

**SHEPHERD OF THE HILLS EVANGELICAL LUTHERAN CHURCH**  
**CONGREGATION CONSTITUTION AND BYLAWS**

**REVISED JANUARY 2020**

**NOTES**

► **Required provisions:** Sections of this constitution marked by an asterisk [\*] are required when a congregation amends its governing documents. These sections must be used without alteration or amendment of the text in any manner (*i.e.*, neither additions nor deletions are permissible). This requirement is based on provision 9.52. in the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*. This provision requires that when a congregation of this church “wishes to amend any provision of its governing documents, the governing documents of that congregation shall be so amended to conform to 9.25.b.” in the churchwide constitution. Provisions in the *Model Constitution for Congregations* identified by an asterisk [\*] are those required under ELCA constitutional provision 9.25.b.

► **Review by synod:** Each congregation of this church is to provide a copy of its governing documents, and any amendments thereto, to its synod. In accordance with ELCA bylaw 9.53.03., amendments to a congregation constitution become effective *only* when approved by the synod. This bylaw provides:

All proposed changes in the constitution or incorporation documents of a congregation shall be referred to the synod with which the congregation is affiliated. The synod shall notify the congregation of its decision to approve or disapprove the proposed changes; the changes shall go into effect upon notification that the synod has approved them. The synod shall recognize that congregations may organize themselves in a manner which they deem most appropriate.

No governing document amendment will be approved by a synod if it conflicts with the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*. In order to meet constitutional requirements and to avoid potential problems, all proposed amendments to a congregation’s constitutional provisions, bylaws, and continuing resolutions should be submitted to the synod for review.

► **Amendment consistent with the Model Constitution for Congregations:** A congregation that amends its constitution to be in conformity with the *Model Constitution for Congregations* will report these changes to its synod. The amendments become effective upon adoption by the congregation, \*C16.04. While synod approval is not required, it is wise to work with the synod in preparing to present these amendments to the congregational meeting.

► **Codification explanation:** The *Model Constitution for Congregations* is organized into chapters by general subject matter and codified as (a) constitutional provisions, (b) bylaws, and (c) continuing resolutions. Each provision is preceded by a capital “C.” If a constitutional provision is mandatory, it will be preceded by an asterisk, “\*C.”

- a. Constitutional provisions are codified with two sets of numbers, preceded by a “C”: the chapter number, followed by a period, and a two-digit number. A period follows the two-digit number. Thus, one required constitutional provision related to “Membership” in Chapter 8 is codified as “\*C8.02.” A provision in Chapter 12 relating to a report by the Governing Board to the congregation at an annual meeting is codified as “C12.09.” Constitutional provisions are adopted and amended in accordance with Chapter 16 titled “Amendments.”
- b. Bylaw provisions follow constitutional provisions to which they apply. They are not intended to be organized in a separate document at the end of the constitutional provisions. Bylaws are codified with three sets of numbers: the chapter number (preceded by a “C”), the related constitutional provision number, and a two-digit number. There are periods after the chapter number, after the reference to the constitutional provision, and after the bylaw number. Thus, a bylaw provision related to “Membership” would be codified as “C8.02.01.” A bylaw relating to the contents of an

annual report by the Governing Board to the congregation at an annual meeting would be codified as “C12.09.01.” Because bylaws and continuing resolutions normally relate to specific practices and details of each congregation’s organization, operation, and life, there is not a model set of bylaws or continuing resolutions. Thus, each congregation has discretion and may develop its own bylaws and continuing resolutions, including bylaws and continuing resolutions under required constitutional provisions, but no such bylaw or continuing resolution may conflict with constitutional provisions in the *Model Constitution for Congregations*, the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*, or the constitution of the synod, as indicated in \*C6.03.e. Bylaws are adopted and amended in accordance with Chapters 16 and 17.

- c. Continuing resolutions are intended to provide descriptions of operational patterns and practices or of the ongoing responsibilities of committees or other units within the organizational structure of the congregation. They follow the relevant constitutional provision or bylaw to which they refer. Continuing resolutions also are codified with three sets of numbers, except that the third set is preceded by a capital letter. Thus, a continuing resolution describing congregational committees in Chapter 13 might be numbered “C13.07A19.” The initial numbers “C13.07” indicate that the continuing resolution relates to the designated constitutional provision, which in this case provides that the duties of congregational committees may be specified in bylaws or continuing resolutions. The final letter and numbers “A19” designate that this is the first continuing resolution “A” and the year that it was adopted, in this example 2019. Continuing resolutions are adopted and amended in accordance with Chapter 18. Unlike constitutional provisions and bylaws which are adopted by the congregation at a legally called and conducted meeting, continuing resolutions may be adopted either by a congregational meeting or by the Governing Board.

► **Missing numbers:** You will notice that certain numbers are missing from the numbering sequence in some chapters. These omissions are intentional. For example, in some chapters the number “.10.” and multiples thereof have been reserved for possible use as section headings in future editions.

► **Selection of options:** Alternatives are provided in some places within the *Model Constitution for Congregations*. Alternatives are noted by brackets or blank lines. For example, constitutional provision \*C9.01. offers the alternative of election of a call committee by the congregation or by the Governing Board. Only one alternative should be chosen in each instance where brackets appear in the text. In other provisions, alternative provisions are provided. Thus, in Chapters 11 and 12, regarding “Officers” and “Governing Board,” options are provided separated by the word “or.” Each congregation should select one of those options, subject to approval through the synod’s constitutional review process. Where a blank line appears, such as in C1.01. or C10.02., the appropriate word, phrase, or number determined by the individual congregation should be inserted.

► **References to church:** In the governing documents, “Church” with a capital letter refers to the one, holy, catholic, and apostolic Church. The words “church” or “this church” in lowercase letters refer to the Evangelical Lutheran Church in America. The specific congregation may be identified, as provided in C1.02., as “this congregation.”

► **Guidelines:** A list of guidelines for a congregation engaging in review and amendment of its constitution is available through each synod office and at ELCA.org.

► **Consultation and concluding comments:** Each synod has a process to review proposed amendments to congregational constitutions. The work of both congregations in amending their governing documents and the synod in reviewing proposed amendments is facilitated by consultation and cooperation *before* proposed amendments are acted upon by the congregation. In addition, each congregation should establish a process for periodic review of its governing documents. You are encouraged to contact your synod office to assist your congregation in its periodic review of governing document provisions and to assess whether problems may exist with respect to proposed amendments.

**\*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 Shepherd of the Hills Evangelical Lutheran Church.
- C1.02.** For the purpose of this constitution and the accompanying bylaws, the Shepherd of the Hills Evangelical Lutheran Church congregation is hereinafter designated as the “congregation.”
- C1.04.** In the event that any portion of this constitution is ever found by any tribunal or other entity having jurisdiction over the affairs of this congregation, to be invalid, unauthorized, ultra vires, or otherwise unenforceable, such a finding shall apply only to the section or sections so found and shall not affect the validity of the remainder of the constitution.
- C1.11.** This congregation shall be incorporated under the laws of the State of Minnesota.

**Chapter 2.**

**CONFESSION OF FAITH**

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

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\* Required provision

- \*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.**

C4.02.01 Shepherd of the Hills Evangelical Lutheran Church invites all of its members and visitors to receive the Sacrament and to participate regularly in Holy Communion.

**\*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 Governing Board 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 continuing resolutions in the section on the Congregation Committees.]**

**\*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 Governing Board 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 Governing Board, and require them to carry out their duties in accordance with the constitution, and 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 Saint Paul Area 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] [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 Saint Paul Area Synod of the Evangelical Lutheran Church in America. This congregation is subject to the discipline of the Evangelical Lutheran Church in America.
- \*C6.02. This congregation accepts the Confession of Faith and agrees to the purposes of the Evangelical Lutheran Church in America and shall act in accordance with them.
- \*C6.03. This congregation acknowledges its relationship with the Evangelical Lutheran Church in America in which:
- a. This congregation agrees to be responsible for its life as a Christian community.
  - b. This congregation pledges its financial support and participation in the life and mission of the Evangelical Lutheran Church in America.
  - c. This congregation agrees to call pastoral leadership from the roster of Ministers of Word and Sacrament of the Evangelical Lutheran Church in America in accordance with its call procedures except in special circumstances and with the approval of the bishop of the synod. These special circumstances are limited either to calling a candidate approved for the roster of Ministers of Word and Sacrament of the Evangelical Lutheran Church in America or to contracting for pastoral services with a minister of Word and Sacrament of a church body with which the Evangelical Lutheran Church in America officially has established a relationship of full communion.
  - d. This congregation agrees to consider ministers of Word and Service for call to other staff positions in this congregation according to the procedures of the Evangelical Lutheran Church in America.
  - e. This congregation agrees to file this constitution and any subsequent changes to this constitution with the synod for review to ascertain that all of its provisions are in

agreement with the constitution and bylaws of the Evangelical Lutheran Church in America and with the constitution of the synod.

- \*C6.04.** Affiliation with the Evangelical Lutheran Church in America is terminated as follows:
- a. This congregation takes action to dissolve.
  - b. This congregation ceases to exist.
  - c. This congregation is removed from membership in the Evangelical Lutheran Church in America according to the procedures for discipline of the Evangelical Lutheran Church in America or in accordance with provision 9.23. of the constitution and bylaws of the Evangelical Lutheran Church in America.
  - d. The *Saint Paul Area Synod* takes charge and control of the property of this congregation to hold, manage, and convey the same on behalf of the synod pursuant to †S13.24. of the synod constitution. This congregation shall have the right to appeal the decision to the next Synod Assembly.
  - e. This congregation follows the procedures outlined in \*C6.05.
- \*C6.05.** This congregation may terminate its relationship with the Evangelical Lutheran Church in America by the following procedure:
- a. A resolution indicating the intent to terminate its relationship must be adopted at two legally called and conducted special meetings of this congregation by a two-thirds vote of the voting members present at each meeting. The first such meeting may be held no sooner than 30 days after written notice of the meeting is received by the bishop of the synod, during which time this congregation shall consult with the bishop and the bishop's designees, if any. The times and manner of the consultation shall be determined by the bishop in consultation with the Governing Board. Unless he or she is a voting member of this congregation, the bishop and the bishop's designees, if any, shall have voice but not vote at the first meeting.
  - b. Within 10 days after the resolution has been voted upon at the first meeting, the secretary of this congregation shall submit a copy of the resolution to the bishop, attesting that the special meeting was legally called and conducted and certifying the outcome of the vote, and shall send copies of the resolution and certification to voting members of this congregation.
  - c. If the resolution was adopted by a two-thirds vote of the voting members present at the first meeting, the bishop of the synod and this congregation shall continue in consultation, as specified in paragraph a. above, during a period of at least 90 days after receipt by the bishop of the attestation and certification as specified in paragraph b. above.
  - d. If this congregation, after such consultation, is still considering termination of its relationship with this church, such action may be taken at a legally called and conducted special meeting by a two-thirds vote of the voting members present. Notice of the second meeting shall be sent to all voting members and to the bishop at least 10 days in advance of the meeting. Unless he or she is a voting member of this congregation, the bishop and the bishop's designees, if any, shall have voice but not vote at the second meeting.
  - e. Within 10 days after the resolution has been voted upon, the secretary of this congregation shall submit a copy of the resolution to the bishop, attesting that the second special meeting was legally called and conducted and certifying the outcome of the vote, and shall send copies of the resolution and certification to the voting members of the congregation. If the resolution was adopted by a two-thirds vote of the voting members present at the second meeting, the relationship between the congregation and this church shall be terminated subject to Synod Council approval as required by paragraphs f. and g. below.

- f. Unless this notification to the bishop also certifies that this congregation has voted to affiliate with another Lutheran denomination, this congregation shall be deemed an independent or non-Lutheran church, in which case \*C7.04. shall apply.
  - g. This congregation shall abide by these covenants by and among the three expressions of this church:
    - 1) Congregations seeking to terminate their relationship with this church which fail or refuse to comply with each of the foregoing provisions in \*C6.05. shall be required to receive Synod Council approval before terminating their membership in this church.
    - 2) Congregations which had been members of the Lutheran Church in America shall be required, in addition to complying with the foregoing provisions in \*C6.05., to receive synod approval before terminating their membership in this church.
    - 3) Congregations established by the Evangelical Lutheran Church in America shall be required, in addition to complying with the foregoing provisions in \*C6.05., to satisfy all financial obligations to this church and receive Synod Council approval before terminating their membership in this church.
  - h. If this congregation fails to achieve the required two-thirds vote of voting members present at this congregation's first meeting as specified in paragraph a. above or fails to achieve the required two-thirds vote of voting members present at this congregation's second meeting as specified in paragraph d. above, another attempt to consider termination of relationship with this church must follow all requirements of \*C6.05. and may begin no sooner than six months after the meeting at which the two-thirds vote was not achieved.
- \*C6.06. If this congregation considers relocation, it shall confer with the bishop of the synod in which it is territorially located and the appropriate unit of the churchwide organization before any steps are taken leading to such action. The approval of the Synod Council shall be received before any such action is taken.
- \*C6.07. If this congregation considers developing an additional site to be used regularly for worship, it shall confer with the bishop of the synod in which it is territorially located and the appropriate unit of the churchwide organization before any steps are taken leading to such action.

## Chapter 7.

### PROPERTY OWNERSHIP

- \*C7.01. If this congregation ceases to exist, title to undisposed property shall pass to the Saint Paul Area 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 Saint Paul Area 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 *Saint Paul Area Synod*—reconvey and transfer all right, title, and interest in the property to the synod.

## Chapter 8.

### MEMBERSHIP

- \*C8.01.** Members of this congregation shall be those baptized persons on the roll of this congregation at the time that this constitution is adopted and those who are admitted thereafter and who have declared and maintain their membership in accordance with the provisions of this constitution and its bylaws.
- \*C8.02.** Members shall be classified as follows:
- a. *Baptized* members are those persons who have been received by the Sacrament of Holy Baptism in this congregation, or, having been previously baptized in the name of the Triune God, have been received by certificate of transfer from other Lutheran congregations or by affirmation of faith.
  - b. *Confirmed* members are baptized persons who have been confirmed in this congregation, those who have been received by adult baptism or by transfer as confirmed members from other Lutheran congregations, or baptized persons received by affirmation of faith.
  - c. *Voting* members are confirmed members. Such confirmed members, during the current or preceding calendar year, shall have communed in this congregation and shall have made a contribution of record to this congregation. Members of this congregation who have satisfied these basic standards shall have the privilege of voice and vote at every regular and special meeting of this congregation as well as the other rights and privileges ascribed to voting members by the provisions of this constitution and its bylaws. They shall not have voted as a seasonal member of another congregation of this church in the previous two calendar months.
  - d. *Associate* members are persons holding membership in other [ELCA] [Lutheran] [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 Governing Board 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 Governing Board 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.

C8.02.01 A person who desires to become an associate member shall apply to a called pastor for such status. Upon approval by such pastor, the person's name shall be added to the roster of associate members. A pastor shall report the acceptance of the applicant to the Governing Board.

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

C8.03.01 An application for membership may consist of participation in a rite of welcome or official listing of membership in the congregational records. Such notice or listing is understood to have received approval of the Governing Board.

**\*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.**

C.8.05.01 Discontinuance of Membership

- a. A confirmed member in good standing desiring to change his/her membership to another Lutheran congregation shall, upon request to the pastors, receive a letter of transfer.
- b. Members who have been dismissed, in accordance with the constitution, or who have resigned, and members who have transferred to other Lutheran congregations, or who are definitely known to have become members of other congregations without transfer, have thereby terminated their membership in the congregation and have surrendered all membership rights.

## **Chapter 9.**

### **ROSTERED MINISTER**

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

C9.01.01 Call to Senior Pastor

In the event of a vacancy in the position of senior pastor, the Governing Board shall designate a Call Committee of not more than twelve (12) voting members of the congregation; at least one of which shall be a member of the Governing Board. This committee shall screen candidates and make recommendations to the congregation.

C9.01.02 Call to Associate Pastor

In the event of a vacancy in the position(s) of associate pastor, the Governing Board shall designate a Call Committee of not more than twelve (12) voting members of the congregation, at least one of which shall be a member of the Governing Board, and the senior pastor who shall be ex officio. This committee shall screen candidates and make recommendations to the congregation.

**\*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 Governing Board;**
- 4) **with the Governing Board, administer discipline;**

- 5) endeavor to increase the support given by the congregation to the work of the churchwide organization and of the Saint Paul Area 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.

C9.04.01 Letter of Call

When the congregation has voted to call a Rostered Minister, it shall issue a letter of call to the Rostered Minister-elect. It shall be signed by the governing board chairperson and secretary to coincide with the timing of the call vote.

**\*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 Governing Board 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.**

C9.05.01 Rostered Minister Notice of Termination

If a Rostered Minister accepts a Call to another ministry, the Rostered Minister shall announce his/her decision to the Governing Board as quickly as possible. The Rostered Minister shall notify the bishop of the synod of the decision, and shall terminate his/her ministry as soon as reasonable.

- \*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 Governing Board.**
- \*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 Governing Board. 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 Governing Board, 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 Governing Board 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 a 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 Governing Board 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 Governing Board, 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. **The Annual Meeting of this congregation shall be held at a time specified in the bylaws.**
  - C10.01.01 **Fiscal Year**

The fiscal year of the congregation shall be from January 1 through December 31.
  - C10.01.02 **Regular Annual Meeting of the congregation**
    - a. **Date.** The congregation shall have one regular Annual Meeting, which shall be held in January on a date designated by the Governing Board.
    - b. **Elections.** At the regular Annual Meeting of the congregation, elections of Officers and other positions as may be designated by the Governing Board shall be held. Nominations for all positions shall be made as follows:
      - 1. Not later than sixty (60) days prior to the regular Annual Meeting, the Nominating Committee shall select one or more persons as nominees for each elective post and it shall submit biographical information on each nominee to the Vice Chairperson of the congregation. Nominees must be voting members of the congregation.
      - 2. At least thirty (30) days prior to the regular Annual Meeting, the Vice Chairperson shall post in the church the selections of the Nominating Committee together with the biographical information of each nominee.

Additional nominations may be made by securing a petition with the signatures of twenty-five (25) voting members of the congregation and submitting such petition with a biographical description of the candidate to the Nominating Committee at least fifteen (15) days prior to the regular Annual Meeting. These nominees shall give their consent to the nomination.

3. If a person nominated by the Nominating Committee withdraws, dies, becomes disabled or is disqualified prior to the regular Annual Meeting, the Nominating Committee shall substitute a new nominee in his/her place. Posting, if time permits, shall be by the Vice Chairperson of the congregation.
4. Additional nominations may not be made from the floor at the regular Annual Meeting of the congregation.
5. Reports and Budgets. At the regular Annual Meeting, the congregation shall receive reports from all the organizations of the congregation. Such reports, including relevant financial statements, shall be timely submitted in writing to the Chairperson of the Board or his/her designee. The congregation shall also receive and vote on a proposed budget for the new fiscal year. The annual reports and the proposed budget shall be made available to the congregation at least seven (7) days prior to the regular Annual Meeting.

**C10.02. A special congregation meeting may be called by the Senior Pastor, the Governing Board, or the Chairperson of this congregation, and shall be called by the chairperson at the written request of 40 voting members. The call for each special meeting shall specify the purpose for which it is to be held and no other business shall be transacted.**

**C10.03. Requirements for notice and announcement of special and regular meetings of this congregation shall be as specified in the bylaws.**

C10.03.01 Notice of Meeting

The official notice of the scheduling of a regular or special meeting of the congregation shall be in writing and shall be signed by the Chairperson of the congregation, or by the person or persons who have called the meeting as authorized by the constitution. Such notice shall state the time, the place, and the purpose of the meeting.

C10.03.02 Announcement of Meeting

Announcement of the time and place of a regular or special meeting of the congregation shall be made at all worship services of the congregation held during the fourteen (14) days immediately preceding the date of the meeting, and in such publications as the congregation or the pastor may periodically issue, or by written notice to the voting members mailed not less than ten (10) days in advance of the meeting; provided that a meeting called to consider the purchase, disposition, or encumbrance of real property must be called and held in conformity with such provision of civil law as may be applicable. Electronic notice of meetings may be provided in addition to notice by regular mail.

**C10.04. Forty voting members shall constitute a quorum.**

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

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

C10.06.01 Voting Member  
Congregation members are entitled to vote at the congregation annual meeting. Members will sign in as they enter the meeting area where the meeting of the congregation will be held.

C10.06.02 Parliamentary Procedures

- a. Parliamentary procedures shall be in accordance with Robert’s Rules of Order, including the order of business, unless another procedure is specified in the constitution or bylaws.
- b. Written ballots shall be used:
  1. To adopt or amend the Articles of Incorporation, constitution, or bylaws of the congregation.
  2. To request the resignation of a Rostered Minister.
  3. To exclude a member from the congregation or to remove a member from office in the congregation.
  4. To sever membership in the Evangelical Lutheran Church in America or its successor.
  5. To dispose of, encumber, improve, or purchase real property.
  6. To call a Rostered Minister.
  7. Whenever so requested by ten (10) or more voting members present.

**Chapter 11.  
OFFICERS AND GOVERNING BOARD**

**C11.01. The officers of the congregation, who shall also be the officers of the Governing Board, shall be the Chairperson, Vice Chairperson, Secretary, and Treasurer.**

C11.01.01 Duties of Officers  
The duties and functions of each officer of the congregation shall be as follows:

- a. (reserved)
- b. The Chairperson shall prepare the agenda for, and preside over, the business meetings of the congregation, and the Governing Board. The Chairperson shall be an ex officio non-voting member of all committees and organizations of the congregation except the Nominating Committee.
- c. The Vice Chairperson shall assume the duties of the Chairperson during the absence or disqualification of the Chairperson, and shall assist the Chairperson in preparing the agenda for Governing Board meetings and in carrying out the Chairperson’s duties, together with such other duties as the Chairperson may assign (see also 13.01b2).
- d. The Secretary shall be responsible for keeping the minutes and other accurate records of the congregation and Governing Board business meetings. Copies of the minutes of the Governing Board meetings shall be made available upon request to the congregation following each meeting. The Secretary shall, in cooperation with the senior pastor, preserve the congregation’s archives.
- e. The Treasurer shall be responsible for the coordination and preparation of the annual budget, shall provide the Governing Board with a monthly financial report, and shall assist with such other duties as the Chairperson may assign.

- C11.02.** The voting membership of the Governing Board shall consist of the Senior Pastor, the elected officers of the congregation as described in C11.01, and four other board members at large.
- C11.03.** All Governing Board members including the officers, shall be voting members of the congregation eighteen years of age or older, and shall be elected by a majority vote of the congregation, or by written ballot if more than one candidate is nominated for a position.
- C11.04.** The term limits, the dates of the terms of office, and the duties of the Governing Board members and the officers of this congregation shall be specified in the bylaws.
- C11.04.01** Terms of Office
- a. Term Limits. Elected positions for officers and other board members are two year positions. Board members and officers may serve no more than eight consecutive years.
  - b. Term of Office. The term of office for each officer and member of the Governing Board shall begin at 12:01 a.m. on the first day of February following election and shall expire at 12:00 midnight on the thirty-first day of January in the year in which the term concludes.
  - d. Forfeiture. An officer or Governing Board member who is absent from three (3) consecutive regular meetings without an excuse acceptable to the Governing Board shall forfeit his/her membership or office.
- C11.05.** (Reserved)
- C11.06.** The officers and members of the Governing Board, except the Senior Pastor, shall be elected at a congregational Annual Meeting.
- C11.07.** The Governing Board 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 Governing Board 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.
  - e. To be examples individually and corporately of the style of life and ministry expected of all baptized persons.
  - f. To promote a congregational climate of peace and goodwill and, as differences and conflicts arise, to endeavor to foster mutual understanding.
  - g. To arrange for pastoral service during the sickness or absence of the pastor.
  - h. To emphasize partnership with the synod and churchwide units 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.

- C11.07.01 In addition to the duties and responsibilities provided in the constitution, the Governing Board shall:
- a. Appoint delegates to any group or meeting in which the congregation is entitled to representation.
  - b. Promote a Christian sense of stewardship of time, talents, and treasures among all members of the congregation throughout the year.
  - c. Be responsible for the oversight of the various ministries of the congregation.
  - d. Be responsible for long range planning for the congregation, with annual review and update.
  - e. Be responsible for long and short-range facility planning for the congregation.
  - f. Be responsible for implementing strategic planning decisions through the budget process and other available means.
  - g. Be responsible for congregation stewardship matters, including all appropriate stewardship drives, endowment fund and ministries.

- C11.07.02 Mission Endowment Fund
- The Governing Board shall administer and oversee the Mission Endowment Fund and its stewardship, including fund-raising, investments, and grants, in order to enhance the extended ministry and mission outreach of the congregation apart from the congregation's general operations. As part of the Board's duties, it specifically shall:
- a. Coordinate fund-raising activities for long term giving.
  - b. Provide ongoing educational and motivational events and materials to foster stewardship growth and mission development.
  - c. Formulate an Investment Policy to guide investment decisions.
  - d. Strive to distribute income from the Mission Endowment Fund at least annually and at such other times, as it deems necessary and/or practical to accomplish the purposes of the Fund. Distribution of all accumulated income need not occur annually if the Governing Board determines that disbursement of income during a year is not wise or prudent.
  - e. Appoint and charge task forces with specific tasks or projects.

- C11.07.03 Hiring for Other Staff Positions
- The Governing Board shall establish processes for the hiring of persons for other staff positions, and may delegate certain responsibilities in the hiring process. However, all hires for such positions are subject to the approval of the Governing Board.

- C11.08. The Governing Board shall be responsible for the financial and property matters of this congregation.**
- a. The Governing Board shall be responsible for maintaining and protecting its property and the management of its business and fiscal affairs. It shall have the powers and be subject to the obligations that pertain to such boards under the laws of the State of Minnesota, except as otherwise provided herein.**
  - b. The Governing Board may enter into contracts for items not included in the budget but may not incur obligations more than 10% in excess of the anticipated receipts except after approval by a congregation meeting.**
  - c. The Governing Board shall approve the annual budget prior to adoption by this congregation, shall oversee the expenditure of funds in accordance therewith following its adoption, and may not incur obligations more than 10% in excess of the anticipated receipts except after approval by a congregation meeting.**

- d. The Governing Board shall ensure that the financial affairs of this congregation are being conducted efficiently.**
- e. The Governing Board shall approve all staff appointments.**

C11.08.01 In addition to the duties and responsibilities provided in the constitution, the Governing Board shall:

- a. Receive monthly reports from the Treasurer to assure that the expenditures are within the budget approved by the congregation and will not exceed annual revenues.
- b. Review and approve a budget to submit to the regular annual congregational meeting.
- c. Assure that the Treasurer and others who have access to the funds of the congregation are adequately bonded.
- d. Appoint annually an audit committee composed of three persons, at least one of whom shall be a voting member of the congregation. This committee shall examine and review the fiscal records of the previous fiscal year of the congregation and the affiliated organizations and shall report its findings in writing to the Governing Board. Such reviews shall include examination of existing insurance coverage. The Governing Board in its discretion may provide for interim reviews as needed.
- e. Be responsible for the building and premises of the congregation and for their use and maintenance.

**C11.09. The Governing Board shall see that the provisions of this constitution and its bylaws, and the continuing resolutions, are carried out.**

**C11.10. (Reserved)**

**C11.11. The Governing Board shall submit an annual report to this congregation at the annual meeting.**

**C11.12. The Governing Board shall normally meet once a month. Special meetings may be called by the Senior Pastor or the Chairperson, and shall be called 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.**

C11.12.01 The regular meetings of the Governing Board will be as the Board shall determine. The date and time will be posted in the church. The meeting shall be open to the members of the congregation. Members may request to speak but will not have a vote. The Governing Board may vote to enter into Executive Session for certain matters at which time congregational members shall be excused.

**C11.13. A quorum for the transaction of business shall consist of a majority of the members of the Governing Board, including the Senior Pastor or interim pastor, except when such person requests or consents to be absent and has given prior approval to an agenda of routine matters which shall be the only business of the meeting.**

C11.13.01 Duties of Governing Board  
Business brought before the Governing Board for approval must be approved by a majority or a minimum of four, whichever is greater, of the voting members present in order to be considered passed.

**C11.14. The following persons shall be ineligible for nomination to the Governing Board:**

- a. Any incumbent Governing Board member who has served the maximum number of years (as specified in the bylaws) consecutively without a minimum of one year off the Board.
- b. Any paid church employee, except the Senior Pastor.
- c. The spouse of any incumbent Governing Board member, except an incumbent Governing Board member whose term is expiring contemporaneously with the potential election of the spouse.
- d. The spouse of any paid church employee.

**C11.15.** The following four guidelines shall be used in selecting candidates for all elected positions:

- a. Commitment to regular worship attendance.
- b. Commitment to a daily devotional and prayer life.
- c. Commitment to growth as a Christian through various education opportunities.
- d. Commitment to sharing the Good News of Jesus Christ with others.

**C11.16.** Vacancies in elective offices that occur during a term of office shall be filled by the appointment of the Governing Board on recommendations of each person by the Nominating Committee. The appointee shall serve the remainder of the vacated term except if the vacancy occurs in the office of the Chairperson or Vice Chairperson. In that event, the term served by the appointee shall be as follows:

- a. Vacancy in the office of Vice Chairperson: The term of the appointee shall be until the next congregational election at which time the appointee shall normally stand for election.
- b. Vacancy in office of chairperson: If the vice chairperson has been duly elected by the congregation, the vice chairperson shall succeed to the chair and serve the remaining term of the outgoing chairperson. A new appointee shall then serve as Vice Chairperson until the next congregational election and then may stand for election for the following year.
- c. Vacancy in office of Chairperson and Vice Chairperson: If a vacancy occurs in both offices at the same time, the term of the appointees shall be until the next congregational election at which time the appointees shall be eligible to be elected for a full term.

**Chapter 12.  
RESERVED**

**Chapter 13.  
CONGREGATIONAL COMMITTEES**

**C13.01.** The voting membership of the Nominating Committee shall consist of the senior pastor and up to five committee members and shall serve a term of one-year running from July 1 to June 30.

- a. Authority and Function: The Nominating Committee shall nominate members to the Governing Board. The nominations shall be for a specific position.
- b. Composition: The Nominating Committee shall consist of up to six members as follows:
  - 1. one member to be elected by the Governing Board from its own membership;
  - 2. the Vice Chairperson of the Governing Board;
  - 3. up to three members at large who shall be appointed by the Governing Board. Each of the members at large shall serve a one

- year term, serving no more than two consecutive terms as a member at large; and
4. the Senior Pastor.

- C13.01.01 Chairman of the Nominating Committee  
The members of the Nominating Committee shall elect the Chairman of the Nominating Committee at the first meeting of the Nominating Committee which shall be set at a time and place by the Senior Pastor.
- C13.02. When a pastoral vacancy occurs, a call committee of up to twelve voting members shall be appointed by the Governing Board. The Governing Board may serve as the call committee except when the pastoral vacancy is the senior pastor. Term of the call committee will terminate at installation of the newly-called pastor.
- C13.03. Other congregational committees and boards may be formed as the need arises, by decision of the Governing Board.

#### Chapter 14.

##### ORGANIZATIONS WITHIN THE CONGREGATION

- C14.01. All organizations within this congregation shall exist to aid it in ministering to the members of this congregation and to all persons who can be reached with the Gospel of Christ. As outgrowths and expressions of this congregation's life, the organizations are subject to its oversight and direction. This congregation at its meeting shall determine their policies, guide their activities, and receive reports concerning their membership, work, and finances.
- C14.02. Special interest groups, other than those of the official organizations of the Evangelical Lutheran Church in America, may be organized only after authorization has been given by the Governing Board.

#### 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 Governing Board 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 Governing Board.
- \*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 Governing Board, 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 Governing Board, 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 Governing Board 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 Governing Board 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 Governing Board 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 Governing Board and recorded in the minutes of the next Board 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 five (5) voting members or by the Governing Board. Proposals must be filed in writing with the Governing Board 60 days before formal consideration by this congregation at a regular or special Congregation Meeting called for that purpose. The Governing Board shall notify this congregation's members of the proposal together with the Board'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:
- be approved at any legally called meeting of this congregation by a majority vote of those voting members present and voting;
  - be ratified without change at the next regular meeting of this congregation held pursuant to **C10.01** by a two-thirds vote of those voting members present and voting; and
  - have the effective date included in the resolution<sup>2</sup> 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 Governing Board 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 Board's recommendations, at least 30 days prior to the meeting. Upon the request of at least two (2) voting members of this congregation, the Governing Board shall submit such notice. Following the adoption of an amendment, the secretary of this congregation shall submit a copy thereof to the synod. Such provisions shall become effective immediately following a vote of approval.

## Chapter 17.

### BYLAWS

- \*C17.01.** This congregation may adopt bylaws. No bylaw may conflict with this constitution.
- \*C17.02.** Bylaws may be adopted or amended at any legally called meeting of this congregation with a quorum present by a two-thirds vote of those voting members present and voting.
- \*C17.03.** Changes to the bylaws may be proposed by any voting member, provided that such additions or amendments be submitted in writing to the Governing Board at least 60 days before a regular or special Congregation Meeting called for that purpose. The Governing Board shall notify this congregation's members of the proposal with the Board's

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

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 Governing Board 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 Governing Board.
- \*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 Governing Board 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.

## Chapter 20.

### PARISH AUTHORIZATION

*[\* Required provisions when congregation is part of a parish]*

- \*C20.01. This congregation may unite with one or more other congregations recognized by the synod named in \*C6.01. to form a parish. Except as provided in \*C20.02. and \*C20.03., a written agreement, developed in consultation with the synod and approved by the voting members of each congregation participating in the parish, shall specify the powers and responsibilities that have been delegated to the Parish Council. The Parish Agreement shall identify which congregation of the parish issues calls on behalf of the member congregations or shall establish a process for identifying which congregation issues calls on behalf of the member congregations.
- \*C20.02. One congregation of a parish shall issue a call on behalf of the member congregations to a minister of Word and Sacrament or a candidate for the roster of Ministers of Word and Sacrament who has been recommended by the synod bishop to serve the congregations of the parish. Such a call shall be approved prior to issuance by a two-thirds vote at a congregational meeting of each congregation forming the parish. If any congregation of the parish should fail to approve the call, the other congregations of the parish shall have the right to terminate the parish agreement.
- \*C20.03. One congregation of a parish may issue a call on behalf of the member congregations to a minister of Word and Service or a candidate for the roster of Ministers of Word and Service who has been recommended by the synod bishop to serve the congregations of the parish. Such a call shall be approved prior to issuance by a two-thirds vote at a congregational meeting of each congregation forming the parish. If any congregation of the parish should fail to approve the call, the other congregations of the parish shall have the right to terminate the parish agreement.
- \*C20.04. Any one of the congregations of the parish may terminate their relationship with the pastor as provided in †S14.18.d. of the synod constitution of the synod named in \*C6.01.

**In such case, the other congregation(s) of the same parish shall have the right to terminate the parish agreement.**

**\*C20.05. Any one of the congregations of the parish may terminate their relationship with a minister of Word and Service as provided in †S14.43.d. of the synod constitution of the synod named in \*C6.01. In such case, the other congregation(s) of the same parish shall have the right to terminate the parish agreement.**

**\*C20.06. Whenever a parish agreement is terminated, the call of any rostered minister serving that parish is terminated. Should any congregation that was formerly part of the parish agreement desire to issue a new call to that rostered minister, it may do so in accordance with the call process of this church.**