal matters as may be required. The office administrator is responsible for the day-to-day bookkeeping of this congregation and is invited to attend the Finance Committee meetings as needed to answer the committee's questions and provide input as necessary.
- d. Is the coordinating body for all the financial consideration/fiscal planning of this congregation and its various organizations.

- e. Evaluates and reports membership-giving trends to council, the Stewardship Board, and for this congregation annual meeting.
- f. Reviews summaries of this congregation's finances monthly and ensures that said reports balance with bank statements.
- g. Receives reports of the budget needs for the support of the various congregational boards and organizations.
- h. Prepares and recommends to Congregation Council an annual budget for submission to this congregation. Said budget is to include this congregation's indicated share in support of synodical and churchwide ministries of the agencies of the Evangelical Lutheran Church in America.
- i. Presents the budget to the Congregation Council at least 30 days prior to this congregation's annual meeting.
- j. 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 approved annual budget. (as defined in C12.05d)
- k. Supervise disbursements of endowment, mission, scholarship, and memorial gifts or funds.
 - 1) Board of Finance has final decision on Fund disbursements, except individual items over five percent (5%) of the budget which require Congregation Council approval.
- l. 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.
- m. Responsible for this congregation's investments, insurance, bookkeeping and banking procedures under the direction of the Congregation Council.
- n. Responsible for getting the signature cards for the banking accounts updated annually by the authorized signers of this congregation which include President, Treasurer, Financial Chairperson and any other individuals appointed by the Congregational Council.
- o. Assist the Property Board to ensure adequate insurance coverage is obtained at a competitive price.
- p. See that all financial obligations of the congregation are paid promptly and that benevolence moneys are forwarded monthly to the synod.
- q. 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.
- r. Is responsible for the handling, counting, recording, and banking procedures for offerings of every worship service, including Sunday school.
- s. Arranges for secure and responsible handling and timely depositing of all incoming funds and for timely posting to membership records.
- t. Establishes the fiscal year 1 January through 31 December.
- u. Prepares a financial informational report for mailing to the membership, to accompany the Financial Secretary's statements.
- v. Keeps membership informed of needs and responses.
- w. Provides as needed assistance to the Treasurer.
- x. Arranges for appropriate bond for the Treasurer.
- y. Prepares activity reports for the Congregation Council and the congregation.
- z. Prepares articles for the congregation's publications.
- aa. Prepares annual report of activities and plans for the annual meeting.
- bb. 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 this congregation.

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:

- i. Communicating to and educating this 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.
- ii. 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.
- iii. 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.
- iv. 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.
- v. 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.
- vi. 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.
- vii. 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. This 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:

- i. Implement communication/disbursement plan approved by Board of Finance to ensure timely memorial fund decisions.
- ii. Communicate with appropriate Boards for items involving property and worship enhancements.
- iii. Report activities and make purchase recommendations to Board of Finance.
- iv. Board of Finance informs Church Council of purchase decisions during regular meetings.

3. *The Scholarship Committee*

The 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.

- i. Implements communication/disbursement plan approved by Board of Finance to ensure timely scholarship fund decisions.
- ii. Ensures scholarship fund balances are available for distribution prior to awarding scholarships.
- iii. Board of Finance has final decision on scholarships distributions.
- iv. Board of Finance informs Church Council of scholarship activities during regular meetings.

B13.10.04. *The Board of Parish Education*

- a. Responsible for establishing, maintaining, promoting, and coordinating a Christian educational program for this congregation, such as Sunday School, Vacation Bible School, Children's Christmas program, adult Bible Studies, Rally Sunday, Easter Egg Hunt, Easter Breakfast, etc.
- b. Suggesting and promoting home Bible study groups and suggesting appropriate materials.
- c. Providing materials appropriate for small groups.
- d. Establishing,
- e. Reviewing, ordering, and purchasing all Christian materials and supplies for all Congregational and Sunday school classes, catechism classes, VBS, adult Bible classes and programs.
- f. Providing adult education programs including:
 - 1) Bible studies for all ages
 - 2) Contemporary discussion issues
 - 3) Family educational programs
 - 4) Intergenerational educational opportunities
- g. Seeking to develop learning programs for the shut-ins.
- h. Seeking to introduce church periodicals and books of family devotions and study into the homes of congregational members.
- i. Appoint a Sunday School Superintendent from this board or a qualified member of this congregation.
 - 1) 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 as needed.
- l. Assisting the Pastor(s) in
 - 1) Developing a training program for teachers and leaders.
 - 2) Developing pre-communion and pre-confirmation programs.
 - 3) Maintaining a Cradle Roll of baptized infants up through the age of three.
 - 4) Contact parents inviting their children to engage in Sunday School activities
- m. Assisting the Evangelism Board in maintaining the active baptized membership rolls.
- 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 as needed 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 by
 - 1) Creating a catechism syllabus for grades 6 – 8.

- 2) Setting expectation for confirmation.
 - 3) Reviewing the names of the 8th grade confirmation students who have completed their expected work.
 - 4) Presenting to Congregation Council the names of the catechism students recommend to be confirmed.
 - 5) Ordering the Bibles, flowers, pictures, and robes for confirmation.
 - 6) Presenting each Catechism student who gets confirmed a Bible with their name printed on the front cover.
- v. Inventory nursery contents yearly including checking for recalls, disinfecting, and removing broken contents or missing parts.
 - w. Prepare activity reports for the Congregation Council and this congregation.
 - x. Prepare articles for this congregation's publications.
 - y. Review the board's annual expenditures and recommend updated board budget to Board of Finance.
 - z. Prepare annual report of activities and plans for the annual meeting.
 - aa. 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 this congregation.

B13.10.05. The Board of Property

- a. Responsible for the care and repair of all church property and facilities.
- b. Develop a schedule of repairs, painting and preventative maintenance.
- c. 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.
- d. Provide proper security of building and facilities.
- e. Responsible for monitoring the use and rental of property and facilities by
 - 1) Preparing guidelines and regulations, subject to the approval of Congregation Council, for use and rental of property and facilities.
 - 2) Reviewing 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.
 - 3) Receiving and act on all requests for non-congregational use of property or facilities.
- f. Maintain an inventory of property and equipment and make recommendations to the Finance Board concerning the valuation of property and adequacy of insurance coverage.
- g. Report to Congregational Council on the condition and use of church property and recommend improvements, renovations, etc., as needed.
- h. 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.
- i. Responsible for snow removal from parking lot and walkways as necessary.
- j. Take necessary action to engage and supervise contract personnel i.e. exterminators, trash disposal, lawn maintenance, if applicable, etc.
- k. Responsible to ensure the custodian services for the church property including
 - 1) Recruiting, interviewing, and recommending to Congregation Council the hiring of the custodian (Note: Staff support can assist in interview process, but final recommendation should come from Board of Property).
 - 2) Supervising the custodian.
 - 3) Developing and maintaining the job description for the custodian.
 - 4) Providing input to Staff Support Committee and Finance Committee regarding the custodian's annual review.
- l. 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.
- m. 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.

- n. Recruit members of this 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.
- o. Appoint Technology Coordinator whose duties include but not limited to:
 - 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 (End User License Agreement) of such software vendors.
 - 2) Technology Coordinator may enter into maintenance contracts with service companies on technical equipment only as specified (See r.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.
- p. Prepare activity reports for the Congregation Council and this congregation.
- q. Prepare articles for this congregation's publications.
- r. Review the board's annual expenditures and recommend updated board budget to Board of Finance.
- s. Prepare annual report of activities and plans for the annual meeting.
- t. 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 this congregation.

B13.10.06. The Board of Stewardship

- a. Responsible for instituting and maintaining programs and courses of action for helping and encouraging the congregation to put stewardship principles into practice. Including projects that involve the time, talents, and treasures of the members.
- b. Encourage financial stewardship by highlighting special donations and specific financial needs. Also encourage additional stewardship by reporting the outcome of special donations and projects.
- c. Promoting the study of Christian stewardship by providing resources and materials that encourage faithful use of all God's gifts.
- d. Working with the Finance Committee to develop an annual program of stewardship as necessary.
- e. Working to match the talents, interest, skills, and abilities of the members with the needs of the congregation and the community. Including making this information available to all boards and committees so that as a congregation we are faithful stewards of the gifts our members bring.
- f. Prepare activity reports for the Congregation Council and this congregation.
- g. Prepare articles for this congregation's publications.
- h. Review the board's annual expenditures and recommend updated board budget to Board of Finance.
- i. Prepare annual report of activities and plans for the annual meeting.
- j. 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 this congregation.

B13.10.07. The Board of Worship Life

- a. Responsible for the worship life of this congregation.

- b. 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.
- c. Serve the congregation by developing and creating a meaningful and caring atmosphere within the worship.
- d. 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.
- e. Develop policies and programs in the area of music, worship and performing arts for the congregation's spiritual enrichment.
- f. Make recommendations of worship times and services to the Congregation Council. The Congregational Council may seek congregational input or vote if necessary.
- g. Responsible, in consultation and approval with the Pastor, for all liturgical appointments in the worship area.
- h. Assist the appropriate music staff to discover and use the talent existing within the congregation.
- i. Procure and maintain adequate instruments, materials, and equipment to carry out its responsibilities.
- j. Work with the WELCA representatives to coordinate:
 - 1) the preparation of the altar and paraments for each service
 - 2) the preparation of the sacramental elements
 - 3) the procurement and care of vestments and sacramental linens
 - 4) the purchasing of necessary candles, wine, wafers, and flowers
 - 5) the maintenance of the acolyte gowns, robes, banners, and communion albs
- 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. Arrange for pastoral services in case of planned absence (such as vacation/continuing education, etc.) of pastor.
- p. Work with Congregational Council and Staff Support to recruit, interview, and recommend the hiring of paid music staff and supervise such staff.
- q. Develop, maintain, and review the job descriptions of the paid music staff and supervise their ministry.
- r. Provide input for the annual review of the paid music staff to the Staff Support Committee and Finance Committee.
- s. Prepare activity reports for the Congregation Council and this congregation.
- t. Prepare articles for this congregation's publications.
- u. Review the board's annual expenditures and recommend updated board budget to Board of Finance.
- v. Prepare annual report of activities and plans for the annual meeting.
- w. 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 this congregation.

Chapter 14.

ORGANIZATIONS WITHIN THIS CONGREGATION

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

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

Chapter 15.

DISCIPLINE OF MEMBERS AND ADJUDICATION

- *C15.01.** Persistent and public denial of the Christian faith, willful or criminal conduct grossly unbecoming a member of the Church of Christ, continual and intentional interference with the ministry of this congregation, or willful and repeated harassment or defamation of member(s) of this congregation is sufficient cause for discipline of a member. Prior to disciplinary action, reconciliation and repentance will be attempted following Matthew 18:15–17, proceeding through these successive steps, as necessary: a) private counsel and admonition by the pastor, b) censure and admonition by the pastor in the presence of two or three witnesses, c) written referral of the matter by the Congregation Council to the vice president of the synod, who will refer it to a consultation panel drawn from the Consultation Committee of the synod, and d) written referral of the matter by the consultation panel to the Committee on Discipline of the synod. If, for any reason, the pastor is unable to administer the admonitions required by paragraphs a. and b. hereof, those steps may be performed by another pastor chosen by the Executive Committee of the Congregation Council.
- *C15.02.** The process for discipline of a member of this congregation shall be governed as prescribed by the chapter on discipline in the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*. If the counseling, censure, and admonitions pursuant to *C15.01. do not result in repentance and amendment of life, charges against the accused member(s) that are specific and in writing may be prepared by the Congregation Council, signed, and submitted to the vice president of the synod. The vice president shall select from the synod's Consultation Committee a panel of five members (three laypersons and two ministers of Word and Sacrament). A copy of the written charges shall be provided to the consultation panel and the accused member(s). The consultation panel, after requesting a written reply to the charges from the accused member(s), shall consider the matter and seek a resolution by means of investigation, consultation, mediation, or whatever other means may seem appropriate. The panel's efforts to reach a mutually agreeable resolution shall continue for no more than 45 days after the matter is submitted to it.
- *C15.03.** If the consultation panel fails to resolve the matter, that panel shall refer the case in writing, including the written charges and the accused member's reply, to the Committee on Discipline of the synod for a hearing. A copy of the panel's written referral shall be delivered to the vice president of the synod, the Congregation Council, and the accused member(s) at the same time it is sent to the Committee on Discipline of the synod. The Executive Committee of the Synod Council shall then select six members from the Committee on Discipline to decide the case and shall appoint a member of the Synod Council to preside as nonvoting chair. Those six members, plus the nonvoting chair, comprise the discipline hearing panel for deciding the case. The Congregation Council and the accused member(s) are the parties to the case.
- *C15.04.** The discipline hearing panel shall commence and conduct the disciplinary hearing in accordance with the provisions governing discipline of congregation members prescribed in the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*.
- *C15.05.** By the vote of at least two-thirds of the members of the discipline hearing panel who are present and voting, one of the following disciplinary sanctions can be imposed:
- a. suspension from the privileges of congregation membership for a designated period of time;
 - b. suspension from the privileges of congregation membership until the pastor and Congregation Council receive evidence, satisfactory to them, of repentance and amendment of life;
 - c. termination of membership in this congregation; or
 - d. termination of membership in this congregation and exclusion from the church property and from all congregation activities.
- *C15.06.** The written decision of the discipline hearing panel shall be sent to the vice president of the synod, the accused member(s), and the Congregation Council as required by the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*. The decision of the discipline hearing panel shall be implemented by the Congregation Council and recorded in the minutes of the next council meeting.

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

***C15.10. Adjudication**

*C15.11. When there is disagreement between or among factions within this congregation on a substantive issue which cannot be resolved by the parties, members of this congregation may petition the synod bishop for consultation after informing the president of this congregation of their intent to do so. The synod bishop shall seek a timely resolution of the dispute. If the issue relates directly to the pastor, the bishop may begin the process in †S14.18.d. In all other matters, if the bishop's consultation fails to resolve the issue, the bishop shall refer the matter to the Consultation Committee of the synod, which shall undertake efforts to find an appropriate solution. If the Consultation Committee's efforts fail to resolve the dispute, the entire matter shall be referred to the Synod Council for adjudication by whatever process the Council deems necessary. The Synod Council's decision shall be final.

Chapter 16.

AMENDMENTS

*C16.01. Unless provision *C16.04. is applicable, those sections of this constitution that are not required, in accord with the Model Constitution for Congregations of the Evangelical Lutheran Church in America, may be amended in the following manner. Amendments may be proposed by at least ten percent voting members or by the Congregation Council. Proposals must be filed in writing with the Congregation Council 60 days before formal consideration by this congregation at a regular or special Congregation Meeting called for that purpose. The Congregation Council shall notify this congregation's members of the proposal together with the council's recommendations at least 30 days in advance of the meeting. Notification may take place by mail or electronic means, as permitted by state law.

*C16.02. An amendment to this constitution, proposed under *C16.01., shall:

- a. be approved at any legally called meeting of this congregation by a majority vote of those voting members present and voting;
- b. be ratified without change at the next regular meeting of this congregation held pursuant to C10.01 by a two-thirds vote of those voting members present and voting; and
- c. have the effective date included in the resolution² and noted in the constitution.

*C16.03. Any amendments to this constitution that result from the processes provided in *C16.01. and *C16.02. shall be sent by the secretary of this congregation to the synod. The synod shall notify this congregation of its decision to approve or disapprove the proposed changes; the changes shall go into effect upon notification that the synod has approved them.

*C16.04. This constitution may be amended to bring any section into conformity with a section or sections, either required or not required, of the *Model Constitution for Congregations of the Evangelical Lutheran Church in America* as most recently amended by the Churchwide Assembly. Such amendments may be approved by a majority vote of those voting members present and voting at any legally called meeting of this congregation without presentation at a prior meeting of this congregation, provided that the Congregation Council has submitted by mail or electronic means, as permitted by state law, notice to this congregation of such an amendment or amendments, together with the council's recommendations, at least 30 days prior to the meeting. Upon the request of at least two (2) voting members of this congregation, the Congregation Council shall submit such notice. Following the adoption of an amendment, the secretary of this congregation shall submit a copy thereof to the synod. Such provisions shall become effective immediately following a vote of approval.

Chapter 17.

BYLAWS

² Such an effective date must be stated in relation to the requirements of *C16.03. to allow time for synod review of the amendment.

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

Chapter 18.

CONTINUING RESOLUTIONS

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

Chapter 19.

INDEMNIFICATION

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

DRAFT

**Bylaws of St. John Lutheran Church
Williston, Ohio**

BUSINESS MEETINGS

- B10.01.01.** The annual meeting of this congregation shall be held during the month of January.
- B12.11.01.** 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 place at the first Congregational Council Meeting in February.
- B13.08.01.** Business meetings of the official Boards of the Congregation shall be held monthly at a time determined by each Board. Each Board shall elect a chairperson prior to the first Congregational Council Meeting in February. The chairperson will assure that the Board has representation at each Congregational Council Meeting.
- B13.08.02.** Regular and Special Committees shall meet as necessary to carry out the purpose for which they have been created.
- B13.08.03.** Minutes shall be kept of each regular or special business meeting by the Secretary for meetings of this 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 Congregation Council meeting.
- B13.08.04.** 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.

ELECTIONS

- B11.03.01.** Term of office shall begin in even-numbered years for the Secretary and Financial Secretary. Terms of office for the Vice President and Treasurer shall begin in odd-numbered years.
- B13.08.05.** 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.

DUTIES AND RESPONSIBILITIES OF OFFICERS

B11.04.01. *President*

- a. Shall preside over all regular and special meetings of this congregation and the Congregation Council.
- b. Shall have general supervisory responsibility for the day-to-day activities of this congregation.
- c. Shall, with the Congregation Council, make appointments to the vacancies of committees of this congregation.
- d. Shall assure that there is Council representation at all Committee meetings.
- e. Preside at meetings of this congregation and Congregation Council and conduct meetings according to Robert's Rules of Order, latest edition.
- f. See that the resolutions and actions taken by this congregation and Congregation Council are carried out.
- g. Secure pastoral services in the event of an emergency.
- h. Serve as ex-officio member (with vote) of all ministries and committees of this congregation.
- i. Work with Vice-President on all issues that may span President's terms.
- j. Serve as member of the Executive Committee.
- k. Serve as an authorized signer for the banking of this congregation.
- l. Shall have the authority to cancel worship services with agreement of the Pastor.
- m. Ensure this Congregation's Constitution and Bylaws are reviewed, updated, and approved every five years.
- n. Perform additional duties as assigned by Congregation and/or Congregation Council.

B11.04.02. *Vice-President*

- a. Shall assist the President in the performance of the President's assigned duties.
- b. In the absence of the President perform the duties of the President at all meetings of this congregation and the Congregation Council.
- c. Shall become the President in the case that the office of the President becomes vacant. (As defined in C11.02)
- d. Serve as member of the Executive Committee.
- e. Serve as Synod representative for this congregation.

- f. Assist all Board Chairpersons as necessary and become acquainted with duties of each Board.
- g. Serve as chairman of the Nominating Committee.
- h. Attend leadership training.
- i. Ensure this Congregation's Constitution and Bylaws are reviewed, updated, and approved every five years.
- j. Perform additional duties as assigned by Congregation and/or Congregation Council.

B11.04.03. Secretary

- a. Shall keep official minutes of all meetings of this congregation (As defined in C10.01 and C10.02) and Congregation Council, preserving the minutes permanently in this congregation's archives.
- b. Shall keep the minutes and report of the Synod and the Parochial Records.
- c. Shall send official correspondence of this congregation at the direction of the President of the Congregation Council.
- d. Be responsible for the attendance sheet at meetings of this congregation. (As defined in C10.01 and C10.02)
- e. Read the minutes of previous meetings and make any necessary corrections.
- f. Keep official minutes of all Congregation and Congregation Council meetings.
- g. Email a copy of the minutes to the church's office administrator so that they are included in the next monthly Congregation Council meeting.
- h. Put a summary of the minutes in the Forerunner each month.
- i. Serve as member of the Executive Committee.
- j. Attend leadership-training events.
- k. Maintain current list of council membership and have available for each meeting.
- l. Maintain Congregation Council meeting attendance and notify members after two consecutive absences with cause.
- m. Notify officers, board members, and committee members of their election as needed.
- n. In the absence of the President and Vice-President, call meetings to order and preside until the immediate election of a chairperson pro tem.
- o. Perform additional duties as assigned by this congregation and/or Congregation Council.

B11.04.04. Treasurer

- a. Shall keep all financial records of this congregation, except those for which the Financial Secretary is responsible.
- b. Disburse the monies as directed by the Congregation Council.
- c. Perform or oversee all bookkeeping functions.
- d. File all required Federal and State tax forms.
- e. Prepare/review monthly financial reports for Congregation Council.
- f. Report and provide requested financial information annually to this congregation.
- g. Serve as member of the Executive Committee.
- h. Serve as member of the Finance Committee.
- i. Serve as member of the Endowment Committee.
- j. Serve as an authorized signer for the banking of this congregation.
- k. Assist in preparation of annual budget.
- l. Perform additional duties as assigned by this congregation and/or Congregation Council.

B11.04.05. Financial Secretary

- a. Shall maintain a record of offerings and contributions.
- b. Review monthly income reports including but not limited to:
 - 1) General fund offerings
 - 2) Memorial contributions
 - 3) Dedicated accounts
 - 4) Special offerings
 - 5) Other
- c. Assist in resolving any individual member offering issues.
- d. Order and distribute annual offering envelopes.

- e. Distribute personal giving records at least twice a year and provide members with an annual summary report.
- f. Report current contributions during council and congregational meetings comparing to budget and prior year contributions.
- g. Report any anomalies that could cause potential fluctuations in giving.
- h. Serve as member of the Executive Committee.
- i. Serve as a member of the finance board.
- j. Assist in preparation of annual budget.
- k. Understand stewardship committee objectives and their financial giving impact.
- l. Perform additional duties as assigned by this congregation and/or Congregation Council.

MEMBERSHIP OF THE BOARDS

B13.08.06. Each Board shall consist of four (4) members elected by this congregation for a term of two (2) years: two (2) elected each year. Members are eligible for re-election for a second term. After two (2) terms, there must be a one-year lapse before serving in any office or board.

B13.08.07. Each board is responsible for selecting its own chairperson and secretary annually. The chairperson will assure that the Board has representation at each Congregational Council Meeting. Each board has a single vote at the Congregational Council Meeting. It is encouraged that a person does not serve as Chairperson during the first year of elected term. The Congregation Council shall approve any exception.

B13.08.08. No person shall serve on more than one board or office at any time. (As defined in C11.03)

SPECIFIC DUTIES AND RESPONSIBILITIES OF BOARDS

B13.10.01. *The Board of Christian Community Life*

- a. Coordinating fellowship of all organizations and groups of this congregation and community.
- b. 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 this congregation.
- c. Assisting the pastor(s) with 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. Coordinating fellowship programs for this congregation and its ministries.
- g. Providing support and assistance for various groups and programs of this congregation by:
 - 1) Giving the group or program a voice at a Congregation Council meeting.
 - 2) Assist the group or program in preparation and presentation of budget needs to the Finance Board and/or gathering and disbursing of funds.
- h. Encouraging and promoting WELCA's prayer chain.
- i. Planning seminars and educational activities for this congregation (i.e. marriage, living will, etc.).
- j. Serving as the communicator for the social service agencies of our Synod.
- k. 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.
- l. Investigating social needs in the local area and educating this congregation to respond through advocacy and action.
- m. Increasing awareness of Lutheran mission activity in the local area, the United States, and abroad through educational activities.
- n. Maintaining a program for collecting and distributing food, clothing, etc., for the needy or homeless.
- o. Prepare activity reports for the Congregation Council and this congregation.
- p. Prepare articles for this congregation's publications.
- q. Review the board's annual expenditures and recommend updated board budget to Board of Finance.
- 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 this congregation.

B13.10.02. *The Board of Evangelism*

- a. 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.
- b. Informing this congregation of the work being done through the wider church and encourage participation through benevolent giving.
- c. Organizing, promoting, and executing a follow-up program for prospective members with the aim of sharing our life and faith in Christ.
- d. Purchasing and using literature conducive to the promotion of our Christian concepts.
- e. Organizing and promoting special evangelism programs such as retreats, workshops, and preaching missions.
- f. Developing programs and taking steps necessary to aid in the assimilation and integration of new members into the life and programs of this congregation.
- g. 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 Lutheran Church.
- h. Accomplish annual review of the membership roster of this congregation to determine Baptized, Confirmed, Voting, Associate, and Seasonal membership as defined by C8.02. (C12.07)
 - 1) Attempt to encourage and invite those members who have not attended or communed in the current or previous year to renew their relationship with this congregation.
 - 2) Notify pastor and office administrator of members that desire to keep in communication with this congregation or those that wish to be removed from membership of this congregation.
- i. Encouraging members of this congregation to participate actively in small group fellowship and Bible study.
- j. Maintaining a list of members wishing to receive the worship recordings and be responsible for seeking persons to deliver these recordings on a regular basis.
- k. Be responsible for the personal welcome of visitors at worship.
- l. Prepare activity reports for the Congregation Council and this congregation.
- m. Prepare articles for this congregation's publications.
- n. Review the board's annual expenditures and recommend updated board budget to Board of Finance.
- o. Prepare annual report of activities and plans for the annual meeting.
- p. 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 this congregation.

B13.10.03. *The Board of Finance*

- a. Responsible to oversee and supervise all this congregation's and its various organizations' financial and budgetary transactions to assure all are handled accurately and efficiently.
- b. The requirements for B6.01 and B6.02 do not apply to the Board of Finance. Instead, the Finance Committee is comprised of the following:
 - 1) Finance Chairperson
 - i. Chairs the Finance Committee and conducts the committee meetings.
 - ii. Serves as an authorized signer for the banking of this congregation.
 - iii. Recruits and coordinates counters from this congregation for the counting, handling, and recording of all offerings.
 - iv. Provides counter roles and responsibilities with the assistance of the Finance Committee to minimize financial risk to this congregation. This includes:
 - 1. Determination and implementation of efficient counting process to ensure easy posting of information to financial records;
 - 2. Establishing proper checks and balances;
 - 3. Establishing deposit process;

4. Defining and ensuring separation of duties.
 - 2) Treasurer, as described in B5.04; and
 - 3) Financial Secretary, as described in B5.05;
 - 4) Three to five members of this congregation.
- c. The Finance Committee meets a minimum of once a month to review the finances of this congregation and act on fiscal matters as may be required. The office administrator is responsible for the day-to-day bookkeeping of this congregation and is invited to attend the Finance Committee meetings as needed to answer the committee's questions and provide input as necessary.
- d. Is the coordinating body for all the financial consideration/fiscal planning of this congregation and its various organizations.
- e. Evaluates and reports membership-giving trends to council, the Stewardship Board, and for this congregation annual meeting.
- f. Reviews summaries of this congregation's finances monthly and ensures that said reports balance with bank statements.
- g. Receives reports of the budget needs for the support of the various congregational boards and organizations.
- h. Prepares and recommends to Congregation Council an annual budget for submission to this congregation. Said budget is to include this congregation's indicated share in support of synodical and churchwide ministries of the agencies of the Evangelical Lutheran Church in America.
- i. Presents the budget to the Congregation Council at least 30 days prior to this congregation's annual meeting.
- j. 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 approved annual budget. (as defined in C12.05d)
- k. Supervise disbursements of endowment, mission, scholarship, and memorial gifts or funds.
 - 1) Board of Finance has final decision on Fund disbursements, except individual items over five percent (5%) of the budget which require Congregation Council approval.
- l. 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.
- m. Responsible for this congregation's investments, insurance, bookkeeping and banking procedures under the direction of the Congregation Council.
- n. Responsible for getting the signature cards for the banking accounts updated annually by the authorized signers of this congregation which include President, Treasurer, Financial Chairperson and any other individuals appointed by the Congregational Council.
- o. Assist the Property Board to ensure adequate insurance coverage is obtained at a competitive price.
- p. See that all financial obligations of the congregation are paid promptly and that benevolence moneys are forwarded monthly to the synod.
- q. 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.
- r. Is responsible for the handling, counting, recording, and banking procedures for offerings of every worship service, including Sunday school.
- s. Arranges for secure and responsible handling and timely depositing of all incoming funds and for timely posting to membership records.
- t. Establishes the fiscal year 1 January through 31 December.
- u. Prepares a financial informational report for mailing to the membership, to accompany the Financial Secretary's statements.
- v. Keeps membership informed of needs and responses.
- w. Provides as needed assistance to the Treasurer.
- x. Arranges for appropriate bond for the Treasurer.
- y. Prepares activity reports for the Congregation Council and the congregation.
- z. Prepares articles for the congregation's publications.

- aa. Prepares annual report of activities and plans for the annual meeting.
- bb. 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 this congregation.

4. *The 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:

- i. Communicating to and educating this 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.
- ii. 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.
- iii. 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.
- iv. 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.
- v. 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.
- vi. 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.
- vii. 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. This 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.

5. *The 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:

- i. Implement communication/disbursement plan approved by Board of Finance to ensure timely memorial fund decisions.
- ii. Communicate with appropriate Boards for items involving property and worship enhancements.
- iii. Report activities and make purchase recommendations to Board of Finance.
- iv. Board of Finance informs Church Council of purchase decisions during regular meetings.

6. The Scholarship Committee

The 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.

- i. Implements communication/disbursement plan approved by Board of Finance to ensure timely scholarship fund decisions.
- ii. Ensures scholarship fund balances are available for distribution prior to awarding scholarships.
- iii. Board of Finance has final decision on scholarships distributions.
- iv. Board of Finance informs Church Council of scholarship activities during regular meetings.

B13.10.04. The Board of Parish Education

- a. Responsible for establishing, maintaining, promoting, and coordinating a Christian educational program for this congregation, such as Sunday School, Vacation Bible School, Children's Christmas program, adult Bible Studies, Rally Sunday, Easter Egg Hunt, Easter Breakfast, etc.
- b. Suggesting and promoting home Bible study groups and suggesting appropriate materials.
- c. Providing materials appropriate for small groups.
- d. Establishing,
- e. Reviewing, ordering, and purchasing all Christian materials and supplies for all Congregational and Sunday school classes, catechism classes, VBS, adult Bible classes and programs.
- f. Providing adult education programs including:
 - 1) Bible studies for all ages
 - 2) Contemporary discussion issues
 - 3) Family educational programs
 - 4) Intergenerational educational opportunities
- g. Seeking to develop learning programs for the shut-ins.
- h. Seeking to introduce church periodicals and books of family devotions and study into the homes of congregational members.
- i. Appoint a Sunday School Superintendent from this board or a qualified member of this congregation.
 - 1) 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 as needed.
- l. Assisting the Pastor(s) in
 - 1) Developing a training program for teachers and leaders.
 - 2) Developing pre-communion and pre-confirmation programs.
 - 3) Maintaining a Cradle Roll of baptized infants up through the age of three.
 - 4) Contact parents inviting their children to engage in Sunday School activities
- m. Assisting the Evangelism Board in maintaining the active baptized membership rolls.
- 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 as needed 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 by
 - 1) Creating a catechism syllabus for grades 6 – 8.
 - 2) Setting expectation for confirmation.
 - 3) Reviewing the names of the 8th grade confirmation students who have completed their expected work.
 - 4) Presenting to Congregation Council the names of the catechism students recommend to be confirmed.
 - 5) Ordering the Bibles, flowers, pictures, and robes for confirmation.
 - 6) Presenting each Catechism student who gets confirmed a Bible with their name printed on the front cover.
- v. Inventory nursery contents yearly including checking for recalls, disinfecting, and removing broken contents or missing parts.
- w. Prepare activity reports for the Congregation Council and this congregation.
- x. Prepare articles for this congregation's publications.
- y. Review the board's annual expenditures and recommend updated board budget to Board of Finance.
- z. Prepare annual report of activities and plans for the annual meeting.
- aa. 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 this congregation.

B13.10.05. *The Board of Property*

- a. Responsible for the care and repair of all church property and facilities.
- b. Develop a schedule of repairs, painting and preventative maintenance.
- c. 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.
- d. Provide proper security of building and facilities.
- e. Responsible for monitoring the use and rental of property and facilities by
 - 1) Preparing guidelines and regulations, subject to the approval of Congregation Council, for use and rental of property and facilities.
 - 2) Reviewing 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.
 - 3) Receiving and act on all requests for non-congregational use of property or facilities.
- f. Maintain an inventory of property and equipment and make recommendations to the Finance Board concerning the valuation of property and adequacy of insurance coverage.
- g. Report to Congregational Council on the condition and use of church property and recommend improvements, renovations, etc., as needed.
- h. 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.
- i. Responsible for snow removal from parking lot and walkways as necessary.
- j. Take necessary action to engage and supervise contract personnel i.e. exterminators, trash disposal, lawn maintenance, if applicable, etc.
- k. Responsible to ensure the custodian services for the church property including
 - 1) Recruiting, interviewing, and recommending to Congregation Council the hiring of the custodian (Note: Staff support can assist in interview process, but final recommendation should come from Board of Property).
 - 2) Supervising the custodian.
 - 3) Developing and maintaining the job description for the custodian.
 - 4) Providing input to Staff Support Committee and Finance Committee regarding the custodian's annual review.
- l. 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.
- m. 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.

- n. Recruit members of this 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.
- o. Appoint Technology Coordinator whose duties include but not limited to:
 - 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 (End User License Agreement) of such software vendors.
 - 2) Technology Coordinator may enter into maintenance contracts with service companies on technical equipment only as specified (See r.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.
- p. Prepare activity reports for the Congregation Council and this congregation.
- q. Prepare articles for this congregation's publications.
- r. Review the board's annual expenditures and recommend updated board budget to Board of Finance.
- s. Prepare annual report of activities and plans for the annual meeting.
- t. 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 this congregation.

B13.10.06. The Board of Stewardship

- a. Responsible for instituting and maintaining programs and courses of action for helping and encouraging the congregation to put stewardship principles into practice. Including projects that involve the time, talents, and treasures of the members.
- b. Encourage financial stewardship by highlighting special donations and specific financial needs. Also encourage additional stewardship by reporting the outcome of special donations and projects.
- c. Promoting the study of Christian stewardship by providing resources and materials that encourage faithful use of all God's gifts.
- d. Working with the Finance Committee to develop an annual program of stewardship as necessary.
- e. Working to match the talents, interest, skills, and abilities of the members with the needs of the congregation and the community. Including making this information available to all boards and committees so that as a congregation we are faithful stewards of the gifts our members bring.
- f. Prepare activity reports for the Congregation Council and this congregation.
- g. Prepare articles for this congregation's publications.
- h. Review the board's annual expenditures and recommend updated board budget to Board of Finance.
- i. Prepare annual report of activities and plans for the annual meeting.
- j. 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 this congregation.

B13.10.07. The Board of Worship Life

- a. Responsible for the worship life of this congregation.
- b. 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.
- c. Serve the congregation by developing and creating a meaningful and caring atmosphere within the worship.

- d. 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.
- e. Develop policies and programs in the area of music, worship and performing arts for the congregation's spiritual enrichment.
- f. Make recommendations of worship times and services to the Congregation Council. The Congregational Council may seek congregational input or vote if necessary.
- g. Responsible, in consultation and approval with the Pastor, for all liturgical appointments in the worship area.
- h. Assist the appropriate music staff to discover and use the talent existing within the congregation.
- i. Procure and maintain adequate instruments, materials, and equipment to carry out its responsibilities.
- j. Work with the WELCA representatives to coordinate:
 - 1) the preparation of the altar and paraments for each service
 - 2) the preparation of the sacramental elements
 - 3) the procurement and care of vestments and sacramental linens
 - 4) the purchasing of necessary candles, wine, wafers, and flowers
 - 5) the maintenance of the acolyte gowns, robes, banners, and communion albs
- 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. Arrange for pastoral services in case of planned absence (such as vacation/continuing education, etc.) of pastor.
- p. Work with Congregational Council and Staff Support to recruit, interview, and recommend the hiring of paid music staff and supervise such staff.
- q. Develop, maintain, and review the job descriptions of the paid music staff and supervise their ministry.
- r. Provide input for the annual review of the paid music staff to the Staff Support Committee and Finance Committee.
- s. Prepare activity reports for the Congregation Council and this congregation.
- t. Prepare articles for this congregation's publications.
- u. Review the board's annual expenditures and recommend updated board budget to Board of Finance.
- v. Prepare annual report of activities and plans for the annual meeting.
- w. 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 this congregation.

B13.10. Other Boards that may be established in these bylaws shall have their Duties and Responsibilities defined in this section of the bylaws.

DUTIES OF THE CONGREGATION COMMITTEES

B13.01.02. *The Executive Committee*

- a. Comprised of the officers of this congregation (President, Vice-President, Secretary, Treasurer, Financial Secretary) and the pastor.
- b. Responsible for overseeing that the provisions of the constitution, its bylaws and continuing resolutions are carried out.
- c. Responsible to develop long range planning, goals and priorities.
- d. Responsible to develop programs and mission statements, which provide specific direction for the congregation.
- e. Responsible for evaluating Congregational activities, in light of its mission and goals.
- f. Responsible for counseling with the Pastors regarding Pastoral performance when needed.
- g. Appoint members to be approved by the Congregation Council to the Staff Support Committee.

- h. Arrange for notice of all congregational meetings.
- i. Seek to involve all members in worship, learning, witness, service, and support.
- j. Assure that an outside audit is completed every five years.
- k. Assure that a call committee is appointed when necessary. (as defined in C6.03 and C13.05)
- l. Develop, maintain, and review the job description(s) for the office staff.
- m. Recruit, interview and recommend to Congregation Council the hiring of the office staff. Note: Staff Support can assist in interview process, but final recommendation should come from Executive Committee.
- n. Supervise the office staff.
- o. Provide annual review input to the Staff Support Committee and Finance Committee regarding the office staff.
- p. Ensure this Congregation's Constitution and Bylaws are reviewed, updated, and approved every five years.
- q. Prepare reports for the Congregation Council and this congregation.
- r. Prepare articles for this congregation's publications.
- s. 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.

B13.02.02. The Nominating Committee

- a. Comprised of the Vice-President (chair) and four voting members of the congregation.
- b. Responsible to recruit nominees to serve on the Congregation Council and Boards by:
 - 1) Securing nominee's consent to serve
 - 2) Assuring nominees are eligible to serve
 - i. Voting member of this congregation in good standing (as defined in C8.02)
 - ii. Serve on more than one board or office at any time (as defined in B6.03)
 - iii. Eligible for re-election for a second term. After two terms, there must be a one year lapse before serving in any office or board (as defined in B6.01)
 - iv. Appointed individuals who have served more than one-half of a regular term shall only be eligible for nomination and possible election to one additional full term (as defined in C12.03)
 - 3) Assuring Secretary and Financial Secretary terms of office shall begin in even-numbered years (as defined in B4.03)
 - 4) Assuring Vice President and Treasurer terms of office shall begin in odd-numbered years (as defined in B4.03)
- c. Responsible for providing the list of nominations for this congregation's publications prior to elections.
- d. Strive for a cross-section of the membership, seeking to include all aspects of the membership.
- e. Distribute a copy of the duties of each board or office from the constitution to each candidate.
- f. Endeavor not to place more than two immediate family members on the Executive Committee.
- g. Responsible to submit to the Congregation Council, one month before the Congregational meeting, a list of nominees recommended for election.
- h. Oversee the printing of the ballots for the annual congregational meeting once approved by the Congregation Council.
- i. Supervise the elections. (i.e., counting the ballots, notifying the President and the Congregation of the results, and destroying the ballots when authorized)

B13.04.01. The Mutual Ministry Committee

- a. Consists of a six (6) member committee appointed jointly by the Pastor, President and Vice-President and serve a three year term with two (2) members being appointed each successive year.
- b. Provide feedback and support for the pastor.
- c. Responsible for 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.
- d. Keep confidential the specifics of discussions at meetings of the Mutual Ministry Committee. The committee's makeup and purpose may be communicated to the congregation, however, are to be regarded as confidential.
- e. Meet approximately once a month. Additional meetings may be scheduled by the pastor as needed.

B13.05.01. *The Staff Support Committee*

- a. Consists of a three (3) member committee appointed by the Executive Committee and approved by the Congregation Council.
- b. Responsible to be a support group for the pastor and staff.
- c. Meet as needed for study, discussion, and evaluation of the ministry of this congregation, its pastor, and its staff.
- d. Schedule an annual review with each employee after input is received from the finance group, along with the respective reporting group, i.e., Office Administrator (Pastor, Executive Committee); Paid Music Staff (Worship Life); Custodian (Property).
- e. Serve 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.
- f. Serve this congregation by listening to members, as requested, to address any issues or concerns that they may have with regard to staff.
 - 1) Direct issues involving/regarding the congregation to the appropriate committee, as needed.
 - 2) Review issues that involve staff and/or congregation members with the Pastor for input.
 - 3) Report issues after consultation with the Pastor 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.
- g. Seek synodical help in areas of concern but shall also observe the rule of confidentiality as appropriate.
- h. 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.

B13.06.01. *The Call Committee*

- a. Consists of six voting members appointed by the Congregation Council when a pastoral vacancy occurs. The President shall be ~~ex-officio (with vote) member of this committee.~~
- b. Reports to the Congregation Council.
- c. Exists until the installation of the newly called pastor.

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